

Paris, 17 September 2013

## Memorandum NS/2013/16

### Subject: Mission reports by staff of the Regional and Sub-Regional Representations

This memorandum serves as a reminder of the rules relating to mission reports from Regional and Sub-Regional Representations.

For each mission on behalf of the OIE conducted away from the headquarters of the Regional or Sub-Regional Representation, a report must be submitted using the appended standard format. Reports must also be submitted after visits by prominent persons to the headquarters of a Regional or Sub-Regional Representation. All reports must be submitted through the Regional Representative or Sub-Regional Representative. In the event of the OIE Headquarters disagreeing with the report's conclusions, the Regional or Sub-Regional Representative will be directly consulted by the Directorate General or the Head of the Department/Unit concerned.

The report should be prepared quickly after completion of the mission, so as to keep all relevant staff well informed.

When several members of staff, including Headquarters staff, participate in the same mission, a single mission report should be prepared on behalf of the whole team. The participant with the highest position in the hierarchy should designate a member of staff to collect information from all members of the team and draft the report (in the event of any difficulty with designating the person to draft the report, the Head of the Regional Activities Department will be asked to serve as arbitrator).

For missions in which the Director General has participated, the draft report must be prepared and submitted to the Director General for revision and final validation.

All reports must be sent:

- to the Director General,

with a copy to:

- Deputy Director General (Administration, Management, Human Resources and Regional Actions);
- Head of the Regional Activities Department;
- Head of the Administration, Logistics and Publications Department;
- Deputy Head of the Administration, Logistics and Publications Department, in charge of publications;
- Headquarters' Department(s) primarily concerned with the subject of the mission;
- Dr Mara Gonzalez (m.gonzalez@oie.int);
- Ms Ewelina Marzec (e.marzec@oie.int).

Dr Mara Gonzalez and Ms Ewelina Marzec will be responsible for:

- a. circulating the reports (by e-mail) to a list of recipients;
- b. placing the reports on the intranet and extranet;
- c. ensuring that reports are taken into account, by producing a table of "missions and visits" in a standard format supplied by the Administration, Logistics and Publications Department (the Department subsequently uses the table to prepare the *Bulletin* and the annual report);
- d. where appropriate, monitoring activities and issues related to these missions with the Department(s) concerned.

**This memorandum cancels and replaces Memorandum NS/2010/7 of 6 May 2010**

## **MISSION REPORT**

Report prepared by:

Mission date(s) and venue:

Title of mission:

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**Purpose of the mission:**

**Participants from OIE Headquarters:**

**Participants from the RR/SRR or OIE experts:**

**Summary:**

**Description of events:**

**Key person(s) met and subjects discussed:**

**Follow-up and recommendations:**

**Enclosed documents:**

**Distribution:** See NS/2013/16/ dated 17 September 2013