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THE WORLD BANK

Washington, D.C.

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The World Bank

1818 H Street NW

Washington DC 20433

Telephone: 202-473-1000

Internet: www.worldbank.org

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Personnel and Administration - Projects and Brief Description of Purpose -
Correspondence 01

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PERSONNEL AND ADMINISTRATION

Listing of Current Projects and

Brief Description of Purpose

March 1982

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ADMINISTRATIVE SERVICES DEPARTMENT

Office of the Director

- 05-01: Development of 600 19th Street Project: To provide expansion space for Bank staff in a desirable location under Bank control.
- 05-02: Operational Travel Policy Review: To carry out a thorough review of travel policy including the basic principles underlining the provision of different types of travel service, the provision of standards and quality control procedures and the optimization of the benefit/cost ratio of travel in the light of current rate structures.
- 05-03: Establishment of an Emergency Action Plan to include Staff Training, and a Fire Warden Organization: To develop a plan to achieve emergency readiness in case of fire or other emergencies and to clarify and document staff responsibilities during an emergency.
- 05-05: Identification and Collection of Users Statistics: To develop a system to collect statistics and reports of the services provided by the Administrative Services Department to specific units and/or divisions throughout the Bank and IFC.
- 05-06: Cost/Profit Centers and the Charge-back System within the Personnel and Administration Complex: To study the development of cost/profit centers within the Complex, a charge-back reporting system or other means of relating or recovering the cost of services by user organizations.
- 05-08: Administrative Manual: To carry out a complete review of the existing Administrative Manual which, containing policies and procedures which concerns the overall management and administration of the Bank Group, is currently out of date.
- 05-09: Implementation of a Tighter Access Control System for the Entry of all Personnel into Bank Space: To provide a more secure internal environment for Bank staff by insuring that undesirable persons are prevented from entering the space occupied by Bank staff. In its final phase, this project will utilize the state of the art of automated access control.
- 05-10: Establishment of a Bankwide Electronic Message Switch: To study the feasibility of acquiring a system which will encompass the incoming message distribution, the outbound telex switch and the telephone switch with adequate use of available technology to maintain costs and efficiency at desirable levels.
- 05-11: Implementation of Price Waterhouse Recommended Changes to Procurement Policies and Procedures: To implement recommended changes to the procurement acquisition process as recommended by Price Waterhouse financial control study.

- 05-12: Implementation of Procurement and Contract Management Committee Recommendations: To provide a comprehensive analysis for the implementation of the 23 recommendations of the Procurement and Contract Management Committee related to bidding procedures and prequalification and selection of suppliers.
- 05-13: Disaster Recovery Plan: To define the scope proposed plan and allow for testing of a Bankwide disaster recovery plan for essential functions.
- 05-14: Document Security Policy: To review documents security classification policy and enhance documents security.
- 05-15: Service Standards and Controls (OSSD) Space Allocation: To review the standards of space allocation. To define and develop those standards where necessary and establish controls to ensure ongoing maintenance of appropriate standards.
- 05-16: Service Standards and Controls (OSSD) Parking Operations: As part of the effort in OSSD to review the standards of all existing services, this project addresses the question of parking policy and will produce a statement of existing procedures leading to the development of a parking manual.
- 05-17: Review and Implementation of Price Waterhouse Report and Recommendations for Property Control Section: To review and implement the recommendations on strengthening financial controls in Building Operations and Property Control Sections of OSSD and to monitor progress in addressing concerns identified in the report.
- 05-18: Review and Implementation of Price Waterhouse Report and Recommendations for Building Operations Section: To review and implement recommendations on strengthening financial controls in Building Operations Section of OSSD and to monitor progress in addressing concerns identified in the report.
- 05-19: Developing a Model for Administrative Strategic Planning at the World Bank: To develop strategic planning tool for space planning and for several other selected administrative services such as building services, communications, copying and painting.
- 05-21: Pamphlets on Security and Safety: To publish a series of pamphlets on subjects involving security and safety to help educate staff on these matters.
- 05-22: CPR Trained Staff Utilization Plan: To develop an action plan for staff to receive assistance when faced with a health related emergency.
- 05-24: Board Room Renovation: To conduct preliminary feasibility survey for the examination of alternative locations for board room expansions and improvements.

- 05-25: Upgrading of Simultaneous Interpretation Facilities Throughout the Bank: To study and design the upgrading of booth and equipment for simultaneous interpretation.
- 05-26: Establishment of a Central Conference Scheduling Unit in the Bank: To organize a central conference unit to schedule and coordinate all Bank meetings except those not requiring special support.
- 05-27: Safety Program for Staff: To study and formulate a safety program to assure staff safety in the work place and education of staff for non-work related safety.
- 05-28: Building Self Protection Capability Study: To assure that the Bank owned buildings have the capability of defending the structures during a fire emergency independent of outside help.
- 05-29: Bankwide Telecommunications Service: To study the feasibility of acquiring a system which is capable of providing and/or supporting the varied communication requirements of the Bank, including voice, data, telegraph, facsimile, video, etc.
- 05-30: Selection of Interstate Carrier: To select an interstate carrier or carriers.
- 05-31: Selection of Contractor for Shipping Bank Documents: To select a single contractor to arrange for the shipments of Bank documents and other related air forwarding and broker functions.
- 05-32: Conversion from Sea to Air Shipment for Field Office Staff: To establish criteria which allow conversion from sea shipment to air shipment for staff assigned to or from field offices.
- 05-33: Procedures for Lost and Found Articles: Creation of a lost and found operation within the Security Division.
- 05-35: Internal Guidelines and Procedures for Administration Division: To develop a systematic collection of all internal procedures of the Administrative Services Department.
- 05-36: Automated Parking Records Development: To reduce the manual efforts and resources required to monitor and control the overall parking function, including the parking contractors' charges and the staff payroll deductions.
- 05-37: Rebidding the Food Service Contract: To monitor contract rebidding from drafting bid specifications and prequalification of contractors to contract award and execution.
- 05-38: Upgrading of corridors: To improve the appearance of the Bank's corridors for the purpose of showing visually where the Bank's basic work is accomplished.

- 05-39: EDI Space Requirements FY83-87: To provide the information necessary to make a long-term commitment for offices and apartment space that will satisfy the requirements of the Economic Development Institute for the next five to seven years.
- 05-40: FY83 Space Allocation Plan: To provide a detailed account of how the FY83 office space planning and allocation process will be developed and implemented.
- 05-41: Telecommunications Services-600 19th Street Building: To investigate the feasibility of installing an on-site electronic switching and stored program control system capable of supporting the Bank's present and future requirements for voice, data and video services.
- 05-42: Study the Feasibility of Establishing Teleconferencing Facilities in the Bank: To study the use of electronic communications systems for meetings between individuals at separate locations.

Language Services Division

- 21-01: Service Standards for French Translation: To study and adopt the issuance of service standards for French translation services.
- 21-02: Service Standards and Controls: Common-to-English Translations: To establish service standards and controls for translations into English from common languages: French, Spanish, Portuguese and German.
- 21-03: Service Standards and Controls English to Spanish Translation: To establish service standards and controls for translations of English into Spanish.

Office Support Services Division

- 30-01: Examination of Bankwide Material Handling and Distribution Requirements: To study and make recommendations for improvements of services in the movement and delivery of furniture and stockroom supplies.
- 30-02: Service Standards and Controls-Custodial Maintenance: To establish adequate service standards and controls for office cleaning services.
- 30-03: Improvement of Bank Warehousing Operations: To provide improved records and operations within the warehouse activity.
- 30-04: Modified Computerized Space Management Information System: To develop a procedure which will result in the regular collection of data necessary to provide a more effective space planning and allocation process.
- 30-05: Building Deficiency Audit--Phase I: To carry out through consultants a comprehensive building deficiency audit and make recommendations for improvements.
- 30-06: Review and Implementation of Recommendations on Bank Food Services--Cornell University Study: To provide consistent progress and follow up in addressing the recommendations of the report on Bank food services operations produced by the Cornell University study team.
- 30-07: Standards and Controls-Office Furniture and Equipment: To establish firm standards as to quantity and quality of Bank issued office furniture and equipment.
- 30-08: Standards and Controls - Stockroom Operations: To establish standards and controls and to explore computerized inventory control of stockroom items.
- 30-09: Elevator Upgrade FY82: To correct shortcomings in the present capabilities of the six elevator systems in the main complex, buildings A and F.
- 30-10: Organizational Communications and Relationships Study: To analyze and document the major communication relationships between departments of the Bank and to establish objective and functional criteria for future space assignments and relocation decisions.
- 30-11: Upgrade of Lobbies and Public Areas in Main Complex: To upgrade the lobbies and selected public areas of the Bank to integrate security provisions with more tasteful furnishings to better present to visitors an appropriate image of the Bank.

- 30-12: Real Estate Market Survey: To obtain comprehensive real estate information of the Washington area in terms of future availability for acquisition of space and availability of sites suitable for Bank offices.
- 30-13: Cornell University Food Service Study II: To implement the recommendations made in the second Cornell report for improving food service operations.
- 30-14: Electrical Upgrade A Building: To identify in precise terms the immediate and future needs for additional electric power distribution in A Building, particularly to support future power demands such as added office technology equipment.

Printing and Graphics Division

- 50-03: Computerization of Print Shop Data: To design and implement an automated printing, budgeting and reporting system to improve the efficiency of the current manual reporting system and facilitating the possible use of a charge-back system.
- 50-04: Expanding the Computerization of Graphic Services: To study the adequacy of present graphic facilities and to project future system needs and recommend courses of action.
- 50-05: Service Standards and Controls in the Print Shop Operation: To analyze service requirements and to recommend appropriate service standards and controls.
- 50-06: Service Standards and Controls on Manned Copy Centers: To analyze service requirements and to recommend appropriate service standards and controls.
- 50-07: Service Standards and Controls on Remote Copiers: To analyze service requirements and to recommend appropriate service standards and controls.
- 50-08: Service Standards and Controls in the Manual Area of the Graphics Unit: To establish service standards and controls in the manual area of the Graphics Unit which produces all hand-drawn charts used in the Bank.
- 50-09: Service Standards and Controls in the Visual Area of the Graphics Unit: To establish service standards and controls in the visual area which produces all 35mm slides slides and vu-graphs used in the Bank.
- 50-10: Service Standards and Controls for Publications and Miscellaneous Art Services: To analyze service requirements and to recommend appropriate service standards and controls.
- 50-11: Service Standards and Controls for Composition (Typesetting) In-house and Contractual Services: To establish service standards and controls for various types of documents issued by the Bank and to establish priorities for proper scheduling.

Cartography Division

- 58-04: Internal Policies and Procedures Manual for the Cartography Division: To prepare and publish the internal policies and procedures for the Cartography Division.
- 58-05: Cartography Division's Services Display: To prepare a display to be placed in the public areas of the Bank building on the three major services of the Division: report mapping, cartographic information and remote sensing service and geographic analysis.

Records Management Division

- 61-02: Internal Documentation Policy: To study current documentation policies and practices and recommend a Bank documentation system.
- 61-06: Acquisition Procedures Manual: To prepare a manual of procedures to be followed with in Bank acquisitions.
- 61-07: Feasibility of Applying Modern Technology to the Operations of the ICS: To study the feasibility of using modern technology to meet the requirements of the Bank Information Centers.
- 61-08: Feasibility of Storing Additional Records at the National Underground Storage Company: To study the feasibility and cost effectiveness of establishing an off-site records center/archives for the storage of non-current records.
- 61-09: Biennial Review of the Vital Records Program: To review the collection and storage practices at the underground storage location.
- 61-12: PHN Front Office Information Management: To survey files and reference collections and recommend improvements for the Population, Health and Nutrition Department files.
- 61-13: Records Management Review of WANVP: To survey files and reference collections and make recommendations for the improvement of Western Africa Office of the Regional Vice President information systems.
- 61-14: Standards and Controls for Records Management Division Services: To develop standards for all major services of the Division and establish adequate controls.
- 61-17: Medical Records Improvement Plan: To design, advise and recommend on the improvement of the Bank's medical record system.
- 61-18: Reorganization of ADM Front Office Files: To carry out a pilot project for the implementation of ADM's 46 recommendations for improving the information center filing system.
- 61-19: Establishment of an Energy Department Information Center: To design and implement the Energy Department Information Center for the maintenance of its working files.
- 61-20: Internal Documentation Management Service Implementation: To establish standards for the formats, series, numberings and distribution of significant internal Bank documents and monitor adherence to these standards.
- 61-21: Document Retrieval System-Conversion From an AMS' INQUIRE System to an in-house MINISIS System: To carry out the conversion of the existing reports indexing system from one based on the INQUIRE software and using time-sharing to one base on the MINISIS software and using an in-house mini-computer.

- 61-22: Creation of a Thesaurus for the World Bank's Documentation: To develop a computerized thesaurus to meet the Bank's documentation requirements.
- 61-23: Implementation of Oral History Program: To establish an ongoing oral history program to capture on tape and transcribe the contents of interviews of current and former staff members whose recollections can supplement the written records in the Bank's archives.
- 61-24: Library Services Section Implementation: To organize and improve the library functions performed within the Bank and to provide integrated services for the Bank staff.
- 61-25: Information Centers Section Automated Records Management System Cost/Benefit-cum-Design Study: To study the selection of a records management system and the feasibility of automating the Bank's documentary information (records and reference documentation) system.

Communications Division

- 65-02: Service Standards and Controls-Incoming Mail Service: To evaluate the adequacy of the current standards and controls for the processing and distribution of incoming mail and to revise them as needed.
- 65-03: Service Standards and Controls-Messenger Services: To establish service standards and controls over the Bank's messenger service.
- 65-04: Service Standards and Controls-Incoming Cables: To establish service standards and controls over the delivery of incoming cables.
- 65-05: Service Standards and Controls-Outgoing Cables: To develop standards and controls over the delivery of outgoing cables and telexes.
- 65-06: Adequacy of Bank Group Cryptographic Services for Telegraphic Communications Between Headquarters and Resident Missions and Staff members on Temporary Missions: To ensure that the Bank Group has adequate means of communicating classified or sensitive information quickly between Bank Group Headquarters and overseas staff.
- 65-07: Service Standards and Controls-Chauffeur Services: To establish appropriate service standards and a control system for the provision of chauffeur services and to provide formal job descriptions and reclassification of the chauffeurs.
- 65-08: Update the Administrative Manual Statement 5.02, and Secretary's Guide Statement 3.4: To update the information contained in those two statements as required for the new Administrative Service Manual to be issued.

Travel and Shipping Division

- 71-01: Travel Office System (TOS): To develop and implement a computer-based system which will centralize the records of travel components, integrate the functions of the Travel Office and interface with airlines' reservations systems.
- 71-02: Travel Office Manual: To develop and publish a ready-reference working manual which consolidates procedures applied in the Travel Office.
- 71-03: Service Standards and Controls-Travel Services: To analyze service requirements and to recommend appropriate service standards and controls.
- 71-05: Service Standards and Controls-Resettlement Shipments: to develop service standards and controls for the international shipments of household and personal effects for the resettlement shipments (termination and appointment).
- 71-06: Service Standards and Controls - Reassignment Shipments: To develop service standards and controls for shipments of household and personal effects for staff reassigned to/from field offices.
- 71-07: Service Standards and Controls-Permanent Storage of Household Effects: To develop service standards and controls for household effects placed into permanent storage.
- 71-08: Service Standards and Controls-Education Benefit Shipments: To develop service standards and controls for education benefit shipments.
- 71-09: Service Standards and Controls-EDI Participants Shipments: To develop service standards and controls for EDI participants shipments.
- 71-10: Service Standards and Controls-Bank Documents Shipments: To develop service standards and controls for shipments of official Bank documents, both inbound and outbound.
- 71-11: Service Standards and Controls-Procurement Shipment: To develop service standards and controls for procurement shipments.
- 71-12: Service Standards and Controls-UNDP and Secondment Staff Shipments: To develop service standards and controls for the shipments of household and personal effects for UNDP and Secondment staff.
- 71-13: Service Standards and Controls-Reimbursement of US Customs: To develop service standards and controls for reimbursement of customs duties paid by G-IV visa holders.
- 71-14: Service Standards and Controls-Courtesy of the Port: To develop service standards and controls for request for Courtesy of the Port for incoming or returning G-IV visa holders.

- 71-15: Service Standards and Controls-US Customs Clearance: To develop service standards and controls for Request For Custom Clearance of incoming shipments at US sea/air ports.
- 71-16: Service Standards and Controls-Insurance of Transit and Storage Pak: To develop service standards and controls for the Transit Pak and Storage Pak Insurance Program.

PERSONNEL MANAGEMENT DEPARTMENT

Office of the Director

- 05-28: Performance Planning, Evaluation and Development System: To design a performance planning and evaluation system and a staff development planning process, including a data base, that places primary responsibility for staff development on manager and staff member, with PMD support and policy control.
- 05-29: Day Care Center: To study the feasibility of establishing a Day Care Center located in, or area close by, the Bank and the Fund.

Personnel Policy Division

- 07-04: Personnel Information Policy: To improve the management of personnel records and data, and establish policy and guidelines in the disclosure and use of information about Bank staff, including rules and procedures for staff access to information about themselves.
- 07-05: External Service Policy: To define the scope of "External Services" and develop policies in the administration of staff on External Services Assignments.
- 07-06: Redeployment Guidelines: To develop practical guidelines for dealing with less-than-satisfactory performers, including termination, assignment to lower level positions and probation.
- 07-11: "Humanizing" the Budget System: To review the current budgeting concepts and procedures and make recommendations for possible changes in order to provide managers with incentive to set job standards and hire staff in the most cost-effective way.
- 07-12: Staff Attitude Survey: To utilize survey techniques to tap staff attitudes and opinions on a broad range of issues which can loosely be referred to as organizational health.
- 07-13: Senior Staff Resource Group: To establish a small group of positions which would be filled by senior staff as an interim assignment or as a bridge to retirement.
- 07-14: Part-time Employment: To study the feasibility of engaging staff on a part-time basis and develop a comprehensive policy for use by managers.
- 07-15: Staff Principles: To develop a set of staff principles, staff policies and procedures that states the relationship of the Bank Group to its staff.
- 07-16: PMD Policy Framework for Overseas Field Office Administration: To set forth a policy framework within which personnel in overseas field offices may be administered in a manner consistent with the approach evolving at headquarters.

Personnel Management Operations Division

- 10-02: PMOD Staff Terms of Reference and Delegation of Responsibility:
To clarify the roles, authorities and expectations of PMOD staff.
- 10-05: IDF Sector Staff Development Strategy Paper: To define staff development programs in IDF sector and provide a link between the Bank's future work program, staff development policies and the management of its human resources.
- 10-09: Agriculture Sector Staff Development Strategy Paper: To define staff development programs in Agriculture Sector and provide a link between the Bank's future work program, staff development policies and the management of its human resources.
- 20-16: Succession Planning for Unique Non-managerial Positions:
To identify unique assignments for which succession cannot be taken for granted and develop a plan for replacement.

Staffing and Planning Division

- 40-14: Strategic Planning and Manpower Forecasting Model: To develop an effective strategic planning and accurate forecasting model for more efficient use of the Bank's financial and human resources.
- 40-16: Summer Employment Program: To review the objectives, policies and procedures of the summer employment program.
- 40-17: Interview Methods: To review the Bank's procedures and practices in using "interviews" as a selection tool and determine its effectiveness, efficiency and success in the Bank context.

COMPENSATION DEPARTMENT

Compensation Policy Division

- 10-05: Review of Field Office Local Staff Grading, Salary Setting and Merit Increase Policies: To develop grading and salary policy and implementation guidelines for the recruitment and retention of field office local support and professional staff.
- 10-10: Study of Shift Differential Pay: To review the Bank's policy on premium pay for shift work and make recommendations for changes as indicated by the latest market information.
- 10-15: Review of Grading, Salary Setting and Merit Increase Policies Applicable to Project Managers (Secondment and UNDP): To review manual statement on salary setting, salary administration and merit increase policies for project managers on secondment.
- 10-17: The Concept of Parallelism: To study the parallelism in compensation policies and joint services between the Bank and the Fund.
- 10-18: Approach to Job Grading and the Reward System: To develop a set of policies and procedures aimed at improved controls over salary setting and progression.
- 10-19: Hay Compensation Survey ("Post-Mortem" Review): To review all stages of the 1980 Compensation Survey and recommend guidelines for the conduct of the 1984 Compensation Survey.
- 10-20: 1982 Intervening Year Review: To determine the 1982 intervening year salary adjustment for Bank/Fund staff by surveying the pay movements of comparators of the 1980 survey.
- 10-21: Review of Entry Salary Setting Policies: To improve the methods, tools and processes for setting entry level salaries at the Bank.
- 10-27: Review of Grading in Print Shop: To develop a new schedule of grading equivalents between the Bank and the Wage Board and guidelines for salary administration.
- 10-28: Pension Plan Coverage for Local Overseas Staff: To determine whether local employees would prefer participation in the Bank's Staff Retirement Plan to the existing termination benefit.
- 10-31: Review of Expatriate Benefits, including Home Currency Option Scheme: To study the objectives and eligibility of expatriate benefits and to review the existing benefits and determine whether there is a need for changing or extending benefits.
- 10-32: 1983 Intervening Year Review: To determine the 1983 intervening year salary adjustment for Bank/Fund staff by surveying the pay movements of comparators of the 1980 survey.

- 10-33: Possible Impact of 1981 US Tax Legislation of Bank Compensation Policies: To review the provisions of US tax legislation and for any change which impacts on Bank policy and to determine the appropriate course of action.
- 10-34: Staff Retirement Plan: To review the appropriateness and adequacy of the current Retirement Plan.
- 10-35: 1984 Major Compensation Review: To ensure thorough consideration of the objectives of compensation strategies and to develop tasks for undertaking the major compensation review.

Benefits Division

- 20-03: Vanpooling: To explore an alternative to staff members driving individually to work.
- 20-04: Supplementary Compensation: To determine the nature and magnitude of payments by governments or former employers to Bank staff in respect of Bank service.
- 20-06: Compensation for Work-related Injuries and Illnesses of Staff Members: To determine the appropriateness of continued compliance with Workmen's Compensation statutes by relating the combined benefits payable to net annual salary.
- 20-20: Dual Option in Health Care Coverage: To review the feasibility of offering staff members a choice between conventional medical care coverage and membership in a Health Maintenance Organization.
- 20-22: Outside Activities and Interests: To review the existing internal rules and procedures regarding outside activities and interests of the staff to determine whether any substantive changes should be made.
- 20-24: Revision of Group Life Insurance for Retired Staff: To review the schedule in view of the recent increase in coverage under the schedules of insurance for active staff, inflation, the new IMF schedule and new US Civil Service provisions.
- 20-26: Assistance to Staff Members Leaving the Service of the Bank: To increase the level and quality of assistance rendered to staff members prior to, at the time of, and after leaving Bank service.
- 20-30: Review of Education Benefits - 1982: To make the education benefits more responsive to the education and subsistence costs in various countries.
- 20-32: Review of Medical Insurance Plan - FY82: To determine the adjustment in Bank staff contribution rates in view of FY82 claims experience, benefit improvements and surplus in operating account.
- 20-33: Survey of Beneficiary Designation on File for Group Life and Travel Accident Insurance: To survey all staff members as to whether beneficiary designation on file are appropriate to the current family situation of individual staff members.
- 20-35: Review of Financial Assistance Programs: To review the existing provisions in light of experience in administering these programs and taking into account the practices of other international organizations and the current market situations.

- 20-37: Review of Policies/Procedures to Increase Efficiency and Remove Unnecessary Irritants: To review all benefits policies and procedures to remove unnecessary irritants to staff and to make benefit operations more efficient.

Overseas Administration Unit

- 30-01: Secondment Staff Personnel Manual: To develop personnel manual on policy and recruitment guidelines for secondment staff in the field.
- 30-02: Field Office Manual Sections on Local Staff: To expand and clarify the existing Field Office Manual sections on local staff employment processes, benefits administration, etc.
- 30-03: Review of Overseas Conditions of Service: To review the terms and conditions of overseas assignments as equitable in light of the Bank's needs and competitive practice.
- 30-07: Local Staff Orientation Program: To provide formal orientation of the role of the Bank in general and an overview of the Bank functions.
- 30-08: Standard List for Furniture and Equipment: To establish a list of the items that the Bank will supply in order to ensure that comparable furnishing standards are maintained at all duty stations.
- 30-11: Local Staff Health Plan: To develop an improved medical coverage package which eases the administration for the mission head.
- 30-12: Deletion of Tasks which are Superfluous and Irritating to Clients: To review personnel and benefits policies and procedures on secondment staff to remove unnecessary irritants to staff and to make administration more efficient.
- 30-13: Local Staff - Disability Retirement: To study whether a disability retirement plan can be linked to a local staff pension plan and, if not, what alternative provisions should be made.
- 30-14: Local Staff - Life Insurance: To study the feasibility of establishing life insurance coverage for local field staff.
- 30-15: Establishment of Service Standards: To provide realistic timetables for efficient processing of the benefits administered by the Overseas Administration Unit.

Personnel Information Services Unit

- 40-04: Improvement of PSI Procedures and Interface with Payroll System:
To improve record keeping procedures for processing personnel information in order to enhance the operation of the improved Personnel System and Payroll System.
- 40-05: Improvement of Current COM Procedures and Services Using Word Processing: To identify and implement areas for improvement in the current manual personnel information record keeping procedures utilizing the Wang word processing system.
- 40-06: Efficiency Review of COMPI Activities: To review and recommend improvements to work and procedures of the Personnel Information Unit.
- 40-07: Production of Revised Yearly Benefits Statements: To review and publish a revised Personnel Statement of Benefits.
- 40-08: Human Resources System Implementation (Stage II): To develop a second phase of the Human Resource System currently under implementation (OPD Project 82), encompassing an overall personnel data bank for the organization.

ORGANIZATION PLANNING DEPARTMENT

- OPD 32: Update Loan Officers Handbook: To prepare and publish an updated handbook to describe the role of the Loan Officers and update the administrative procedures.
- OPD 38: Impact of Office Technology on Organization, Management and Staffing: To study the effect office technology introduction has had at the various levels and offices of the Bank.
- OPD 39: Organization of DPS: To study Development Policy Staff reorganization.
- OPD 42: Information Management Coordination Committee (IMCC): To assure that the Bank has a unified plan for providing computing and office technology services.
- OPD 43: OPD Internal Management Systems: To determine optimum organization for project work and for departmental administration; to develop time recording systems and to design management reports.
- OPD 59: Overall Bank Organization and Management (Strawman): To develop organization and management plan designed to overcome shortcomings in the Bank's current organization and process.
- OPD 60: Organization of the Legal Staff: To carry out a study of the organization of the Legal staff, together with a review of the role, functions, processes and procedures of their organization and the level of services they provide to the Bank.
- OPD 72: Management Assessment of Central Word Processing Unit (CWPU) Operations: To assess demand for CWPU and to make recommendations to optimize the use of the facility and ensure that services are responsive to Bank's needs.
- OPD 73: Secretary's Department - Organizational and Functional Review: To conduct a thorough review of the organization, procedures, staffing and functions of the Secretary's Department.
- OPD 75: Restructuring Economist Positions: To survey, study and make recommendations on the role of Bank's economists.
- OPD 76: Management Information System for Division Chiefs: To streamline the Bank's management information systems and to improve the cost effectiveness of collection, storage, retrieval and analysis of Operational data.
- OPD 82: Review of Human Resource System (HRS): To review the HRS, developed under Compensation Department's Project 40-01, and monitor its implementation plan.

- OPD 83: African Development Bank - Request Technical Assistance: To provide technical assistance to ADB for management organization and planning.
- OPD 85: IMCC Sub-Committee on IBM 3031: To establish a sub-committee for addressing aspects of control, charge rates, operational guidelines and additional applications for the recently purchased computer IBM 3031.
- OPD 86: New Delhi Office - Review: To conduct a thorough review of the New Delhi Office and to provide assistance on organizational and reporting relation issues.
- OPD 87: PA Front Office Management Information Systems (MIS): To develop a system that will assist the Personnel Administration Complex in organizing the flow of information to facilitate its managing functions.
- OPD 90: Organization of Population, Health and Nutrition Department: To conduct a thorough review and make recommendations on the organization, procedures, communications, functions and staffing related to the PHN Department.
- OPD 92: Review of Bank's Termination Procedures: To streamline the Bank's termination procedures and made more responsive to terminating staff needs, and to determine whether a central office is required to coordinate the entire process.
- OPD 95: OPD Directives System: To review the effectiveness of the current system, which consists of five manuals: Administrative, Operational, Organization, Personnel and Secretaries Guide, and propose changes to make the system more effective.
- OPD 96: Organizational Development Program for ADM: To design and implement a program of improvements within ADM to ensure that services are appropriately and efficiently delivered.
- OPD 99: Finance and Development Structure and Staffing: To review the structure and staffing needs of the unit responsible in the Fund for publishing "Finance and Development".
- OPD 101: Office of the President - Organization and Processes: To design and establish an organization for the administration of the President's Office.
- OPD 102: Managing Committee Organization and Processes: To formulate and establish the Management Committee and sub-committees system's operations and administration.
- OPD 103: Co-Financing Organization and Processes: To define an optional organizational structure and to establish the processes and linkages needed to support the structure.

- OPD 104: Sub-Sahara Africa Technical Assistance Processes: To define processes, procedures, organization and staffing for the provision of technical assistance.
- OPD 106: Managing Committee Basic Data Books and Management Information System: To develop a system for the administration of information required by the Managing Committee.
- OPD 107: Reorganization of Transportation Sector Staff: To review the organization and effectiveness of present regionalization of railway specialists throughout the Bank.
- OPD 108: Review of Resident Mission in Zaire: To review the purpose, role, scale and scope of the Resident Mission in Zaire.
- OPD 109: Information Resource Management Implementation: To implement a program for the establishment of the new Information Resource Management Department, and the improved utilization of Bank's information resources and computing services.

MEDICAL DEPARTMENT

Office of the Director

- MED 1: Replanning and Expansion of Main Health Room: To study the needs for services provided by the Health Room and the possible new or expanded location for the Health Room.
- MED 2: Reorganization of Health Room (HR) Staffing Arrangements: To develop and negotiate contract with Medical Partnership including the taking over of the laboratory.
- MED 3: Computerization of Medical Records: To select and install a MR system in order to provide an efficient records system and continuous collection and analysis of staff health data.
- MED 4: Direct Purchase of Drugs by Bank: To study the feasibility of purchase of drugs at wholesale by the Bank.
- MED 5: Revised Frequency and Content of Physical Examinations: To develop an improved system of physical examinations geared to individual characteristics of staff members.

COMPUTING ACTIVITIES DEPARTMENT

Office of the Director

- 3.5: Microcomputer Acquisition and Maintenance Procedures: To establish Bank procedures for the acquisition and maintenance of microcomputer hardware and add-ons.
- 3.6: Continuing Support of Bank Microcomputers: To develop a centrally located source of microcomputer information and support.
- 4.2: Staff Locator: To develop a multiple registry of staff location.
- 5.0: System to Support Country Economic Work: To develop an integrated system for data management, econometric, statistical and report writing work on the socio-economic field.
- 8.2: Cash Forecasting: To bring together information concerning funds flow from various sources, and to perform an integrated, cumulative net cash flow forecast by currency for a selected level of detail and periodicity.
- 8.3: Cash Management Control Implementation: To develop a system to streamline the work in the Cashier's Division and facilitate internal control.
- 10.1: Implementation of Project Costing System: To develop a system for the preparation of Project Cost Tables as requirement in appraisal reports.
- 10.2: Design of Farm Model Processor: To develop a tool for the analysis of agricultural projects.
- 11.1: IFC Accounting System Investigation: To study the feasibility of converting the present IFC Accounting System to "the" Operational Accounting System and computerizing the investment reporting, billing, collections and generation of accounting data.
- 12.1: Data Dictionary/Directory System: To develop a computer-based tool and a set of procedures through which the concept of data as a Bankwide sharable resource can be administered and supported.
- 14.1: IBM 3081: To evaluate alternatives and plan for the possible installation of an IBM 3081 computing system, or its equivalent as identified in the Facilities Plan.

- 14.2: Data Communications: To develop a data communications network for access to a variety of internal and external data processing facilities from Bank staff terminals and work stations with minimum effort.
- 14.3: IBM 3031: To install an IBM 3031 computing system for serving the needs of Bank users on the FOCUS system.
- 14.4: Increase Burroughs Configuration in the JCC: To increase the JCC capacity to meet projected users demands and improve the reliability of existing systems in the Joint Computer Center (JCC).
- 14.6: Distributed Laser Printing: To develop technical capabilities to distribute in user work areas high quality laser printing devices connected to the Bank's computing centers.
- 14.7: Equipment Replacement: To evaluate alternatives for replacing obsolete equipment with more cost-effective equipment.
- 14.8: Terminal Investigation: To specify criteria for the effective monitoring and surveying of field of available terminals.
- 14.9: Data Base Software Investigation: To recommend a policy for selection and support of a single data base management system on IBM computer within the Bank.
- 14.11: Local Mainframes Network: To develop a network for efficient data transferring and flexible access from single user terminals to all major mainframe computers in the Bank.
- 14.12: Start-up Computing Facility in the H-Building: To make available in the H-Building computer center a fully operational, large-scale IBM computer system by the end of FY83.
- 15.0: Update Five-Year Facilities Plan for Computing: To extend the computing plan through FY87 to provide forecasts of demand and capacity needs and highlight new computing opportunities for the Bank.
- 16.0: Introduction of Real Dollar Charge-Back: Introduction of real dollar charge-back for use of JCC services on October 1, 1981 and plan for the introduction of charge-back for all CAD services by the beginning of FY83.