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THE WORLD BANK

Washington, D.C.

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Bank Administration and Policy : Programming and Budgeting Department - Organization
01



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Bank Administration and Policy - Programming and Budgeting Department
Organization - 1969 / 1971 Correspondence

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THIS FILE IS CLOSED AS OF

DECEMBER 1971.

FOR FURTHER CORRESPONDENCE SEE:

1972 - 1974.

RECORDS MANAGEMENT SECTION
January 1972

Org. Programming & Budgeting Dept.

Mr. Edward J. Donovan

June 20, 1969

Hildegard Mertes

RM 6/20

Move - Programming and Budgeting Department

Concerning the move of Programming and Budgeting Department on June 26, Mrs. McNeal informed me of the following arrangements:

- Mr. Valtz will move into Mr. Adler's Office - D628
- Mr. Blaxall will move into Mr. Valtz' Office- D632
- Mr. Mitchell will move into Mr. Blaxall's Office - D625

HM/ia

April 28, 1969

Mr. Arthur R. Miller
Booz, Allen & Hamilton Inc.
135 South LaSalle Street
Chicago, Illinois 60603

Dear Mr. Miller:

Thank you for your invitation to meet with you during your coming trip to Washington.

If your schedule permits and you would like to get together, I would be pleased to meet with you. However, I doubt that I can be very helpful in terms of recommending possible candidates for your Washington operation.

Sincerely yours,

Michael E. Ruddy
Programming Officer
Programming & Budgeting
Department

MER:omc
MR

APR 30 1969

COMMUNICATIONS
SECTION

Organization - Programming & Budgeting Dept

April 28, 1969

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Michael E. Iaddy
Programming Officer
Programming & Budgeting
Department

MER:omc
WQ

1969 APR 30 PM 5:49

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GENERAL FILES
COMMUNICATIONS

Messrs. Blaxall, Eschenberg and Urquhart

March 19, 1969

Robert C. K. Valtz /s/ R.V.

Our Processing of Three-Page Summary Statements

John Blaxall just raised the issue of who is to review the three-page Summary Statements now that Mr. McNamara has decided that we will not attempt to have them rewritten at this time. Here is how I would like you to proceed.

1. Each of you will continue to be responsible for these three-page Summary Statements already assigned you as "primary reader", and we will assign others in the next few days.
2. You need not be "second reader" for others' three-page papers, contrary to our previous plan.
3. For those three-page Summaries in your domain, please prepare two short pieces of paper, along the following lines:
 - a. a short paragraph (75 words or less) giving our view as to the overall strengths and weaknesses of the paper; and,
 - b. a list of key points which you believe Mr. McNamara should raise in his meeting with the Division responsible for the paper.

I shall provide a sample of each in a day or two.

4. Mr. Adler and/or I will review your two sheets on each Summary Statement and work out any revisions necessary with you, after which the Summary Statement and attachments will be ready for submission to the review committee headed by Mr. McNamara.

5. As for the full Country Statements, there will be no change in our previous arrangement, i.e., there will be both a primary and secondary reader, and after they have reviewed a given paper and discussed their conclusions with Mr. Adler and/or me, they will schedule a meeting--through the Area Department's Deputy Director--with the person(s) responsible for revising the paper. We should allow no more than five working days for even a major revision, and appropriately less for minor fixes. If you cannot obtain the Area Department's agreement to the deadline you want, please raise the matter with Mr. Adler or me.

6. Later today I plan to circulate a tentative schedule for the series of meetings between Mr. McNamara and the divisions; when this has been reviewed and approved, it will give us an implicit schedule for processing both Country Statements and three-page Summary Statements.

RCKV:vw

cc: Mr. Adler, Mrs. Fabietti, Mr. Mitchell, Mr. Ruddy