

28th April 1992

TO THE MEMBERS OF THE COMMITTEE OF ALTERNATES

In response to the request made at the last meeting of the Alternates, please find attached an outline of the future organisation of the Secretariat of the Committee of Governors. This proposal is based on the work programme proposed by the Alternates ("Programme and methods for the preparatory work to implement the Treaty on European Union", dated 7th April 1992) and endorsed by the Governors at their meeting on 14th April 1992. The proposal also applies the general principles stated in Section II of the note on "Issues relating to continuity in and the future size of the Secretariat" (dated 8th April 1992).

With kind regards,



Gunter D. Baer

28th April 1992

ORGANISATION OF THE SECRETARIAT OF THE COMMITTEE OF GOVERNORS (PROPOSAL)

Secretary General¹
(one secretary)

SECRETARIAT/DOCUMENTATION/STATISTICS²

Main tasks:³ All organisational, technical, legal, financial and administrative questions relating to the Committee of Governors and the Board of Governors of the EMCF; preparation of meetings of Governors and Alternates; secretarial support and rapporteur services for sub-committees and working groups; communication; preparation of documents and statistics for regular distribution.

STAFF:

One senior professional staff member responsible for overseeing and organising the work; co-ordination of secretarial support to sub-committees and working groups.

Nine professional staff members: each one would be the principal rapporteur for a sub-committee/working group while at the same time working as the "second" rapporteur for another sub-committee/working group.⁴

Two research assistants responsible for the preparation of regular documents and the compilation and processing of statistics as well as development of software and application programs.

Four (or five) secretaries,⁵ of which one will serve as the Secretariat/Economic Unit's central CEBAMAIL operator.

ECONOMIC ANALYSIS AND RESEARCH

Main tasks: Analytical support to all types of work undertaken in the Committee of Governors; preparation of policy-oriented papers; Annual Report; research relevant to the tasks of the Committee of Governors; conceptual statistical issues.

STAFF:

One senior economist responsible for overseeing and organising the work in the Economic Unit; guidance to research; editing papers and notes.

Seven economists with a certain specialisation in monetary, foreign exchange, financial markets analysis and empirical work.

Two research assistants to provide support in statistical and empirical analysis and in development of software and application programs.

Two secretaries

- 1 In accordance with Article 9(2) of the Rules of Procedure of the Committee of Governors, the Secretariat and the Economic Unit will be under the authority of the Secretary General who will be responsible for the work performed in the two sections and who will deal directly with all administrative and personnel matters.
- 2 If the documentation and statistics regularly prepared continue to grow (especially if the coverage is extended to a larger number of countries), consideration will have to be given at some future date to setting up a separate "documentation/statistics unit".
- 3 For details see Article 9(3) of the Rules of Procedure of the Committee of Governors.
- 4 At its meeting on 14th April 1992, the Committee of Governors endorsed, in principle, the proposal that in addition to the three permanent sub-committees, five working groups shall be set up and that certain preparatory tasks shall be carried out in the framework of the Committee of Alternates.
- 5 The precise number of secretaries will have to be decided in the light of the work programmes and the reporting deadlines of the sub-committees and working groups.