

1. Initial discussions of the new organization, including the effective date, will be done by Messrs. Black and Garner with Messrs. Hoar, Demuth, Rist, Wheeler, Rucinski and Knapp.

It is now proposed that the first three steps be taken now and steps four through twelve be delayed until October 1. Too many people involved in the reorganization will be absent during the next two months and the preparation for the meeting of the Board of Governors makes it additionally difficult to conclude all details of the reorganization at this time.

2. Messrs. Black, Garner and Iliff will have a luncheon meeting with the Executive Directors and alternates on Tuesday, July 15, to review in detail the purpose and outline of the geographic organization, including department head assignments and effective date.
3. Mr. Iliff and the Administration Department will discuss departmental assignments with Directors or Assistant Directors for all professional staff members affected by change. The Personnel Manager will recommend assignment of non-professional staff members to the new department and office heads, in accordance with professional assignments.
4. After the meeting of the Board of Governors, and prior to October 1, the new department heads will meet with professional staff members assigned to them. This discussion should have to do with the area of assignment, proposed lines of supervision and similar points without getting in to details of rank or salary changes, on the assumption that rank and salary will be considered in more detail after a shakedown period of operation. Certain exceptions may be made whereby Mr. Iliff, or possibly Mr. Black or Mr. Garner, will be responsible for these initial discussions with staff members. These will be the cases where staff members are being

asked to make a significant change from the type of work and responsibility they have been carrying.

Any staff members affected, who are away from the Bank for an extended time, should be informed by letter of the changes and general organization plans. Mr. Hill in the Paris office should likewise be notified.

5. First general announcement to all staff members affected by the change will be made by the President, Vice President or Assistant to the President at a short meeting for each of the present departments concerned. Directors or Acting Directors of the new departments or staff offices to which these staff members will be assigned should be present.
6. The Administration Department has prepared an estimate of the number of staff members, by levels of positions, for whom office space must be provided in each of the four new departments and in the two new staff offices. Mr. McCorkle has prepared recommendations, based on the above data, for bloc allocations of space now occupied by the Loan, Economic and Technical Assistance and Liaison Departments and the End-Use staff of the Treasurer's Department.
7. Breakdown of space assignments within each of the new units will be determined in each case by a designated representative of each of the new departments or staff offices in consultation with Mr. McCorkle.
8. Desk distribution will be made of an Administrative Circular which will:
 - a) make a general statement as to the purpose of re-organization;
 - b) list the new departments and offices which are established, designating the Director and Assistant Director in each case.
9. A mimeographed amendment of the telephone directory will be distributed pending revision of the present directory.
10. Each department and office will be consulted by the Archivist to revise internal distribution of all material, preferably based upon designating

recipients by their office rather than by their individual names.

11. Effective date of change of departmental budget allocations for the new organization will be July 1.
12. The Public Relations Department will be responsible for issuing a press release to cover the reorganization and the major assignments.