

## Subseries - Agenda, Minutes, and Other Records of Weekly Departmental Management Team Meetings

[Fonds] [Records of the Office of Operations Evaluation](#)

[Series] [Publications](#)

[Series] [Special Evaluation Studies](#)

[Series] [Impact Evaluation Reports](#)

[Series] [Records of the Director, Operations Evaluation Department](#)

[Series] [Completion Reports and Audit Reports](#)

[Series] [Annual Reviews and Annual Reports](#)

[Series] [Shared Records of the Director-General, Operations Evaluation \(DGO\), and the Director, Operations Evaluation Department \(OEDDR\)](#)

[Series] [Policies and Procedures](#)

[Subseries] [Notes, Agenda, and Other Records of Departmental Staff Meetings](#)

[Subseries] [Agenda, Minutes, and Other Records of Weekly Departmental Management Team Meetings](#)

[Subseries] [Records of Retreats for the Departmental Management Team and for the DGO/OED Staff](#)

[Subseries] [Subject Files of Directors-General, Operations Evaluation, Relating to Policies and Procedures Affecting OED Programs](#)

[Subseries] [Subject Files of the OED Directors \(OEDDR\) Relating to Policies and Procedures Affecting OED Programs](#)

[Series] [Bound Reports and Studies Maintained by the DGO's Reference Library](#)

[Series] [Records of the Director, Agriculture and Human Development Division \(OEDD1\)](#)

[Series] [Records of the Director, Country Policy, Industry and Finance Division \(OEDD2\)](#)

[Series] [Country Assistance Evaluations](#)

[Subfonds] [Records of the Director-General, Operations Evaluation \(DGO\)](#)

### Identity area

Reference code	WB IBRD/IDA OPE-03-04
Title	Agenda, Minutes, and Other Records of Weekly Departmental Management Team Meetings
Dates	1999 - 2002 (Creation)
Level of description	Subseries
Extent and medium	1.75 linear feet of textual records

### Context area

Name of creator	<a href="#">Office of Operations Evaluation</a>
Repository	<a href="#">World Bank Group Archives</a>

### Content and structure area

Scope and content	This sub-series contains records documenting the weekly meetings of the Departmental Management Team (DMT) which consisted of the Director of OED, the directors of the OED Departments, and some support staff. The files generally contain handwritten notes of the meeting's proceedings, meeting agenda, copies of documents discussed at the meetings, and typed minutes of the preceding meeting. The typed minutes are columnar in format and for each topic covered show a summary of the discussion, the follow-up action required, the staff member responsible for the action, and the expected date of completion for the action. The files for many of the 2002 meetings do not contain minutes.
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Accruals	Accruals are expected.
System of arrangement	Original file arrangement has been maintained. Files are arranged chronologically by date of meeting.

### Conditions of access and use area

Conditions governing access	Records are subject to the Internal Evaluation Group's Access to Information Policy.
Conditions governing reproduction	Records are subject to the Copyright Policy of the World Bank Group.
Language of material	<ul style="list-style-type: none"><li>English</li></ul>

### Allied materials area

Related units of description	<ul style="list-style-type: none"><li>See Records of the Operations Evaluation Department -- Records of the Director-General, Operations Evaluation (DGO) -- Subject Files of the Directors-General, Operations Evaluation (<a href="#">WB IBRD/IDA OPE-13-01</a>).</li></ul>
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### Description control area

Rules and/or conventions used	Internal World Bank Group Archives rules based on ISAD(G).
Dates of creation revision deletion	5 June 2008