

AM

Group Heads

June 11, 1964

Escott Reid

Briefing Papers for Annual Meeting 1964

1. The Secretary's Office will distribute shortly the request for the briefing papers. I understand that the outline of the papers will be practically the same as last year.

2. I request that the divisions of this Department begin immediately to prepare drafts of the following sections of the briefing papers:

III. STATE OF RELATIONS AND TOPICS FOR DISCUSSION

(a) State of relations:

This section should provide the general background for sections III(b) and (c) and should include only a very brief summary of the lending prospects if these are dealt with in more detail under III(b) or (c).

(b) Topics to be raised by Management:

Brief description of the topics, a proposed line of action for Bank/IDA, followed by a guess as to the Government's reaction.

(c) Topics likely to be raised by delegation:

If a topic has already been listed under III(b), reference need only be made to the relevant sub-section. For any other item, give a brief description of the topic and the Government's attitude followed by a proposal for the Bank/IDA response.

V. POLITICAL SITUATION

Very brief note of any important highlights.

VI. ECONOMIC SITUATION

This section should begin with a table in the form explained in paragraph 5(c) of the attached memorandum of July 17, 1963 on the 1963 briefing papers, and should then give a brief review of the economic situation.

The drafts should be sent to Mr. Hartwich at the latest on June 30 with two carbon copies.

3. I would like to have a preliminary discussion on the topics to be included in sections III(b) and (c) with the Group Heads and Economic Advisers on Monday, June 15 at noon in my room. We should also then discuss some questions which were raised regarding the statistical data that were included in last year's briefing papers and are again proposed to be included this year.

I request that the divisions of this Department begin immediately to prepare drafts of the following sections of the briefing paper:

III. STATE OF THE ECONOMY AND ECONOMIC PROSPECTS

(a) State of the Economy:

This section should provide the general background for sections (b) and (c) and should include a very brief summary of the leading prospects of the economy with as much detail under (b) or (c).

(b) Topics to be raised by Government:

Brief description of the topics, a general plan of action for draft (b), followed by a series of 10 key questions in relation.

(c) Topics likely to be raised by delegation:

cc: Messrs. Stevenson

Mason

Brakel

Jeffries

Wright

Martin

Hartwich

V. RECOMMENDATIONS

Very much note of any Government highlights.

VI. RECOMMENDATIONS

DHartwich/pm

34