

Manual of
administrative procedures
to the attention of
the OIE Regional and Sub-regional
Representations

Manual of procedures for RR and SRR

Paris, version 30/05/2013

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Description of the Manual

The OIE Fifth Strategic Plan 2011 – 2015 emphasises the importance of continuing the process of organisational and administrative reform of the Organisation, based on a modernisation of the administration and of the follow-up of financial matters.

This “Manual of administrative procedures” meets this strategic objective, by contributing to a wider knowledge of the administrative, budgetary and accounting management procedures and helping to harmonise practices among the various OIE entities.

The Manual consolidates and formalises the main administrative, budgetary and accounting management procedures that OIE Regional and Sub-Regional Representations must apply. Its operational objectives are:

- to provide a practical framework for administrative, budgetary and accounting operations;
- to harmonise the procedures in all OIE Regional and Sub-Regional Representations;
- to describe the procedures for conducting operations;
- to facilitate the implementation of procedures by the staff of the Regional and Sub-Regional Representations and by OIE Headquarters.

The Manual contains 4 chapters:

1 – Human resources

2 – Budget

3 – Accounting

4 – Administration

These 4 chapters are presented in the form of numbered sheets to allow regular updating. This will be done by issuing amending service notes or by providing additional sheets to cover new situations.

The Manual is intended to evolve and be interactive between the relevant Headquarters departments and the Regional and Sub-Regional Representations, which can help to improve it through their suggestions and comments on any implementation problems they encounter.

Bernard Vallat

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	Chapter 1

Chapter 1

Human Resources

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Sheet 1 Duties and confidentiality obligations

Staff members of the World Organisation for Animal Health (OIE) fulfil international duties; their responsibilities are not national but exclusively international. By accepting appointment, they undertake to discharge their functions and to regulate their conduct with the sole interests of the OIE in view.

Staff members shall be placed under the authority of the Director General who may assign them to any position in the OIE, with due regard to their qualifications and capacities. They shall be responsible to him in the discharge of their duties.

In the performance of their duties, staff members shall neither seek nor accept instructions from any government or from any other authority outside the OIE. They shall neither seek nor accept, from any source, directly or indirectly, any material or other benefits which would not comply with their obligations towards the OIE.

Staff members shall not engage in any activity that is incompatible with the proper discharge of their duties within the OIE. They shall avoid any action and in particular any kind of public pronouncement which may discredit the international public office or which may go against the integrity, independence and impartiality required by their status. Whilst not expected to renounce their national sentiments, or their political or religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person unpublished information known to them by reason of their official position, except in the course of their duties or by authorisation of the Director General. These obligations remain binding after separation from the OIE.

Except as hereinafter provided, no staff member shall, during the period of his/her employment, accept any honour, decoration, favour, gift or remuneration from any government or from any other source outside the OIE. The Director General may authorise such acceptance in respect of services rendered before appointment or for civic services. He may authorise the acceptance of honours and prizes from educational, scientific and cultural organisations and the acceptance of remuneration for work carried out in his/her leisure time provided that such work does not conflict with the status of an international civil servant.

Staff members shall not engage in any political activity which is inconsistent with or reflects upon the independence and impartiality required by the status of an international civil servant.

On accepting appointment, staff members shall read and sign the following declaration:

“I solemnly undertake to exercise in all loyalty, discretion and conscience the functions with which I have been entrusted in my capacity as an OIE international civil servant, to discharge these functions and regulate my conduct with the sole interests of the OIE in view, without

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seeking or accepting any instructions concerning the performance of my duties from any government or authority outside the OIE.”

This declaration to which staff members subscribe shall not preclude their close collaboration with a government or an institution in pursuance of the instructions of the Director General.

Staff members shall not engage in a professional activity outside the OIE without obtaining the prior approval in writing of the Director General; they shall not hold any position which is incompatible with the normal performance of their duties within the OIE.

Staff members shall not hold any position in any association, the objectives or activities of which are closely related to those of the OIE, without obtaining the prior approval in writing of the Director General.

Any staff member who, in the performance of his/her official duties, is required to handle any matter involving a company, association or commercial firm in which he/she has an interest, is required to inform the Director General of the nature and importance of his/her interest therein.

The prior approval in writing of the Director General shall be obtained by a staff member whenever he/she proposes to publish any book or article, make a statement to the press, to a conference, during a radio or television broadcast or make a speech concerning the OIE or any other international organisation.

This prior approval in writing shall also be obtained whenever, in connection with a book, article, conference, statement to the press, radio or television broadcast or speech, a staff member's name is to be associated with that of the OIE.

Nevertheless, the provisions of the preceding two paragraphs shall not apply to staff members while away from their Representation in circumstances in which it is impracticable to seek written authorisation.

All rights, including title, copyright and patent rights, in any work produced by a staff member as part of his/her official duties, shall be vested in the OIE.

Staff members shall obtain the prior approval in writing of the Director General before accepting remuneration or an offer of remuneration for outside work done in their leisure time.

Without the authorisation of the Director General, staff members shall not accept any fee or gift of any nature, other than reimbursement of actual travelling expenses, for statements to the press, for participation in the production of films, radio or television broadcasts, for writing articles or books or furnishing visual information material for publication, or for conferences or similar engagements, when the content of such statement, film production, broadcast, written matter or conference is directly related to the aims and activities of the OIE.

Staff members shall not accept any gratuity or favour from any commercial firm or individual doing or seeking business with the OIE.

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Any staff member who, by malice or culpable negligence, or by failure to observe any regulation, rule or administrative procedure of the OIE, involves the OIE in unnecessary liability, expense or loss, shall be held responsible and may be required to pay compensation therefor.

Staff members shall be at the disposal of the OIE at all times. The normal working week shall be a minimum of thirty-nine hours. Unless otherwise instructed by the Director General, staff members shall normally work from Monday to Friday inclusive.

Staff members shall only be required to be present on Saturdays, Sundays or official public holidays when the exigencies of the Representation so demand or where such presence is a normal part of the functions of the individual concerned.

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Sheet 2 Contract of employment

Before any recruitment, the Representative consults the Headquarters to draw up the post description and determine all the information needed with regard to the recruitment.

Any person recruited by the Representation shall receive a contract of employment, signed by the Director General or his authorised representative, specifying the conditions of employment. By signing the contract, the person agrees to the proposed conditions.

The contract includes the following:

- The assigned duties,
- The place of residence,
- The salary (and currency),
- The date the appointment comes into effect,
- The duration of the probationary period,
- The duration of the employment is that indicated in the contract. Unless extended or renewed, the contract expires according to its terms, without notice or indemnity.

The contract holder is subject to a probationary period. At the end of the probationary period, the Director General may, after consulting the Regional Representative or Sub-Regional Representative:

- confirm the appointment;
- extend the probationary period no longer than the initial period;
- terminate the contract subject to a period of notice of one month (or 10 days in the case of a temporary contract).

A staff member may resign from his/her duties on giving the Director General advance notice at least equal to that provided for in the letter of employment.

If a staff member resigns during the probationary period, the period of notice shall be ten days for a temporary appointment and one to three months for a fixed-term appointment.

The Director General may, at his discretion, accept the notice of resignation of a staff member on shorter notice than that provided for in the paragraphs above.

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Sheet 3 Salaries and allowances

1. Salary

This is determined taking into account the cost of living in the host country of the Representation and the experience of the person recruited.

The salary is paid monthly in arrears into the bank account of the staff member in the currency indicated in the contract.

Where conversion from one currency to another is required to determine the amount of any payment, the official rate of exchange in force on the day of payment shall be applied.

In the event of the death of a staff member, the full salary for the month during which the death occurred shall be paid to the beneficiary nominated in writing by the staff member at the time of his/her appointment or at a subsequent date. (See point 5)

2. Procedure governing salary increases

Salary increases are examined on a case-by-case basis by the Director General, after consulting with the Regional Representative or Sub-Regional Representative for staff members placed under their authority.

3. Overtime

Staff members may be required by their supervisors, when the exigencies of the Representation so demand, to work in excess of normal working hours.

Overtime shall be deemed to be any time worked in excess of a working week.

Senior staff members of the Representation who are required to work overtime are not entitled to any compensation.

Only 'support' staff members required to work overtime are entitled to any compensation. Compensation shall, wherever possible, be granted in the form of leave, which shall be taken before the end of the third calendar month following that in which the overtime was worked. If compensatory leave cannot be granted, owing to the exigencies of the Representation, the staff member shall receive compensatory pay.

4. Responsibility bonus

In accordance with the decision of the Director General, dated 12 March 2010, a responsibility bonus is paid to the Regional and Sub-Regional Representatives.

The responsibility bonus can be adjusted by up to 100%.

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The maximum amount of the bonus is set at:

- one month's gross salary for the Regional Representatives;
- 80% of the gross monthly salary for the Sub-Regional Representatives.

The responsibility bonus is paid annually, *prorata temporis* in the post occupied.

Payment is made at the end of each calendar year.

The amount of the responsibility bonus paid to each staff member concerned is set by the Director General, after consulting with the Deputy Directors General and the relevant Heads of Department at the Headquarters (and with the appropriate Regional Representative for each Sub-Regional Representative), according to:

- the participation of Members of the relevant region or sub-region in the activities of the OIE and the fulfilment of their obligations with respect to the OIE,
- the personal commitment shown and the results achieved by the staff member concerned.

5. Beneficiaries in the event of the death of a staff member

On signing the contract, staff members are required to indicate the name of the beneficiary(ies) who, in the event of their death, is to be paid the salary and any allowances.

In this case, the full salary for the month in which the death occurred is paid to the designated beneficiary (see form).

6. Recovery of payments made in error

When a staff member has received payments made in error, recovery of these amounts shall be either by reimbursement or by deduction from the salary of the said staff member according to a timetable agreed upon by the parties.

7. Taxation of staff members and social security contributions

This will depend on the arrangements in the agreement signed by the Host Country and the OIE. If the agreement makes no reference to taxation, the salary is taxable in accordance with local conditions in the Host Country, and the staff must be registered with the official national services in charge of social security contributions (where a national system exists).

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Sheet 4 Pay slip

A pay slip must include the following information:

- The name and address of the Representation
- The name and address of the staff member
- The staff member's identification number with social security services, where applicable
- The RR or SRR's identification number with social security services, where applicable
- Seniority
- The salary period
- The salary amount
- Any deductions (social security contributions, advances).
- If social security contributions are deducted, indicate the contribution rate
- The net amount paid and the currency in which it is paid
- The method of payment

A copy of the monthly pay slip must be given to the staff member and a copy must be archived by the Regional Representation or Sub-Regional Representation.

In RRs and SRRs where the salary paid to staff is net of any contributions or deductions, the voucher is sufficient.

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Sheet 5 Sick leave and maternity leave

1 – Sick leave

The contract states that the staff member shall bear the cost of health insurance.

Any staff member who is absent from duty for more than two consecutive working days shall, not later than the third day, obtain from his/her doctor indicating that he/she is medically unfit for work and indicating the probable duration of his/her absence. If the period of absence is extended beyond the date indicated, he/she shall forward, not later than that date, a further medical certificate.

Failure to provide a medical certificate will result in the days of absence being deducted from the annual leave entitlement or counted as unpaid leave.

The Regional or Sub-Regional Representative may call for a second opinion in cases where abuse is suspected.

2 – Maternity leave

These situations will be managed by the OIE Headquarters on a case-by-case basis taking into account any relevant legal provisions in the host country.

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Sheet 6 Annual leave and public holidays (NS/2011/1, NS/2011/18, NS/2012/01 and NS/2013/2)

In accordance with the provisions of the Staff Regulations of the OIE, staff members at the OIE Headquarters are entitled to paid leave of five weeks, or twenty-five working days¹, after twelve months' service. Although this rule does not apply to OIE staff not employed at the Headquarters, namely staff working in the Regional Representations (RRs) or Sub-Regional Representations (SRR), a similar scheme (25 working days paid leave per year) has been applied to them since 1 January 2012 in order to harmonise the practices within the Organisation.

In the case of staff members who do not complete 12 months within a given year, annual paid leave is in proportion to the duration of service completed, based on 2.08 days per month of service, the resulting total being rounded up to next whole number.

All annual leave must be approved by the Regional or Sub-Regional Representative. The annual leave of the Regional and Sub-Regional Representatives themselves must be approved by the Directorate General of the OIE, which will maintain an individual record for this purpose for each of the Regional and Sub-Regional Representatives. Annual leave for a given year are expected to be taken during that year and may not be deferred beyond the end of February of the following year.

Furthermore, every year all staff members are entitled to leave on certain specific public holidays recognised by the OIE (1 January, 1 May, Christmas Day); there is no provision for any compensation to be made when these days fall on a Saturday or Sunday.

Days that are normally public holidays in the host country may also be added to this list (religious holidays, national holidays, etc.) up to a maximum of 7 days per year in addition to the three days mentioned above, the timetable of which must be submitted at the beginning of each year to the Directorate General for approval.

Each staff member (apart from the Regional or Sub-Regional Representatives themselves) must have an individual leave record, which is to be kept under lock and key and updated under the responsibility of a local member of staff specifically designated for this task by the Regional or Sub-Regional Representative (see enclosed model).

All statutory leave (or exceptional absence) must be noted on the individual leave record and signed and approved by the Regional or Sub-Regional Representative prior to leave or absence in question. For the Regional and Sub-Regional Representatives themselves, the authorisation is issued by the Director General. During their absence, Regional and Sub-Regional Representatives should ensure that someone of a suitable hierarchical level is always on duty and an acting deputy is designated to manage everyday business.

- 1) A working day is defined as a day other than Saturday, Sunday or an official public holiday recognised as such by the OIE for a given RR or SRR.



Organisation Mondiale de la Santé Animale
World Organisation for Animal Health
Organización Mundial de Sanidad Animal

The Director general

Paris, 3 January 2013

NS/2013/2

NOTE DE SERVICE

Object: Annual Leave for Regional and Sub-Regional Representations

In accordance with the provisions relating to the status of OIE personnel, staff employees working at OIE Headquarters have the right to 5 weeks' (i.e. 25 working days)¹ annual leave for every 12 months' service. These regulations do not apply to OIE personnel working outside of Headquarters, namely staff members working in Regional and Sub-Regional Representations (RR and SRR); however, in order to harmonise practices within the Organisation, a similar system of 25 working days' leave is applied to these staff members from the 1st of January 2012.

If staff members do not have 12 months' service, their annual leave entitlement is proportionate to the length of their service, on the basis of 2.08 days per month, with the total being rounded up.

All annual leave must be approved by the concerned RR or SRR. The annual leave of RR and SRR themselves must be approved by the OIE General Directorate, who will keep for each RR and SRR themselves an individual record form to that effect. The annual leave must be used during the year and can't be carried forward beyond the end of the month of February of the following year.

In addition, all staff members have the right to a day off on certain public holidays recognised by the OIE (1 January, 1 May, Christmas). These holidays sometimes fall on a Saturday or Sunday, but in these cases, no compensatory day off will be offered.

Additional days off, up to a maximum of seven each year, can also be taken on the public holidays of the host country (e.g. religious holidays, national holidays). A schedule of these additional days off (more than the three mentioned days above) must be submitted to the General Directorate for approval at the beginning of the year.

Each staff member (different than the RR or the SRR themselves) must have an individual annual leave record that is held under lock and key. The RR or the SRR must designate a local staff member who will be responsible for updating the records (see attached template).

All statutory leave (or exceptional absence) must be noted on the individual record and signed and approved by the RR or the SRR before the leave or absence is taken. For the RR or the SRR themselves the approval must be given by the Director General. RR and SRR must ensure that the office is not empty in their absence and designate an acting Representative, whose hierarchical level is acceptable to manage the day-to-day business.

I ask all RR and SRR to rigorously respect these provisions.

A handwritten signature in black ink, appearing to read 'Bernard Vallat', is written over a thin, curved line that serves as a signature line.

Bernard Vallat

Enc: 1 record form template

1) A working day (not a Saturday, a Sunday or an official public holiday recognized by the OIE for the relevant RR or SRR)



RR/SRR 2013 Holidays

NAME			
Surname			
Name of the RR/SRR			
Work time¹	Full time/Part time	<i>Statutory Holidays: 25</i>	

	Statutory Holidays or exceptional absence		Regional or Subregional Representative signature ²	DG signature ³
	Taken	Remaining		
Asked Period (D – M)				

¹ Mention « full time » or, if need be, % of the partial time following the contract

² For staff other than RR or SRR themselves

³ For the Regional and Sub-Regional Representative (record form kept at the Headquarters)

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Sheet 7 Insurance during business travel

In accordance with Information Note NI/2012/02, all OIE employees working in the Regional and Sub Regional Representations benefit from insurance (ACE) during their business travel (see annexes).

Insurance cover comes into effect from the moment the insured person leaves his/her place of work or place of residence to begin a mission, on condition that the said mission has been approved by the OIE Headquarters, and ceases on his/her return to his/her place of work or place of residence. The insurance cover is valid 24 hours a day during the entire duration of the mission.

A personal Assistance Card is given to each employee carrying out a professional mission for the OIE. It enables the person to contact the insurance company 24 hours a day in the event of a problem and to find out about, and obtain the company's agreement regarding, arrangements for assistance and the reimbursement any expenses that may arise.



Organisation
Mondiale
de la Santé
Animale

World
Organisation
for Animal
Health

Organización
Mundial
de Sanidad
Animal

NI/2012/02

Information note for the employees of the OIE Regional and Sub-Regional Representations

Insurance during business travels

All the OIE employees working in the Regional and Sub-Regional Representations benefit from insurance (ACE) during their business travel (see documents in appendix).

Guarantees come into effect from the moment the insured leaves his (her) workplace or his (her) place of residence to begin the mission and stop on his (her) return to the first of these destinations. The guarantees are valid 24 hours a day during the entire duration of the mission.

I draw your attention to the fact that any mission has to be the object of a request, which must be approved before the departure.

Monique Eloit

Deputy Director General

A handwritten signature in blue ink, appearing to read 'M. Eloit', is placed below the printed name and title.

OFFICE INTERNATIONAL
DES EPIZOOTIES



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oie@oie.int

Dear Sir or Madam,

You have the benefit of ACE Business Class coverage for your business trips worldwide, 24 hours a day.
 Please find below:

- Advice on making use of Assistance and Insurance covers in the event of a loss.
- Your Assistance Card to be detached.

Advice on making use of Assistance

- When you leave on a business assignment, take your Assistance Card with your travel documents.
- When you call ACE Assistance services, be sure to give your name, the name of your company and the reference number on your card.
- Also make a note of the telephone number of ACE Assistance, together with your reference number, on your personal documents.
- Before your departure, leave your travel schedule with a colleague or one of your close relatives.
- Call ACE Assistance before incurring any major expenditure.

Advice in the event of an insurance claim

- You or your beneficiaries must report in writing to ACE Europe any known loss within five working days, specifying the circumstances of the loss.
 You can use the claim notification form on the back of this document. In the event of public liability, forward any summons or notice you receive to ACE Europe.
- If abroad, your medical expenses shall be paid direct by ACE Assistance in the event of hospitalisation, after the validity of your Assistance Card has been verified by the admissions department.
- Your medical expenses, excluding hospitalisation, shall be reimbursed when you return on presentation of original documentary proof.
- In the event of damage, theft or destruction of baggage, you must make a complaint to the competent local authorities within 24 hours following the loss or damage and send ACE Europe your claim notification within a maximum period of 10 days.

Here is your ACE Business Class Travel Assistance Card

Detach your ACE Business Class card and keep it in a safe place with your personal documents.
 It contains information about your Insurance and Assistance covers and the number to contact in an emergency.

This card is not a credit card and is not recognised as a guarantee of payment in the event of hospitalisation.

One of the Insurance and Reinsurance Companies of the ACE Group

ACE European Group Ltd
 Registered office: 100 Leadenhall Street, EC3A 3BP, United Kingdom
 Public Limited Company with a au capital of £248,736,000
 Headquarter for France: Le Colisée, 8, avenue de l'Arche, 92419 Courbevoie Cedex
 Identification number: 450 327 374 R.C.S. Nanterre - APE 660 E

SPD 30076 - 01/08

Specific exclusions from Assistance coverage

- Loss, theft and total or partial destruction of dentures, artificial eyes or other prostheses, spectacles, cash, personal papers, commercial and administrative documents, traveller's cheques, credit cards, airline tickets, travel tickets and vouchers.
- Baggage or personal belongings left in a parked vehicle will not be covered from 10 pm to 7 am.
- Loss or damage caused by normal wear and tear, obsolescence or inherent defects in the baggage. Damage caused by moths or vermin or methods of cleaning, repairing or restoring, or by poor baggage handling attributable to the Insured.
- Loss or damage resulting from confiscation, seizure or destruction by order of an administrative authority.
- Keys or any other similar object (e.g. magnetic cards or badges).
- Any baggage or personal belongings left unattended by the Insured.
- Personal organisers and mobile phones.

Worldwide Insurance

In an emergency, contact
ACE ASSISTANCE
 7 days a week and 24 hours a day,

France
 Tel. : 33 1 55 63 31 32
 Fax : 33 1 55 63 31 56

Important: Use of this card is strictly limited to the designated company. If you find this card, please post it C.O.D. to: ACE Europe, 8, avenue de l'Arche, 92419 Courbevoie Cedex.



Claim Notification

General Information

Surname and forename of the Insured:	
Address:	
Policy No.:	
Date of loss: / /	Place:
Name of Employer:.....	
<i>(Remember that it is essential to send us a business assignment certificate)</i>	
Circumstances:	
.....	

Your Claim Notification, together with the necessary documents, should be sent to:
ACE Europe, Assurances de Personnes, Service Sinistres, Le Colisé, 8 avenue de l'Arche, 92419 Courbevoie cedex, France.

Documents to be sent:

- **Travel incidents**
 - a) **Delay, flight cancellation, missed connection**
 - Irregularity certificate issued by the carrier
 - Originals of documentary proof of expenses incurred (hotels, restaurant)
 - Copy of the airline ticket
 - b) **Damage, theft or destruction of baggage**
 - Original of the complaint filed with the competent authorities
 - Original invoices for items stolen or destroyed.
- **Death**
 - Death certificate
 - Record of civil status
 - Transmission number of the police report
- **Permanent Disablement**
 - Initial medical certificate describing the injuries
 - Medical certificate declaring consolidation or healing of injuries.

This document does not form part of the policy. Only the General and Particular Conditions of your policy are applicable.

ACE Assistance shall only be liable up to the limits of the agreements given by the local authorities. ACE Assistance can under no circumstances replace the local emergency assistance organisations, nor bear the costs thus incurred.

Your main covers

Assistance

- Payment of costs in the event of hospitalisation*.
- Medical repatriation if you are seriously ill or injured.
- Reimbursement of costs incurred due to flight delay or delayed baggage.
- Legal assistance in the event of prosecution for an unintentional offence (payment of fees)*.
- Bail bond advance in the event of prosecution for unintentional offence*.

Your main covers

Administrative assistance*

- Sending/transmitting forgotten documents or copies of lost documents.
- Sending urgent messages.
- Travel costs of a replacement colleague if you are ill or injured.

Your main covers

Insurance

- Reimbursement of medical expenses in the event of an accident or illness*.
- Reimbursement of costs of a cancelled journey as a result of loss, theft or destruction of demonstration equipment, samples or prototypes.
- "Non-Occupational Life" Public Liability.
- Benefit in the event of Permanent or Partial Total Disablement as a result of an accident.
- Benefit in the event of death as a result of an accident.

No Assistance services shall be provided without the prior agreement of ACE ASSISTANCE.

Services provided worldwide.

* abroad only

This is an abstract of your policy.



ace europe

FR32010836

Summary of Covers under ACE BUSINESS CLASS Policy (AH - CG/ - ABC – 12/01)
Equivalent to an Information Leaflet
in accordance with article L 140-4 of the French Insurance Code
EMPLOYEES ON PROFESSIONAL ASSIGNMENT

Insurance Policy n°FR32010836
Assistance Agreement No. 5284B
Corporate Policyholder: OFFICE INTERNATIONAL DES EPIZOOTIES

ASSISTANCE PROVIDER

ACE ASSISTANCE whose services are provided by International SOS Assistance S.A. – 1, rue du Parc - 92593 Levallois-Perret Cedex.

INSURER

ACE European Group Limited whose Headquarters for France is : Le Colisée — 8, avenue de l'Arche 92419 Courbevoie Cedex.

POLICYHOLDER

The corporate entity or individual, hereinafter referred to as the Corporate Policyholder, which takes out the policy, signs it and undertakes to pay the premiums.

INSUREDS

All Salaried Personnel, Directors and Officers, Executives and Board Members of the Corporate Policyholder.

BENEFICIARY

The person or persons who receive from the Insurer the sums owed in respect of the losses.

In the event of the Insured's death, unless he/she has named, by registered letter sent to the Insurer when the policy is taken out or subsequent to this, another person as Beneficiary, the specified sum shall be paid to:

- To his/her Partner, neither judicially separated nor divorced on the date of his/her death
- In defect, in his/her existing or future children, alive or represented.
- In defect, in his/her heirs.

ACCIDENT

Any unintentional bodily impairment of which an Insured is the victim and arising from the sudden and unexpected action of an external cause and all the pathological manifestations that are the direct consequence of such bodily impairment.

ILLNESS

Any deterioration in health, ascertained by a qualified medical authority, provided that it is manifested for the first time during the assignment.

SERIOUS MEDICAL CONDITION

A condition which, in the opinion of ACE ASSISTANCE, constitutes a serious medical emergency requiring urgent treatment in order to prevent death or a serious deterioration of the Insured's immediate or long-term health prospects. The seriousness of the medical condition shall be determined on the basis of the geographical area in which the Insured is located, the nature of the medical emergency and the availability in the local area of suitable medical installations or treatment.

HOME

The Insured's habitual country of residence or country of origin before his/her departure on a professional assignment. Country of origin shall mean the country of the Insured's nationality.

FORFEITURE

Loss of entitlement to the sums or services provided for in the policy through the Insured's failure to meet certain obligations that are imposed on him/her.

SCOPE OF COVERAGE

The covers of the present policy shall apply WORLDWIDE, exclusively in respect of professional assignments or journeys, basis up to a maximum period of **120 Days**, carried out or made by the Insureds on behalf of the Corporate Policyholder.

The covers shall attach from the time when the Insured leaves his/her workplace or home with the aim of departing on an assignment and shall cease on his/her return to either of them, whichever is the first.

They shall attach Twenty-Four Hours a Day throughout that period.

EXCLUSIONS COMMON TO ALL COVERS

The insurance shall not cover losses:

- Caused or brought about intentionally by the Insured.
- When driving any type of vehicle in a state of inebriation when the level of alcohol in the blood is equal to or greater than that legally permitted in the country where the Accident took place.
- Where the Insured uses drugs, narcotics or tranquillisers not prescribed medically.
- Caused by the suicide or attempted suicide of the Insured.
- Resulting from the Insured's participation in bets of all kinds (except for sports competitions), brawls (except in the case of self-defence), or crimes..
- Resulting from practising a sport as a professional or even participating as an amateur, in races involving motor vehicles.
- Resulting from the use, as a pilot, of any kind of craft making it possible to travel through the air or practising any kind of aerial sport and
- in particular hang-gliding, parachuting, paragliding or microlighting.
- Occurring when the Insured is a passenger in an aircraft which is not operated by a company involved in the public transportation of
- passengers.
- Caused by foreign or civil war. Insured persons who would be surprised by the occurrence of such events during a stay abroad, are required to leave the place of the hostilities as soon as possible. Guarantees death, permanent disability and medical expenses will remain acquired them until their return to their home or place of work and for a maximum of 14 days from the day of the occurrence of hostilities. The insured who goes in a country where tensions are already recognized does not benefit from this derogation.
- Due to thermal, mechanical, radioactive or other effects arising from any kind of modification of the atomic structure of matter or the artificial acceleration of atomic particles or even due to radiation emanating from radio-isotopes.
- The costs relating to the operations of search and rescue at sea and in the mountains.

CESSATION OF COVERAGE

In any case, coverage shall cease for each Insured:

- on the date on which the policy is cancelled.
- on the date on which the Insured ceases to be part of the closed group insured.
- on expiry of the insurance year during which the Insured reaches the age of **Seventy Years**.

COVERAGE

A - ACCIDENTAL DEATH COVER

When an Insured is the victim of an Accident and dies from its consequences, the Insurer shall pay the Beneficiary the sums specified in the Particular Conditions.

DISAPPEARANCE

If the body of the insured has not been recovered following a plane crash, a shipwreck, the destruction of a means of public transport or the disappearance of the means of used public transport, and if no new has been received from the insured, other passengers or crew in the 2 years following, then it will be alleged that the insured will have died as a result of this event.

B – ACCIDENTAL PERMANENT DISABLEMENT COVER

If the Insured is the victim of an Accident and it is established that he/she has been left disabled as a consequence, partially or totally, the Insurer shall pay the Insured the sum obtained by multiplying the amount specified in the Particular Conditions by the disablement rate as defined in the Guide to work accident.



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DELIVERY INSURANCE AND ASSISTANCE

C – PSYCHOLOGICAL ASSISTANCE COVER

D – INFORMATION ASSISTANCE

- Visa information service
- Vaccination information service
- Medical advice by téléphone

E – TRAVEL INCIDENTS COVER/ AID TO BUSINESS

This cover shall attach solely outside the Insured's home country

- Cancellation and postponement of meetings
- Transmission of forgotten documents or copies of lost documents,
- Searching for local service providers (attendant, Secretary, interpreter)
- Sending of messages
- Assistance with passport and identity papers

F – MEDICAL EXPENSES

This cover shall apply in respect of professional assignments or trips anywhere in the world, **excluding the home country.**

The costs incurred by an accident or an illness first noticed before the date of departure on a trip are not covered.

G – ASSISTANCE TO PERSONS COVER

In order for the assistance services to apply, the Insured must, of necessity and prior to any intervention affecting the policy covers, make contact with

**ACE ASSISTANCE
12-14, rue d'Alsace
BP 322
92306 Levallois Perret Cedex France**

**Telephone from France: 01 55 63 31 32
Telephone from abroad: 33 155 633 132
Fax from France: 01 55 63 32 33
Fax from abroad: 33 155 633 233**

The covers of the present policy shall apply WORLDWIDE
The Insured, must make contact with ACE ASSISTANCE, available Twenty-Four Hours a Day, Seven Days a Week, in order for the assistance services to apply.

Emergency medical transport

- Rapatriation to the insured's home
- Rapatriation of the body in the event of death
- Paying the travelling expenses of a person chosen by the corporate policyholder to replace the insured
- Early return of the insured following the death or hospitalisation of a relative of the insured
- Attendance at the insured's bedside in hospital
- Sending essential medicines that cannot be found locally

H – TRAVEL INCIDENTS COVER

- Flight delay or cancellation, or non-admission on board
- Missed transfer
- Delayed baggage
- Hijacking
- Cash advance

I – COVER AGAINST LOSS, DAMAGE, THEFT OR DESTRUCTION OF BAGGAGE

J – COVER AGAINST LOSS, THEFT OR DESTRUCTION OF SAMPLES

K – LEGAL ASSISTANCE COVER

This cover shall attach solely outside the Insured's home country.

L – BAIL BOND COVER

This cover shall attach solely outside the Insured's home country.

M – COVER AGAINST NON-OCCUPATIONAL LIFE LIABILITY OUTSIDE THE HOME COUNTRY

This cover shall attach solely outside the Insured's home country. This warranty is only acquired outside the country of residence,

- Personal injury,
- Damage,
- Intangible and consequential damage.

GUARANTEED CAPITAL

See table of guarantees on the back.

COMMITMENT THAN THE INSURER

See limit on the back.

REPORTING AND REIMBURSEMENT OF LOSSES, NECESSARY DOCUMENTS

Cover shall not apply to any losses reported to the Insurer more than Five Days after their occurrence, unless the Corporate Policyholder or the Insured can prove that a case of force majeure prevented the loss from being reported within that period.

DOCUMENTS TO BE SUPPLIED

- A written report describing the circumstances of the accident, the names of the witnesses and, if applicable, the identity of the charging authority if a police report is drawn up and also the communication number.
- The certificate of the doctor, surgeon or hospital called upon to administer the initial treatment, and describing the injuries.
- Documents establishing the capacity of Beneficiary in the event of death, the name and address of the notary responsible for the estate.

PRESCRIPTION

In accordance with articles L 114-1 and L 114-2 of the Insurance Code, any actions deriving from the present policy shall be time-barred, that is, they can no longer be brought **Two Years** after the event giving rise to it.

However, this period shall only commence:

- In the event of non-disclosure, omission, misrepresentation or inaccuracy concerning the risk taken, from the date on which the Insurer becomes aware of same.
- In the event of loss, from the date on which the Beneficiaries become aware of same, if they can prove that they did not know about it until then.

The time-bar shall be increased to **Ten Years** in the case of cover against accidents affecting persons, where the Beneficiaries are the assignees of the deceased Insured.

MEDIATION

If there is a disagreement between the Insured and the Insurer regarding the execution of the present policy, the Insurer shall put the Insured in touch with the Insurance Mediator (or Ombudsman).



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**Summary of Covers under ACE BUSINESS CLASS Policy (AH - CG/ - ABC – 12/01)
Equivalent to an Information Leaflet
in accordance with article L 140-4 of the French Insurance Code
EMPLOYEES ON PROFESSIONAL ASSIGNMENT**

NATURE OF BASIC COVERS		LIMIT	TERRITORIAL SCOPE
A	ACCIDENTAL DEATH :	76 225 €	Worldwide
B	ACCIDENTAL PERMANENT DISABLEMENT: (Scale Accidents at work – non deductible)	76 225 €	Worldwide
B bis	INSURED COLLECTIVE EVENT:	1.000.000 €	Worldwide
C	PSYCHOLOGICAL ASSISTANCE COVER :	Up to 1 000 €	Worldwide
D	INFORMATION ASSISTANCE :	Telephone hotline	Worldwide
E	TRAVEL INCIDENTS COVER / AID TO BUSINESS <ul style="list-style-type: none"> • cancellation and postponement of meetings • Transmission of forgotten documents or copies of lost documents, • searching for local service providers (attendant, Secretary, interpreter) • sending of messages • assistance with passport and identity papers 	Service Organization	Outside the Insured's home country
F	MEDICAL EXPENSES OUTSIDE THE INSURED'S HOME COUNTRY Reimbursement of actual expenses with deductible 50 € Meeting the costs in the event of hospitalisation	Up to 1 000 000 €	Outside the Insured's home country
G	ASSISTANCE TO PERSONS COVER <ul style="list-style-type: none"> • Emergency medical transport • Rapatriation to the insured's home • Rapatriation of the body in the event of death • Paying the travelling expenses of a person chosen by the corporate policyholder to replace the insured • Early return of the insured following the death or hospitalisation of a relative of the insured • Sending of medicines, • Attendance at the insured's bedside in hospital. 	Actual Costs Actual Costs Actual Costs Actual Costs Actual Costs Actual Costs 100 € per night (with a maximum of 3.000 €)	Worldwide Worldwide Worldwide Worldwide Worldwide Worldwide Worldwide
H	TRAVEL INCIDENTS COVER : <ul style="list-style-type: none"> • Flight delay or cancellation, or non-admission on board (time excess of 6H per claim), • Missed transfer (time excess of 24H per claim), • Delayed baggage (time excess of 24 hours) • Hijacking • Cash advance. 	Up to 300 € Up to 300 € Up to 500 € Up to 3 000 € Up to 5 000 €	Worldwide Worldwide Worldwide Worldwide Worldwide
I	Damage, Loss, Theft or destruction of personal baggage: (deductible : 50 €)	Up to 3 000 €	Worldwide
J	Loss, Theft or destruction of samples:	Up to 3 000 €	Worldwide
K	Legal Assistance (payment of fees) :	Up to 4 000 €	Outside the Insured's home country
L	Bail bond advance:	Up to 15 000 €	Outside the Insured's home country
M	Non-occupational Life Liability: <ul style="list-style-type: none"> • Any bodily injury, property damage or financial loss limited to: <ul style="list-style-type: none"> • Food poisoning • Combined property damage and consequential financial loss (deductible of €150 on each loss) 	Up to 5 000 000 € Up to 1 500 000 € Up to 1 500 000 € Up to 1 500 000 €	Outside the Insured's home country In USA and Canada Outside the Insured's home country Outside the Insured's home country
OPTIONS - War risks (for benefits A/B/F) - Kidnapping		Amount -depending on benefit level -Salary income reimbursement	Territoriality / Coverage - Out of Metropolitan France - Out of Metropolitan France

In order for the assistance services to apply, the Insured must, of necessity and prior to any intervention affecting the policy covers, make contact with:

ACE ASSURANCE - 12-14, rue d'Alsace - BP 322 - 92306 Levallois Perret Cedex France

Insurance Policy no FR32010836 - Assistance Agreement no 5284B

Telephone from France: 01 55 63 31 32

Telephone from abroad: 33 155 633 132

Fax from France: 01 55 63 32 33

Fax from abroad: 33 155 633 233

To be used for information purposes only, the original French language policy wording prevails in all cases

OIE	Manual of administrative procedures for the Representations
	Chapter 2

Chapter 2

Budget

OIE	Manual of administrative procedures for the Representations	Version 1
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Sheet 1 Annual Budget

Service Note NS/2009/2 briefly explains the preparation of the annual budget. The note is included in Chapter 3 – Accounting. The note is amended as follows:

The annual budget is prepared for the meeting of the RR and SRR at the end of the year. The different steps are as follows:

1. The Headquarters sends the RR and SRR the model budget about 6 weeks before the date of the annual meeting.
2. The RR and SRR complete and send to the Headquarters the estimated budget needed to meet their requirements under each of the following headings:
 - ✓ staff: list the members of staff, indicate the annual salary of each member of staff, the social charges, where applicable, and other staff expenses.
 - ✓ missions: for each staff member involved, indicate the number of missions and the total cost of the missions.
 - ✓ office operating expenses: indicate the amount of each item of expenditure needed to run the office.
 - ✓ workshops to be organised: the RR and SRR decide, in agreement with the Regional Activities Department, on the workshops that need to be organised. They must estimate the number of participants and the cost of each workshop.
 - ✓ expected income of which they are aware.
3. The Headquarters studies the budget proposals and may ask for explanations where necessary.
4. This budget will serve as the basis for discussion at bilateral meetings with each RR and SRR during the week of the annual meeting.
5. After a study of the available income, the budget requests under each of these headings will be approved or not approved.
6. A preliminary version of the budget may be communicated after the annual meeting by the Headquarters to the RR/SRR.
7. The budget for year N+1 cannot be finalised until after the audit of the accounts for year N in order to have the balance of 31 December N.
8. This annual budget will serve as the basis for the necessary quarterly budget requests. As the income is managed by the Headquarters, the RR and SRR must send the Headquarters a request to replenish the account for each forthcoming quarter.

Before incurring an expense not estimated in the approved budget, the RR/SRR must always consult the Headquarters to verify that the necessary resources are available.

RULES
GOVERNING THE FINANCIAL MANAGEMENT
OF THE EXTERNAL OFFICES OF THE OIE

Article 1

The following rules govern the financial management of the OIE entities functioning outside of Headquarters.

With the exception of special arrangements possibly agreed between OIE and voluntary contributors and donor agencies, these rules apply to all OIE Regional and Sub-regional Representations.

Mandate and Responsibility of the Regional and Sub-Regional Representative

Article 2

The OIE Regional or Sub-Regional Representative fulfils the role of financial official.

Article 3

The financial official, with the written authorisation of the Director General, may open only one bank account in the name of the Regional or Sub- Regional Representation, except with written authorisation of the Director General.

He will maintain a petty cash fund.

Article 4

The financial official has the authority to perform the following acts:

- engage, settle, authorise and pay all expenses within the budgetary limits approved by the Director General;
- collect up to 800 EUR in miscellaneous income each quarter.

Article 5

The recruitment of personnel under contract, expenses exceeding the equivalent of 2 500 EUR for office furniture and supplies, contracts exceeding 8 000 EUR for services, and expenses for international missions must be authorised in advance by the Director General.

Article 6

The financial official must have the agreement of the Director General before receiving a grant, whatever the amount. All agreements must be in written form.

Article 7

The financial official shall ensure that the dispositions regarding budgetary control and reporting (articles 12, 13, 14, 15 and 16) are respected.

Article 8

The financial official is liable for the financial operations he has approved.

Preparation of the Annual Budget of the Representation

Article 9

The Director General will, before 15 November of each year if possible, inform the financial official of the amount of the financial allocation that he proposes for the coming year.

Article 10

Before 31 December of each year, the financial official shall submit a proposed budget, based on the foreseen allocation, to the Director General.

Article 11

The budget of the external representation does not become executory until after the Director General's approval and his assignment of necessary funds for payments.

Budgetary Follow-up

Article 12

The financial official shall maintain a bookkeeping system which indicates the nature, amount, creditor, date and mode of payment for each expense.

Article 13

Every petty cash or bank operation shall be presented in voucher form (purchase, receipt, transfer between bank accounts, between a bank account and the petty cash, advance from the Regional or Sub-Regional Representative, etc.)

Article 14

After a mission, the financial official shall ensure that a mission expenses report is established, detailing all expenses and providing all supporting receipts (air ticket, visa, taxi, airport tax, hotel, etc.)

Article 15

The financial official shall, each calendar quarter, submit to the Central Bureau a summary on all expenses paid during the past quarter, accompanied by supporting documents (invoices, receipts) and bank statements, in order that the expenses may be entered into the accounting of the Central Bureau and compared with the budget estimates.

A signed statement on the contents of the petty cash fund shall be attached.

Article 16

Each year, the financial official shall provide a bank statement certified by the local bank to justify the balance on 31 December.

Adopted by decision of the Director General on 15 April 1998, updated on 22 December 2008

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Sheet 2 Mission orders and reports

1. Mission order request (see enclosed model)

Before each mission conducted by the Regional Representative or Sub-regional Representative or a member of staff of the RR/SRR, the Regional Representative or Sub-regional Representative must submit a mission order request to the Director General indicating the estimated cost of the mission.

2. Mission expense report (see enclosed model)

After each mission, a mission expense report must be prepared, which includes the actual cost. This report must be enclosed with the statement of payment.

If the actual cost is higher than the estimated cost, the Headquarters must be provided with the relevant explanations.

3. Mission report: NS/2010/7 dated 06/05/2010 (see enclosed model)

Each mission conducted for the OIE away from the headquarters of the RR/SRR must be the subject of a report, prepared using the standard format. Visits to RR/SRR headquarters by prominent persons must also be the subject of reports.

It is important for the report to be drafted rapidly after the mission, so that all the relevant staff can be kept well informed.

When several members of staff, including Headquarters staff, participate in a given mission, it is requested that a single mission report be drafted for the whole of the team. One member of staff should be designated to collect information from each member of the team and should draft the report.

For missions in which the Director General participates, the draft report for the whole of the team should be prepared and then submitted to the Director General for revision and final approval.

All the reports must be sent to the Director General with a copy to the RAD and the Headquarters Department chiefly concerned. The RAD will be responsible for:

- ✓ Informing the General Directorate, since they involve an activity of the staff of the Regional and Sub-Regional Representations;
- ✓ Distributing the reports (by email) to a list of recipients;
- ✓ Monitoring that the reports are taken into account by the Administration, Logistics and Publications Department within the framework of producing the OIE *Bulletin*, which is also used to prepare the annual report of the OIE activities (SG/1).
- ✓ Where appropriate, monitoring the discussions and questions relating to these missions with the relevant Department(s).



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MISSION ORDER REQUEST – MISSION ORDER

Name, title of the requesting official:
Date request submitted:

Information on and rationale for mission¹
Title of meeting:
Mission objective:
Relevance of mission to work plan:
Dates of the meeting/mission:
Destination:
Budget:

Estimated costs of mission²	
Brief explanations of calculations:	Cost/Currency:
Travel:	
Per diem:	
(Hotel):	
Other:	
Exchange rate :	
Total estimated cost for mission:	

Signature of the requesting official	Signature of the supervisor	Director General's decision/date and signature: <i>Request approved</i> ³ <input type="checkbox"/> <i>Request denied</i> <input type="checkbox"/>
---	------------------------------------	---

¹ Missions must be approved in advance by the Director General. Submit a request for a mission order at least a month before the mission (exceptions may be granted in emergency situations). Complete the present form and submit to the Director General for approval. Attach copies of relevant supporting documentation (invitations, programmes, etc.).

² All cost estimates should be in either USD or EUR. Refer to **Section 3, Chap. 2 of the Manual of Procedures** for guidance.

³ If the request is approved, this document constitutes the Mission Order.



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MISSION EXPENSE REPORT

Name, title of the reporting official:
Date expense report submitted:

Information on mission
Title of meeting/Mission objective:
Dates of the meeting/mission:
Destination:
Budget:

Costs of mission¹	
Detailed explanations of calculations:	Cost/Currency:
Travel:	
Per diem: Number of days: Amount:	
(Hotel):	
Other:	
Exchange rate(s) used:	
	Total cost of mission:

Signature of the reporting official:	OIE Headquarters' verification/date and signature:
Signature of the Representative	
	<i>Report approved</i> <input type="checkbox"/>
	<i>Report to be amended</i> <input type="checkbox"/>

¹ All final costs should be indicated in either USD or EUR. If receipts are in other currencies, then indicate amounts in the explanations fields. Refer to **Mission Rules for the Regional Coordinators** and **Rules Governing the Financial Management of the External Offices of the OIE** for guidance. Attach all supporting documents.

RAPPORT DE MISSION / MISSION REPORT

Nom du rédacteur / Name:

Date et lieu du déplacement / Dates of the trip:

Titre de la mission / Title of the mission:

Objet de la mission / Aim of the meeting:

Participants du Siège / Participants from the OIE Headquarters

Participants des RR/RSR ou experts OIE / Participants from the RR/SRR or OIE experts

Résumé / Summary:

Commentaires / Comments:

Personnalité(s) rencontrée(s) et sujet des entretiens / Key person(s) met and subjects of discussion:

Suites à donner / Follow-up:

Documents joints / Enclosed documents:

Diffusion : Directeur général, Directeurs généraux adjoints, Coordonnateur du Fonds mondial, Chefs de service et adjoints, Représentants régionaux et sous-régionaux, SALP (Chef du Service, Adjoint en charge des publication, Secrétaire, Documentaliste)

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Sheet 3 Mission and travel expenses for staff

See Service Notes NS/2002/5 dated 30/01/2002, the Decision dated 09/11/2006, NS/2013/7 dated 18/03/2013 and the Decision dated 18/03/2013

1 – Per diem

The Decision of 9 November 2006 indicates that the staff members of the RR/SRR receive the same per diem rate as the staff at Headquarters. This per diem rate is set by decision of the Director General.

The number of per diems is equal to the number of nights spent on mission.

A night or part of a night spent on board a means of transportation gives an entitlement to half a per diem.

If the means of transportation arrives after 8 p.m. within the context of a mission that includes at least one night, an additional half a per diem is received.

For a round trip completed in the same day, half a per diem is awarded.

In the case of countries where accommodation expenses are high, and in accordance with a decision by the Director General made on a case-by-case basis, the hotel expenses (excluding breakfast and personal expenses) of staff may be defrayed by the OIE on presentation of the invoice; in this case the member of staff will receive only half a per diem for each night invoiced by the hotel.

To be able to benefit from far more advantageous rates of transport, staff on mission for a meeting lasting more than 3 days should try to include a weekend (Saturday and Sunday) during their trip. For this weekend they will receive 2 per diems.

2 – Transport expenses

The reimbursement of taxi fares during missions may be authorised, on presentation of the supporting documents, in the following cases:

- Transfer to or from an airport (while abroad);
- Certified obligation to transport fragile, heavy or cumbersome equipment;
- When accompanying prominent persons;
- Other suitably justified need.

If the member of staff uses his/her own vehicle to travel to the meeting venue, he/she receives a kilometric allowance.

Staff members on mission are not entitled to overtime or days leave to recuperate, except in the case of a specific decision by the Director General (which may only involve recuperation days, and only in special circumstances).

Le Directeur général

30 janvier 2002

NS/2002/5

Note de service

Objet : Frais de déplacement

1- Personnel du Bureau central et des Représentations régionales

Les agents de l'OIE en mission perçoivent une indemnité journalière (*per diem*) dont le montant est fixé par décision du Directeur général.

Le nombre de *per diem* est égal au nombre de nuits passées en mission.

La nuit ou partie de la nuit passée à bord d'un moyen de transport n'ouvre droit qu'à un demi *per diem*.

En cas d'arrivée du moyen de transport après 20h dans le cadre d'une mission comprenant au moins une nuit, un demi *per diem* supplémentaire est perçu.

Pour un aller et retour au cours d'une même journée, il est attribué un demi *per diem*.

S'agissant des pays où les frais d'hébergement sont élevés et sur décision au cas par cas du Directeur général, les frais d'hôtel (hors petit déjeuner et dépenses personnelles) des agents du Bureau central peuvent être pris en charge par l'OIE sur présentation de la facture; l'agent ne reçoit alors qu'un demi *per diem* par nuit facturée par l'hôtel.

Afin de pouvoir bénéficier de tarifs plus avantageux, les agents du Bureau central en mission pour une réunion durant plus de 3 jours doivent veiller à inclure si possible un week-end dans leur déplacement. Ils percevront pour ce week-end 2 *per diem*.

Les agents qui pourraient disposer de tarifs plus avantageux que ceux proposés par l'agence de voyages utilisée par le Bureau central sont invités à en informer le Service administratif et financier.

.../...

Dans des cas particuliers et sur décision du Directeur général, l'agent peut se déplacer en classe « affaires » lorsque la durée du voyage est égale à ou supérieure à 7 heures, délais de transit non compris.

Le remboursement des frais de taxi pendant les missions peut être autorisé, sur présentation de pièces justificatives, dans les cas suivants :

- transfert de ou vers un aéroport (à l'étranger),
- obligation attestée de transporter du matériel fragile, lourd ou encombrant,
- accompagnement de personnalités,
- nécessité dûment justifiée.

Les frais de taxi entre le domicile de l'agent et le siège de l'OIE (ou vice-versa) ne sont pris en charge que dans le cadre exceptionnel des astreintes liées au déroulement de la session générale du Comité international.

Il n'est pas dû d'heures supplémentaires ni de jours de congés de récupération pour les agents en mission, sauf décision spécifique du Directeur général (qui ne peut concerner que les jours de récupération, dans des circonstances particulières).

2 - Délégués

Les Délégués perçoivent une indemnité forfaitaire pour la durée de la session générale.

Leurs frais de transport sont à la charge des gouvernements ou prises en charge par certains donateurs, à l'exclusion de fonds gérés par l'OIE.

3 - Experts et consultants

Les experts et consultants invités par l'OIE pour participer à des réunions (Commissions régionales, Commissions spécialisées, Groupes de travail, Groupes *ad hoc*...) perçoivent une indemnité journalière dont le montant est fixé par décision du Directeur général. Leurs frais de transport (avion, train, taxi...) sont pris en charge par l'OIE.

Les ordres de mission et les lettres de convocation doivent, dans la mesure du possible, indiquer le nombre de *per diem* et les conditions de prise en charge des frais de transport.

La présente note abroge et remplace la note de service du 12 juin 1990.

Les chefs de service voudront bien me faire connaître les éventuelles difficultés d'application des instructions ci-dessus.

DECISION

Le Directeur général

Vu l'article 70-4 du Règlement du personnel,

Vu l'avis de la Commission administrative exprimé lors de sa réunion extraordinaire du 20 au 22 septembre 2006,

Considérant la nécessité d'harmoniser les montants des per diem versés aux Représentants régionaux,

Décide

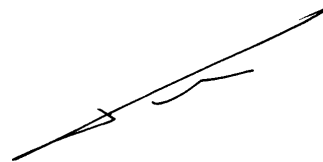
Article 1

D'adopter pour les per diem versés aux Représentants régionaux non élus à une Commission, le même montant que celui applicable aux agents du bureau central.

Article 2

Le Directeur général adjoint chargé de l'administration, des finances et des ressources humaines est chargé de l'exécution de la présente décision qui prend effet à compter du 1^{er} juillet 2006.

Paris, le 9 novembre 2006

A handwritten signature in black ink, consisting of several fluid, connected strokes, positioned above the name Bernard Vallat.

Bernard Vallat



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for Animal
Health

Organización
Mundial
de Sanidad
Animal

The Director General

NS/2013/7

Paris, 18 March 2013

NOTE DE SERVICE

Subject: mileage allowance

The mileage allowance paid to OIE staff members (Headquarters, Regional Representations and Sub-Regional Representations) and to those experts using their own car in the exercise of their OIE missions is set at 0.30 EUR per km from 1 April 2013.

Bernard Vallat

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DES EPIZOOTIES



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Decision

The Director General

In accordance with Article 27 of the General Rules;

In accordance with Resolution No. 6 adopted by the Assembly during the 80th General Session approving the budget for the year 2013;

In accordance with Resolution No. 7 adopted by the Assembly during the 80th General Session setting the amount of the contributions due by Member Countries for the year;

Having regard to the opinion of the Council dated 27 February 2013 relating to the allowance rates paid to OIE experts and consultants for the year 2013;

Resolves:

Article 1

From 1 April 2013, the per diem relating to mission expenses is set at:

- 153 euros for the Director General,
- 140 euros for the OIE Headquarters staff members,
- 240 euros for the Members of the Council, Regional and Specialist Commissions, and the experts invited by the Director General to the meetings held at the OIE HQ or invited to represent the OIE during international meetings or events.

Article 2

The per diem amount applicable to OIE Headquarters staff members is also applicable to the Regional Representatives, as well as the Sub-Regional Representatives staff members.

Article 3

The Deputy Director General for Administration, Management, Human Resources and Regional Actions is responsible for the implementation of this decision.

Paris, 18 March 2013

Bernard Vallat

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OIE	Manual of administrative procedures for the Representations	Version 1
	Chapter 2	30/05/2013

Sheet 4 Mission and travel expenses for experts

See Service Notes NS/2002/5 dated 30/01/2002, NS/2013/7 dated 18/03/2013 and the Decision dated 18/03/2013

1 – Per diem

Experts and consultants invited by the OIE to participate in missions or meetings away from the OIE Headquarters receive a per diem the amount of which is set by decision of the World Assembly of Delegates to the OIE. This allowance is intended to cover hotel and meal expenses.

The experts are not remunerated for the services they render and the OIE does not pay any honoraria.

The number of per diems that experts receive is equal to the number of nights spent on mission.

A night or part of a night spent on board a means of transportation to travel to the mission venue gives an entitlement to half a per diem.

If the means of transportation arrives after 8 p.m. on the return journey from a mission, an additional half a per diem is received.

2 – Transport expenses

Travel expenses (by plane or train in economy class, taxi) are defrayed by the OIE on presentation of the supporting documents. In the case of plane tickets, the experts to contact travel agencies in their country of residence, which may be able to offer more advantageous conditions than agencies located in France.

At the expert's own choice, the OIE will either send a prepaid ticket prior to the meeting at the expert's specific request or will refund the expert's travel expenses in situ.

If the expert uses his/her own vehicle to travel to the meeting venue or to the airport, he/she receives a kilometric allowance.

If the expert has to visit a foreign country to obtain a visa to travel to the meeting venue, the OIE will not defray these expenses.

The OIE cannot defray the cost of travel insurance taken out by the expert.

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Sheet 5 Organisation of seminars/workshop

See Service Notes NS/2012/3 dated 01/08/2012



Organisation
Mondiale
de la Santé
Animale

World
Organisation
for Animal
Health

Organización
Mundial
de Sanidad
Animal

The Director General

1 August 2012

NS/2012/3

Note de Service

Coordination procedure for the organisation of seminars for OIE National Focal Points and newly appointed OIE Delegates

The principles laid out in this "Note de Service" may be applied for the organisation of other seminars/workshops.

This "Note de Service" aims at providing guidelines regarding the coordination procedure to be followed for the organisation of seminars for OIE National Focal Points and newly appointed OIE Delegates. The following table establishes the sequence of the main steps of the organisational process and assigns respective responsibilities to the entities involved in the preparation and implementation of the mentioned events.

The Explanatory Document with the detailed list of tasks, the timetable to comply with, and the description of the activities, is available as Annex I.

List of abbreviations used:

DG: Director General

DDG: Deputy Director General (Administration, Management, Human Resources and Regional Actions)

HQ: OIE Headquarters

WF: World Fund Coordination Unit

FBU: Financial and Budget Unit

RR/SRR: Regional and Sub-Regional Representatives

RAD: Regional Activities Department

FPRD: Department/Unit Responsible for the Focal Points topic (Scientific and Technical Department, Animal Health Information Department, International Trade Department, Communication Unit)

ALPD: Administration, Logistics and Publications Department

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1. Procedure

Step	Time	Responsibility	Description
1	4 months before the seminar/workshop	FPRD RR/SRR	<p>Draft a preliminary programme in coordination with the RR/SRR and contact potential speakers/organisations/Collaborating Centres</p> <p>Inform RR/SRR on the need to make available for the training working documents/PowerPoint presentations in all the languages of the meeting, in order to allow RR/SRR to include the cost of any translation in the budget.</p> <p>If relevant, inform RR/SRR on the specific logistic requirements (computers, internet access for participants, rooms), in order to allow RR/SRR to include the cost in the budget</p> <p>Launch the organisation of the workshop/seminar by sending an email to the DDG, with a copy to RAD/ FPRD/ WF/ ALPD and send:</p> <ul style="list-style-type: none"> • Draft budget • Draft concept note for internal use (see model at Annex II) • Preliminary programme, previously drafted by the FPRD • Invitation letters (different models – see models in Annex V) • Information sheet for the workshop/seminar (see model at Annex IV) • Attendance certificate proposal (see model at Annex VI)
2	4-3 months before the seminar/workshop	RR/SRR DDG	<p>If necessary, provide clarifications and/or adjust draft budget upon the comments/requests of the DDG</p> <p>Inform the RR/SRR (with copy to RAD/ FBU/ WF/ FPRD) of the decision of the HQ regarding the draft budget provided, approving it when it meets all requirements requested.</p>
3	At least 3 months before the seminar/workshop	FPRD RR/SRR	<p>Send to the RAD:</p> <ul style="list-style-type: none"> • Updated list of Focal Points of invited countries • Draft Programme endorsed in collaboration with RR/SRR <p>Send to the RAD:</p> <ul style="list-style-type: none"> • Endorsed Draft Programme in all the languages of the meeting

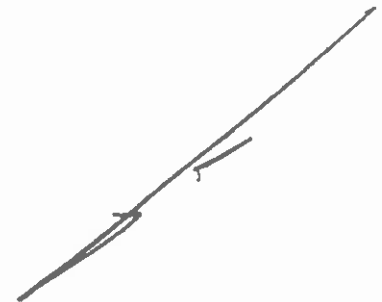
4	3 months before the seminar/workshop	RAD	Review documents mentioned at Step 1 and prepare invitation letters accordingly for the DG's approval
5		FPRD	Ask ALPD to create a webpage for registration on line Prepare invitation letters for speakers based on the approved version of the invitation letters for the other participants
6	From 3 to 2 months before the seminar/workshop	DG	Approve documents and sign all invitation letters (for all participants and speakers)
7		RAD	Send invitation letters and enclosures to all participants except the speakers
8		FPRD	Send invitation letters and enclosures to speakers, with a copy to the RAD and the RR/SRR
9	From 2 months before the event to the end of registration process	RAD	Send to ALPD the programme, the Information sheet and the invitation letters of sponsored participants only
10		Participants	Register on-line
11		RR/SRR	If registration applications are received from persons not officially nominated, request official notification of nomination or delegation and forward a copy of the official notification to the RAD.
12		FPRD	Inform the RAD and the RR/SRR of nominations of newly appointed Focal Points If foreseen, provide RR/SRR with the working documents/PowerPoint presentations to make available in the languages of the meeting, in order to allow RR/SRR to submit them to translators with due advance.
13	8	DDG	Inform the RAD and the RR/SRR of nominations of newly appointed OIE Delegates
14		RR/SRR	Request newly appointed Focal Points to register on-line and to provide to FPRD all necessary data to update OIE database.
15		RAD	Validate electronic registration of participants, with the support of the RR/SRR and the FPRD.
16	10	ALPD	Send travel proposal and buy flight tickets, unless agreed differently

		RR/SRR	If in charge of flight tickets purchasing, collect all official nomination/delegation to be provided to RAD - with the list of validated participants - after the end of the seminar.
11		RR/SRR	Book hotel and organise transfer arrangements, unless agreed differently
12		RR/SRR	Send a reminder to speakers/participants not yet registered before deadline expiry
13		RR/SRR	Support Oietravel by contacting participants who didn't answered yet to travel proposal
14		RR/SRR	Continue the organisation of the seminar and provide support for speakers/participants up to and throughout the event
15	Before the end of the seminar	RR/SRR	Distribute evaluation questionnaires - providing appropriate time for filling - and attendance certificates
16	Within 10 days after the end of the seminar/workshop	RR/SRR	Send to the RAD a summary of the event and related pictures (e.g. group photo) for publication in the OIE <i>Bulletin</i> and a copy to WF for donors reporting purposes Prepare a mission report, as per NS 2010/07, in consultation with the FPRD staff that also participated in the meeting, and send it to RAD
17	Within 1 month after the end of the seminar/workshop	RR/SRR	Send to the DDG: <ul style="list-style-type: none"> Final Budget Send to the RAD: <ul style="list-style-type: none"> the analysis of the evaluation questionnaires and a scanned copy of all questionnaires the working documents, PowerPoint presentations the final list of participants the final programme In the case of event for which flight tickets are not bought by Oietravel, send to the RAD, for reporting purposes, all official nomination/delegation justifying the validation of participants. Publish PowerPoint presentations on the RR website
18		RAD	If requested, forward to the DG, DDG, FPRD, and WF the questionnaires analysis, and any information related to the outcomes of the seminar

			Manage a permanent database with all relevant information and materials dealing with the seminar
--	--	--	---

The Regional and Sub-Regional Representatives as well as the Heads of Department/Units are responsible of ensuring the rigorous application of this procedure and its annexes.

The Regional Activities Department should be consulted for any doubt on the application of these rules, if necessary.



Dr Bernard Vallat

Annexes:

Annex I: Explanatory Document

Annex II: Concept Note

Annex III: Model of list of participants

Annex IV: Model of information sheet

Annexes V: Model invitation letters

Annex VI: Model of attendance certificate

Annex VII: Notes de Service No. 2010-14, No. 2010-22 and No. 2010-7

Explanatory Document

1. General criteria

1.1 The dates determined for a seminar shall be based upon the general multi-annual programme adopted during the RR/SRR annual meeting, and should take account of religious events, national holidays, elections and any other relevant dates. *Related to step 1.*

1.2 All invitation letters for a workshop/seminar organised on the initiative of the OIE Headquarters (HQ) or OIE Regional or Sub-Regional Representations (RR/SRRs) must be signed by the Director General of the OIE. *Related to steps 1, 5 of the Note de Service n.2012/ 3.*

1.3 The Focal Points trainings are mainly addressed to the National Focal Points, or their representatives designated by the OIE delegates. Nevertheless, when relevant, also other categories of participants are allowed to attend (observers from the host country, representatives of regional organisations, Reference Centres, representatives of donors, etc.). *Related to steps 3, 7, 9, 10.*

1.4 In the case of a seminar financed or co-financed by a donor, when relevant, the World Fund Coordination Unit (WF) will provide the RR/SRR involved and the Regional Activities Department (RAD) with guidelines to be followed in order to comply with the terms of the agreement established with the donor (e.g. visibility of the donor, invitation of a representative of the donor, eligibility criteria). *Related to step 1.*

1.5 When proposing a host country for an OIE seminar/workshop, the RR/SRR must try to obtain its in-kind contribution to the event (accommodation, coffee break, translation, reception, travel, etc.).

1.6 Reference documents:

a) Note de Service No. 2010-14: Financial rules and guidelines for the organisation of OIE Regional workshops and seminars by Regional and Sub-Regional Representations

b) Note de Service No. 2010-22: Distribution of OIE Members per Region, for different purposes¹

c) Note de Service No. 2010-7: Mission reports by staff of the Regional and Sub Regional Representations and experts representing the OIE at meetings

1.7 In the case of a seminar organised jointly by two or more RR/SRRs, **RR/SRR** involved should define and communicate in advance to the RAD their respective involvement (venue, logistics, etc.). *Related to step 1.*

1.8 The **RR/SRR** should inform the RAD of the name of the person in charge of organising the event at the RR/SRR level. Should this person become unavailable for any reason (e.g. holidays), the RAD must be informed of the name of the person who will be taking over responsibility for the organisation. *Related to step 1.*

¹ Should the RR/SRR wish to make any changes to the list of countries for a particular event, the proposed changes must be submitted to RAD for the Director General's approval.

1.9 The RR/SRR involved should obtain a written commitment from the host country regarding the facilitation of visa issuance, where necessary.

1.10 In the case of an event being cancelled or postponed, once obtained the confirmation, the RAD must inform the RR/SRR, the OIE Headquarters department/Unit responsible for the Focal Points topic (FPRD) and the Administration, Logistics and Publications Department (ALPD). The ALPD will undertake all necessary steps in order to be refunded of at least a part of the amount paid for flight tickets.

1.11 The FPRD must provide the RAD with the official list of Focal Points and the name of the person in the department who is in charge of maintaining the Focal Points list updated by receiving notification of newly appointed Focal Points. FPRD must use all these data to update TIGER. *Related to step 3.*

2. Budget

2.1 The RR/SRR should provide the Deputy Director General (DDG) with a copy to the WF, RAD, FPRD, ALPD, with the **draft budget** proposal for the organisation of the event in the appropriate template, as defined in the Annex II of **Note de Service No. 2010-14**. The budget proposal must be sent in advance in order to have the approved document available when starting the preparation of invitation letters. In the case of seminars/workshops requiring specific technical equipment to carry out the training (e.g. WAHIS or WAHIS-*Wild*), the RR/SRR must ensure its availability *in loco* and include, if necessary, its cost in the budget. *Related to step 1.*

2.2 The DDG with the support of Financial and Budget Unit (FBU) should review the budget in coordination with the WF and should communicate its approval to the RR/SRR with a copy to the RAD, FPRD and ALPD. *Related to step 2.*

2.3 The RR/SRR sends to the DDG the final budget (see also paragraph n.8). *Related to step 17.*

3. Programme

3.1 The FPRD should draft a preliminary programme by contacting the potential speakers/organisations. The preliminary programme should be provided to the RR/SRR in order to be updated, if necessary, with regional inputs and specific issues. *Related to step 1.*

3.2 The FPRD should inform the RR/SRR on the necessity to make available, during the meeting, working documents/PowerPoint presentations translated in the languages of the seminar. FPRD shall provide RR/SRR with the material to be translated in due advance. *Related to steps 1, 8.*

3.3 The RR/SRR should provide the DDG with a copy to the WF, RAD, FPRD, ALPD, with the provisional **draft programme** of the seminar (in Word format), updated with regional inputs and specific issues, including the tentative names of the speakers. For programme templates, please see http://web.oie.int/extranet/fr/seminaires_del_pf.php. *Related to step 1.*

3.4 The FPRD should review the programme provided by the RR/SRR and communicate its approval to the RR/SRR with a copy to the RAD. N.B.I: If the names of speakers are not confirmed yet, the FPRD shall endorse a version of the programme containing at least the names of institutions/organisations to which speakers belong to. This approved version will be sent with invitation letters. N.B.II: The RAD must be kept informed of any subsequent changes to the programme. *Related to step 3.*

3.5 The RR/SRR should provide the RAD (with a copy to the FPRD) the **approved draft programme** in all the languages of the meeting, ensuring, where appropriate, the visibility requirements of the donor(s) on the document. *Related to step 3.*

4. Concept Note

4.1 The RR/SRR should provide the DDG with a copy to the WF, RAD, FPRD, ALPD, with a **concept note – to be used for internal purposes only** – to clarify the background and objectives of the event as well as any important aspects of the organisation: rationale, list of the invited countries², tentative speakers, number of attendees for each country, authorities, observers, OIE staff³, funding, collaboration between RRs, languages/interpretation, etc. This note must also provide details of all the planned travel and accommodation arrangements (e.g. who will be in charge of purchasing flight tickets, who will need tickets⁴, hotel reservations, airport transfer, visa assistance, etc.). A model concept note is provided at *Annex II*. *Related to step 1.*

4.2 The ALPD should take note of the details provided in the concept note in order to be informed of the upcoming event and, if foreseen, of the upcoming request for the support of ALPD through **oietravel** and/or the creation of a webpage for registration on line. *Related to step 1, 4, 6, 7, 8, 9, 10.*

4.3 If not previously included in the concept note mentioned in paragraph 4.1, the RR/SRR should send the RAD (in Word format, and with a copy to the FPRD) the **complete list of expected participants** – speakers, attendees, authorities, observers, OIE staff, etc. – with their full contact details. The participants should be listed by category (e.g. speakers, facilitators, chairperson, observers, participating countries, OIE staff), irrespective of whether or not their expenses are to be covered by the OIE. The name, position, institution, country and email address of all people to whom invitation letters are to be sent should be indicated. (for the template, please see *Annex III*). *Related to steps 4, 6.*

5. Information sheet

5.1 The RR/SRR must provide the host country with the list of countries/experts expected to participate in the workshop/seminar. The RR/SRR must ask the **host country** for updated information on visa requirements and the contact details of its embassy/consulate in each country to be invited (or, if none exists, the nearest embassy/consulate). The RR/SRR will update the information sheet with this information. *Related to step 1.*

5.2 The RR/SRR should send the RAD (with a copy to the FPRD and in Word format) a **practical information sheet** for the participants. This document should be provided in all the languages of the meeting and where appropriate, should reflect the visibility requirements of the donor(s). *Related to step 1, 4, 5, 6.*

The information sheet should include at least the following information (please see *Annex IV*):

² The RR/SRR must verify whether the invitees from the Host Country (Delegate, Focal Point) reside in the same area as the venue for the event; if they do not, the cost of their participation must be provided for in the budget.

³ The participation of the RR/SRR Administrative staff shall be limited to specific organizational needs.

⁴ In the case of OIE staff from RR/SRRs or experts/consultants, it is important to check whether oietravel or local offices/travel agencies will be responsible for making their travel arrangements.

- a) Accommodation and catering: details of the hotel, including a map; details about booking; details of other expenses covered / not covered by the OIE; details about the use of per diem allowances, etc.
- b) Detailed list of expenses covered for OIE-funded participants.
- c) Visa and transit visa details: information on expenses covered / not covered; how to apply, and responsibilities. N.B.: Even if the information sheet is not yet available, the information on visas/transit visas and the list of embassies must still be provided at this stage.
- d) Details of the meeting venue, including a map.
- e) If foreseen, details of transfer arrangements from/to the airport. If not foreseen, the information sheet must include instructions on how to reach the hotel/ event venue (and if possible the cost of transport).
- f) Contact details of the local organising committee.

5.3 The RR/SRR must send all participants and speakers a reminder with information on obtaining a visa, transfer arrangements (if foreseen) or available means of transport to the hotel/venue, contacts to call in case of need, and details of what expenses are or are not covered. *Related to steps 12, 14.*

6. Invitation letters

6.1 The RR/SRR should send the RAD (with a copy to the FPRD and in Word format) one **model letter** for each category of participants. *Related to step 1.*

- a) The model letters should be provided in all the languages of the meeting. Since it is not feasible to include the logos of donors on invitation letters, the text should ensure their visibility (e.g. "This workshop is co-funded by the European Union through the "Regional Cooperation Programme on Highly Pathogenic and Emerging and Re-emerging Diseases (HPED)"); see also paragraph 1.4 above and Note de Service No. 2010-14.
- b) Since the text of each model letter will be different accordingly to the kind of its addressee, each model shall be identified with letters or numbers (e.g. model "A": Countries with Focal Points; model "B": Countries without Focal Points). RR/SRR must assign each model letter to a specific category of the list of participants and provide RAD with clear instructions (e.g.: the names of all addressees of the invitation "A" listed at the top of the model letter "A"; or specify the model letter to be used near each category of contributors mentioned in the list of participants, (see paragraph 4.3).
- c) The invitation letters should clarify who is responsible for providing life/medical insurance cover. The OIE only covers insurance for speakers, members of the OIE Regional Commission bureaux, OIE staff, if any, but in these cases it is not necessary to indicate it in the invitation letter.
- d) The invitation letter should also emphasise that it is the responsibility of the participant to obtain any necessary visas and transit visas for the full round trip.
- e) The invitation letters should clearly state who is in charge of purchasing flight tickets, booking hotel accommodation, etc. and their respective contact details (in accordance with the concept note).

When a per diem is provided to invitees, the invitation letters should specify if it is full or ad hoc (for the establishment of the per diem amount, see Note de Service No. 2010-14).

f) The purpose of the templates – each of which should be adapted by the RR/SRR to include details of the particular event – is to provide standard models that are easy to draft and review, thereby saving time throughout the different steps of the approval procedure. The templates are provided in Annex V.

- i. model letter for the Delegate of the Host Country;
- ii. model letter for the Delegates of countries with a Focal Point;
- iii. model letter for the Delegates of countries without a Focal Point;
- iv. model letter for other participants whether or not sponsored by the OIE;
- v. model letter for OIE staff (specifying if they will be a speaker/facilitator).

6.2 The **RAD** reviews the model letters and submits them to the DG for approval. Once the model letters have been approved and the individual letters have been signed by the DG, the **RAD** sends them electronically to the addresses with copy to relevant persons of HQ and RR/SRR. Invitation letters can only be signed when the budget has been approved (or is about to be approved). *Related to steps 4, 5, 6.*

6.3 The **RAD** gives also the approved model letters to the **FPRD** as a reference model to prepare and send the invitation letters to **speakers**. *Related to steps 4, 5, 6.* N.B.I: If at this stage the names of speakers are not confirmed yet, the **FPRD** can address the letter to the institution/senior officer to which tentative speakers belong to.

N.B II.: When a letter for a speaker is addressed to an OIE Delegate (e.g. an OIE Delegate who is a speaker or is being asked to nominate someone to give a presentation), the letter will be prepared by the **RAD** in coordination with the **FPRD**.

6.4 The **FPRD** must send the **RAD** and RR/SRR a copy of all invitations sent to speakers. *Related to step 6.*

7. Registration, validation of participants, travel arrangements:

Since the success of a workshop/seminar depends on the participation of all invitees, it is important to facilitate their participation. This means purchasing their flight tickets well in advance and providing invitees with all the necessary information in a timely manner, in particular to ensure they have sufficient time to obtain any necessary visas, and to process internal paper work and permissions.

7.1 When **oietravel** is involved in purchasing tickets, the **RAD** is responsible for validating registered participants. The validation is essential condition to proceed with any travel/logistic arrangement of participants. The **RAD** will validate participants by forwarding their registrations to **oietravel** (with a copy to the RR/SRR). The **oietravel** will make a flight proposal (with copy to the RR/SRR) only to participants whose registration has been validated by the **RAD**. *Related to steps 7, 9, 10.*

- a) When a registration application is received from the person mentioned in an invitation letter (Focal Point, speaker, OIE Delegate), the **RAD** automatically validates the registration.
- b) When a registration is received from a person not mentioned in an invitation letter (e.g. representative of the official Focal Point, newly appointed Focal Point) the **RAD**

will validate the registration only after having received notification of the person's official nomination by the Delegate.

7.2 The RR/SRR is responsible for monitoring registrations and for requesting and collecting official nominations for any participants not mentioned in invitations. Once it has obtained the official nomination, the RR/SRR forwards it to the RAD in order to allow to validate the participant's registration. The RR/SRR is also responsible for providing support for invitees requesting information or experiencing problems. RAD must be always in copy of all RR/SRR correspondence concerning the event. *Related to steps 7, 8, 14.*

7.3 When oietravel is not involved in purchasing tickets, the RR/SRR should validate the participation of registered participants upon the following criteria:

- When a registration application is received from the person mentioned in an invitation letter (Focal Point, speaker, OIE Delegate), RR/SRR can start the travel arrangements and all other logistic actions.

- When a registration is received from a person not mentioned in an invitation letter (e.g. representative of the official Focal Point, newly appointed Focal Point, representative of a speaker), RR/SRR must request the official nomination by the Delegate.

The RR/SRR is responsible to collect all official nominations/communications from OIE Delegates upon which participants are validated, and provide them to RAD at the end of the seminar. *Related to steps 10, 17.*

7.4 The FPRD should inform the RAD and the SRR/RR of the contact details of newly appointed Focal Points as soon as it receives official notification of their appointment. The FPRD should also enter any updating in the TIGER database. *Related to step 8.*

7.5 When in charge of ticket purchasing, oietravel periodically updates the RR/SRR and the RAD on the state of play regarding travel arrangements. *Related to step 10.*

7.6 The RR/SRR is responsible for sending a reminder if no response has been received from a speaker/participant after the deadline for registrations. *Related to step 12.*

7.7 In the case of travel proposals for which Oietravel cannot obtain any reply from the participant, the RR/SRR can be requested to contact the participants in order to facilitate his/her reaction and provide Oietravel with an answer on what proposed. *Related to step 13.*

8. Documents related to the outcomes of the event:

8.1 The RR/SRR must hand out a paper evaluation questionnaire, explain its function and invite participants to complete it, always providing them with sufficient time for this activity. The seminar secretariat should be actively involved in this phase. Web application cannot be used, with exception of cases in which each participant can use a dedicated computer for this purpose, before the end of the seminar. *Related to step 15.*

The RR/SRR sends to the DDG the final budget (see also paragraph n.2). *Related to step 17.*

The RR/SRR sends to the RAD the summary and the pictures of the event (e.g. group photo) for publication in the OIE *Bulletin*, and to the WF for reporting purposes. *Related to step 16.*

The RR/SRR prepares a mission report, as per NS 2010/07, in consultation with the FPRD staff that also participated in the meeting, and sends it to RAD. *Related to step 16.*

The RR/SRR sends the RAD the following documents (*Related to step 17*):

- a) Scanned copies of the completed questionnaires and a report on the seminar, compiled based on an analysis of the questionnaire evaluations.
- b) All working documents and PowerPoint presentations of the training,
- c) The final list of participants (including observers, speakers, etc.)
- d) The final programme.

- e) Official nomination/delegation justifying the validation of participants: only for events for which flight tickets are not bought by Oietravel, *Related to steps 10, 17.*

8.2 The RR/SRR send the FBU all the necessary documentation to close the budget.

Concept Note
For OIE Internal Use

Important: parts highlighted in yellow must be adapted to the information concerning this seminar.
All elements not referring to it must be removed

Regional Seminar for OIE National Focal points for XXX
City, Country
Dates

Background (including references within the OIE endorsed global programme):
XXXX

Objectives (if needed):

This seminar will...

Target group:

The target group consists of n. XX OIE National Focal points for XXX

n. XX participants will be invited for each country
Countries to be invited, per source of funding, are:

OIE HQ:

XXX, XXX, (...).

RR/SRR:

XXX, XXX, (...).

Project (e.i: BTSF, HPED, etc.):

XXX, XXX, (...).

Additional participants:

e. i.:

XXX will be invited as *self-funded* observer

XXX will be invited as observer *funded* by OIE HQ/RR/SRR/Project XXX, Other XXX

XXX will be invited as representative of the donor

XXX will be invited for the opening speech

XXX will be invited because absent in the previous meetings of this kind, and this meeting will be the last one of the year for its cycle

XXX will be invited as representative of the organisation having an official agreement with the OIE

OIE staff:

n. XX Staff of the OIE HQ: Dr XX, Dr XX

n. XX Staff of the OIE RR/SRR: Dr XX, Dr XX

Tentative Speakers :

n. XX experts from XXX: Dr XX, Dr XX

Ticket purchasing in charge of:

Oietravel => n. XX participants, n. XX speakers, n. XX OIE staff

RR/SRR

Participants themselves

Accommodation arrangements (hotel room, meals, etc.) paid by:

RR/SRR

Participants themselves

Per diem:

Full

Ad hoc

Accommodation arrangements booked by:

RR/SRR

Participants themselves

Transfers from/to airport in charge of:

RR/SRR

Participants themselves

Registration on-line:

Dr XXX and Ms XXX shall be in copy of automatic registration messages

Languages/Interpretation:

The working language will be XXX

English/French/Spanish/Russian/Arabic simultaneous translation foreseen

Technical equipment (if necessary): e.i. WAHIS/ WAHIS-Wild seminars

The meeting venue will be equipped with computers for all participants

Participants will be requested to bring their own laptop

Additional notes:

....

**Regional Training Seminar for OIE Newly appointed OIE
Delegates/National Focal Points on **XXXX****

City, Country, dates

**LIST OF PARTICIPANTS
For OIE internal use**

FUNDED PARTICIPANTS:

1. Participants:

n. X OIE Focal Point on XXX for each country
AUSTRALIA
XXXX

2. Tentative speakers:

Dr XXX
National Agency for XXX
Street, City, Country
Email: XXX

3. OIE Staff:

OIE HQ
Dr. XXX
Deputy Head of Scientific and Technical Department

Dr XXX
Scientific and Technical Department

OIE SRR
Dr XXX

OIE RR
Dr XXX

SELF-FUNDED PARTICIPANTS:

4. Tentative speakers:

Dr XXX
WHO
Street, City, Country
Email: XXX

5. Observers:

Dr XXX
National Agency for XXX
Street, City, Country
Email: XXX

6. Authorities:

Delegation of the European Union to XXX
Street, City, Country
Email: XXX

Important: parts highlighted in yellow must be adapted to the information concerning this seminar. All elements not referring to it must be removed

Regional Seminar for OIE National Focal Points for XXX

Dates - City, Country

Information sheet

(Please read this note carefully and carry a copy on your travel to the meeting)

1) AIR TICKETS

The OIE will cover travel costs (economy class with most direct route) for funded participants and speakers. The OIE Administration, Logistics and Publications Department in Paris/ the OIE RR/SRR will purchase air tickets for international flights and send all relevant details to the e-mail address provided by participants in their registration on-line.

Registration of all participants is compulsory and shall be done on-line by the Date to the following link:

www.XXXX

2) VISA REQUIREMENT

All participants are responsible to enquire on the visas and/or transit visas required and make the necessary arrangements to obtain them for the full round trip. Participants are requested to contact the relevant Host Country Consulate or Embassy in their countries to make all necessary arrangements. For your information and necessary action, please take into consideration the tables here below:

Countries which are subjected to the formality of entrance visa In Host Country	Countries which are exempted from the formality of entrance visa In Host Country
ALBANIA, ARMENIA,	ANDORRA, AUSTRIA, ...

3) AIRPORT TRANSFERS

The RR/SRR will organize transfer from/to the most important and nearest airport: "XX". After passing the customs, at the arrival hall, please look for the meeting person with the placard "OIE Seminar" in hands.

The easiest and least expensive ways from XXX airport to XXX Hotel are the following:
XXX...

4) ACCOMMODATION: BOOKING AND PAYMENT

All participants will be staying at the **XXX Hotel** (Please see map below).

Address:
XXXX
E-mail: XXXX
Website: XXXX

Accommodation expenses and lunches will be covered by the participants. The RR/SRR will book the rooms for all funded participants according to their flight schedule. Please inform immediately the RR/SRR if you need to change or to cancel the reservation. The room charge is XXX.

The OIE will book and pay for accommodation for all funded participants (bed & breakfast). Participants will have to pay any extra charge incurred during their stay

MAP

5) 5) CURRENCY

The local currency is XXX. The exchange rate is XXX.

6) PER DIEM

The RR/SRR will provide all funded participants with a per diem to be used to cover the expenses for accommodation and meals.

All funded participants will be provided with an *ad hoc per diem* taken into account all expenses directly covered by the OIE/RR/SRR or the Host Country.

7) INSURANCE

Insurance terms, when relevant, are specified in the respective invitation letter.

8) MEETING VENUE

The meeting will be held at the Institute/University...
Details on the meeting venue (if necessary)...

The meeting will be held in the hotel where all participants will be accommodated.
Details on the hotel (if necessary)...

9) USEFUL CONTACTS

For any query on the organization, please contact Dr. XXX, at the RR/SRR (XXX@oie.int) with copy to Dr XXX (XXX@oie.int) or telephone/fax: +XXX.

For local support, please contact Dr XXX: Phone n. +XXX

Invitation letter templates

Template i: model letter for the Delegate of the Host Country

The Director General

Our Ref.:

Paris, *date/year*Dr *XXX*Regional *Seminar/Workshop* for OIE National Focal Points for *XXX*
City, country, date

Dear OIE Delegate,

The OIE has launched a global programme of capacity building for OIE Delegates and OIE National Focal Points. The aim of this programme is to provide good governance concepts for improving animal health and food safety of animal origin products at national level, and to explain and clarify their role and responsibilities within OIE activities.

I am pleased to inform you that the OIE is organising a Regional *Seminar/Workshop* for OIE National Focal Points for *XXX* in *City, country*, from *date* to *date*. *The workshop is co-funded by the European Union through the "highly pathogenic and emerging and re-emerging diseases" (HPED) programme¹.*

I would like to especially thank *Host Country*, and yourself, for having generously accepted to be the host country of this important meeting and I would very much appreciate your own presence at the seminar, particularly for the Opening Ceremony².

This seminar will aim at providing participants with *knowledge on the rights, commitments and responsibilities of the OIE National Focal Points in the standard-setting process and compliance with the OIE international standards. It will provide participants with information on XXX, and on the specific tasks of National Focal Points in this area. The seminar will also allow experience-sharing and discussion between countries of the region and stakeholders.*

The OIE has the pleasure to invite the OIE National Focal Point for *XXX* that you have nominated in your country, Dr *XXX*, to participate in this seminar.

It is highly recommended that the official Focal Point for *XXX* of your country attend this seminar in person. In case of unavailability of the National Focal Point to participate in this event, you are kindly requested to send the nomination of his/her representative – necessary to accept his/her participation - to XXX@oie.int, XXX@oie.int and XXX@oie.int.

For your information, please find enclosed copy of the *provisional programme*, the proposed *Terms of Reference for OIE National Focal Points for XXX* and the *Information Sheet*.

Please note that the seminar will be conducted in *work language/s*, and that *simultaneous translation for both languages will be provided*.

The OIE will defray the travel expenses (economy class air or train ticket), for one participant from your country - the National Focal Point or his/her representative - and will provide him/her with an ad hoc daily allowance (per diem) for the duration of the stay required for the workshop⁴.

Registration for the seminar is compulsory and should be done on the link indicated below no later than *deadline for inscriptions*:

XXX

Please note that the OIE will not be responsible for life/medical/travel insurance of the participant or for costs resulting from any illness, accident or loss which may occur during travel and/or seminar attendance.

For any query on the organization, please contact Dr *XXX* at the OIE *RR/SRR*, e-mail: XXX@oie.int, XXX@oie.int, Tel + *XXX*, Fax + *XXX*.

Yours sincerely,

Dr Bernard Vallat

¹ The letter shall ensure Donor/s visibility.

² The RR/SRR must verify whether the invitees from the Host Country (Delegate, Focal Point) reside in the same area as the venue for the event; if they do not, the cost of their participation must be provided for in the budget.

³ When the OIE directly finances accommodation, the participant is provided with an ad hoc per diem. See NdS 2010/14.

⁴ The invitation must clearly state how many participants are invited from the host country and if they are sponsored or not by the OIE.

Template ii: model letter for the Delegates of countries with
a Focal Point

The Director General

Our Ref.:

Paris, *date/year*

Dr *XXX*

Regional *Seminar/ Workshop* for OIE National Focal Points for *XXX*
City, country, date

Dear OIE Delegate,

The OIE has launched a global programme of capacity building for OIE Delegates and OIE National Focal Points. The aim of this programme is to provide good governance concepts for improving animal health and food safety of animal origin products at national level, and to explain and clarify their role and responsibilities within OIE activities.

I am pleased to inform you that the OIE is organising a Regional *Seminar/Workshop* for OIE National Focal Points for *XXX* in *City, country*, from *date* to *date*.

This seminar will aim at providing participants with *knowledge on the rights, commitments and responsibilities of the OIE National Focal Points in the standard-setting process and compliance with the OIE international standards. It will provide participants with information on XXX, and on the specific tasks of National Focal Points in this area. The seminar will also allow experience-sharing and discussion between countries of the region and stakeholders.*

The OIE has the pleasure to invite the OIE National Focal Point for *XXX* that you have nominated in your country, Dr *XXX*, to participate in this seminar.

It is highly recommended that the official Focal Point for *XXX* of your country attend this seminar in person. In case of unavailability of the National Focal Point to participate in this event, you are kindly requested to send the official nomination of his/her representative – necessary to accept his/her participation – to XXX@oie.int, XXX@oie.int and XXX@oie.int.

For your information, please find enclosed copy of the *provisional programme*, the proposed *Terms of Reference for OIE National Focal Points for XXX* and the *Information Sheet*.

Please note that the seminar will be conducted in *work language/s*, and that *simultaneous translation for both languages will be provided*.

The OIE will defray the travel expenses (economy class) for one participant from your country - the National Focal Point or his/her representative - and will provide him/her with an ad hoc⁵ daily allowance (per diem) for the duration of the stay required for the workshop. The OIE RR/SRR will take care of the accommodation arrangements.

Registration for the seminar is compulsory and should be done on the link indicated below no later than *deadline for inscriptions*:

XXX

After the on-line inscription, the participant will be contacted by the OIE Administration, Logistics and Publications Department for the travel arrangements, and by the OIE RR/SRR, for the logistical aspects of the seminar⁶.

Please note that the OIE will not be responsible for life/medical/travel insurance of the participant or for costs resulting from any illness, accident or loss which may occur during travel and/or seminar attendance.

For any query on the organization, please contact Dr *XXX* at the OIE *RR/SRR*, e-mail: XXX@oie.int, XXX@oie.int, Tel + *XXX*, Fax + *XXX*.

Yours sincerely,

Dr Bernard Vallat

⁵ When the OIE directly finances accommodation, the participant is provided with an ad hoc per diem. See NdS 2010/14.
⁶ The letter shall state who is in charge of travel and accommodation arrangements.

Template iii: model letter for the Delegates of countries
without a Focal Point

The Director General
Our Ref.:

Paris, *date/year*

Dr *XXX*

Regional *Seminar/ Workshop* for OIE National Focal Points for *XXX*
City, country, date

Dear OIE Delegate,

The OIE has launched a global programme of capacity building for OIE Delegates and OIE National Focal Points. The aim of this programme is to provide good governance concepts for improving animal health and food safety of animal origin products at national level, and to explain and clarify their role and responsibilities within OIE activities.

I am pleased to inform you that the OIE is organising a Regional *Seminar/Workshop* for OIE National Focal Points for *XXX* in *City, country*, from *date* to *date*.

This seminar will aim at providing participants with *knowledge on the rights, commitments and responsibilities of the OIE National Focal Points in the standard-setting process and compliance with the OIE international standards. It will provide participants with information on XXX, and on the specific tasks of National Focal Points in this area. The seminar will also allow experience-sharing and discussion between countries of the region and stakeholders.*

Unfortunately the OIE has not received yet the nomination of the OIE National Focal Point for *XXX* from your country, therefore I am pleased to propose you to take this opportunity to officially nominate your National Focal Point for *XXX* sending the attached form, duly filled, to Dr *XXX* at *XXX@oie.int*. Of course you can nominate yourself as Focal Point for *XXX* of your country. It is highly recommended that the appointed Focal Point for *XXX* attend this workshop in person.

For your information, please find enclosed copy of the *provisional programme*, the proposed *Terms of Reference for OIE National Focal Points for XXX* and the *Information Sheet*.

Please note that the seminar will be conducted in *work language/s*, and that *simultaneous translation for both languages will be provided*.

The OIE will defray the travel expenses (economy class) for one participant from your country - the National Focal Point or his/her representative - and will provide him/her with an ad hoc daily allowance (per diem) for the duration of the stay required for the workshop. The OIE RR/SRR will take care of the accommodation arrangements.

Registration for the seminar is compulsory and should be done on the link indicated below no later than *deadline for inscriptions*:

XXX

After the on-line inscription, the participant will be contacted by the OIE Administration, Logistics and Publications Department for the travel arrangements, and by the OIE RR/SRR, for the logistical aspects of the seminar.

Please note that the OIE will not be responsible for life/medical/travel insurance of the participant or for costs resulting from any illness, accident or loss which may occur during travel and/or seminar attendance.

For any query on the organization, please contact Dr *XXX* at the OIE *RR/SRR*, e-mail: XXX@oie.int , XXX@oie.int, Tel + *XXX*, Fax + *XXX*.

Yours sincerely,

Dr Bernard Vallat

Template iv: model letter for other participants whether or not sponsored by the OIE

The Director General

Our Ref.:

Paris, *date/year*

Dr XXX

Regional Seminar/ Workshop for OIE National Focal Points for XXX
City, country, date

Dear OIE Delegate,

The OIE has launched a global programme of capacity building for OIE Delegates and OIE National Focal Points. The aim of this programme is to provide good governance concepts for improving animal health and food safety of animal origin products at national level, and to explain and clarify their role and responsibilities within OIE activities.

I am pleased to inform you that the OIE is organising a Regional *Seminar/Workshop* for OIE National Focal Points for *XXX* in *City, country, from date to date*.

This seminar will aim at providing participants with *knowledge on the rights, commitments and responsibilities of the OIE National Focal Points in the standard-setting process and compliance with the OIE international standards. It will provide participants with information on XXX, and on the specific tasks of National Focal Points in this area. The seminar will also allow experience-sharing and discussion between countries of the region and stakeholders.*

The OIE has the pleasure to invite you to participate in this seminar as an observer. However, your organisation will have to cover your travel, accommodation and other related expenses⁷.

For your information, please find enclosed copy of the *provisional programme*, the proposed *Terms of Reference for OIE National Focal Points for XXX* and the *Information Sheet*.

Please note that the seminar will be conducted in *work language/s*, and that *simultaneous translation for both languages will be provided*.

Registration for the seminar is compulsory and should be done on the link indicated below no later than *deadline for inscriptions*:

XXX

Please note that the OIE will not be responsible for life/medical/travel insurance of the participant or for costs resulting from any illness, accident or loss which may occur during travel and/or seminar attendance.

For any query on the organization, please contact Dr XXX at the OIE *RR/SRR*, e-mail: XXX@oie.int , XXX@oie.int, Tel + *XXX*, Fax + *XXX*.

Yours sincerely,

Dr Bernard Vallat

⁷ The letter shall clearly state if the participant is funded or not by the OIE and adapted to explain logistic arrangements (if foreseen).

Template v: model letter for OIE staff

The Director General

Our Ref.:

Paris, *date/year*

Dr *XXX*

Regional *Seminar/Workshop* for OIE National Focal Points for *XXX*
City, country, date

Dear OIE Delegate,

The OIE has launched a global programme of capacity building for OIE Delegates and OIE National Focal Points. The aim of this programme is to provide good governance concepts for improving animal health and food safety of animal origin products at national level, and to explain and clarify their role and responsibilities within OIE activities.

I am pleased to inform you that the OIE is organising a Regional *Seminar/Workshop* for OIE National Focal Points for *XXX* in *City, country*, from *date* to *date*.

This seminar will aim at providing participants with *knowledge on the rights, commitments and responsibilities of the OIE National Focal Points in the standard-setting process and compliance with the OIE international standards. It will provide participants with information on XXX, and on the specific tasks of National Focal Points in this area. The seminar will also allow experience-sharing and discussion between countries of the region and stakeholders.*

The OIE has the pleasure to invite you as a *speaker / facilitator / organiser* to participate in this seminar.

For your information, please find enclosed copy of the *provisional programme*, the proposed *Terms of Reference for OIE National Focal Points for XXX* and the *Information Sheet*.

Please note that the seminar will be conducted in *work language/s*, and that *simultaneous translation for both languages will be provided*.

The OIE will defray your travel expenses (economy class), and will provide you with an ad hoc daily allowance (per diem) for the duration of the stay required for the workshop. The OIE RR/SRR will take care of the accommodation arrangements.

Registration for the seminar is compulsory and should be done on the link indicated below no later than *deadline for inscriptions*:

XXX

After the on-line inscription, you will be contacted by the OIE Administration, Logistics and Publications Department for the travel arrangements, and by the OIE RR/SRR, for the logistical aspects of the seminar.

For any query on the organization, please contact Dr *XXX* at the OIE *RR/SRR*, e-mail: XXX@oie.int , XXX@oie.int, Tel + *XXX*, Fax + *XXX*.

Yours sincerely,

Dr Bernard Vallat



* LOGO
DONOR/S?

CERTIFICATE OF ATTENDANCE
ATTESTATION DE PRESENCE
CERTIFICADO DE ASISTENCIA

We certify that / Nous certifions que / Certificamos que

Dr XXX

has completed, from XX to XX Month Year, in Venue of the meeting
a participé, du XX au XX Mois An, à Lieu de la réunion
participó del XX al XX de mes de año, a lugar de reunión

Training Seminar on "XXX"

Séminaire de formation sur "XXX"

Seminario de formación "XXX"

organised by the World Organisation for Animal Health (OIE)
organisé par l'Organisation mondiale de la santé animale (OIE)
organizado por la Organización Mundial de Sanidad Animal (OIE)

**under the auspices of the programme on Highly Pathogenic and Emerging and Re-emerging Diseases (HPED) in Asia, co-funded by the European Union*

**under the umbrella of the OIE/European Commission (EC) project "Better training for Safer Food for Africa" (BTSF Africa), financed by the European Union*

**with the support of the U.S. Food and Drug Administration (FDA)*

**and co-funded by the European Union and the U.S. Food and Drug Administration (FDA)*

**Others*

Date Month / Mois / Mes Year

Dr XXX
OIE Regional/Sub-Regional Representative for XXX

Signature of RR/SRR
Representative



Organisation
Mondiale
de la Santé
Animale

World
Organisation
for Animal
Health

Organización
Mundial
de Sanidad
Animal

The Director General

Paris, 4 August 2010

NS/2010/14

Note de Service

Subject: Financial rules and guidelines for the organisation of OIE Regional workshops and seminars by Regional and Sub-Regional Representations

This "note de service" aims to provide guidelines regarding the financial aspects of organising OIE workshops and seminars at the Regional and Sub-Regional Representation level (RR/SRR). This "note de service" cancels and replaces NS/2010/2 of 1 March 2010.

Budget

- A draft budget for any workshop/seminar organised by the Regional or Sub-Regional Representations must be submitted to the OIE Director General or Deputy Director General¹ for comment, modification if necessary and final validation by the Director General or the Deputy Director General¹. The draft budget should be sent to the OIE HQ at least 45 days before the workshop is due to start.
- RR/SRR should avail of the budget template (*Annex I*) provided with this note de service in order to complete the draft budget before submission to the OIE HQ for validation.
- The general rule is that all flight tickets must be reserved with the OIE Administration, Logistics and Publications Department (oitravel@oie.int). Therefore the corresponding amount is not normally transferred to the RR/SRR. Exceptions may be envisaged in specific situations upon authorisation of the Director General or the Deputy Director General. If the RR/SRR suggests buying the tickets at regional or sub-regional level, the suggestion must be mentioned in the specific item of the template. Headquarters will make the final decision.
- Once the budget is validated, 80% of the relevant amount (a priori travel cost excluded) will be transferred to the RR/SRR. The remaining 20% of the total budget will only be transferred following receipt of all receipts/proof of payments.
- It is possible that the workshop may be financed via several donors. In this case the RR/SRR should indicate in the budget template, in the appropriate columns provided, the donors they propose to finance the workshop. RR/SRR should be aware of some specific country eligibility rules when selecting the proposed donors. For example only certain countries are entitled to be financed under the BTSF project in Africa or under HPED in Asia (*Annex I*). The Director General will make the final decision regarding Donor financing, on the basis of the proposals made by the Regional or Sub-Regional Representations.

12, rue de prony
75017 paris france
tel. 33 (0)1 44 15 16 88
fax 33 (0)1 42 67 09 87
www.oie.int oie@oie.int



- All budgets should be ideally denominated in Euros (otherwise in USD).
- The maximum per diem rate per participant is EUR 230. This amount must be lowered, in order to accurately and appropriately reflect the cost of living in a particular country, or when the OIE and/or the host country/stakeholders directly finance accommodation. It is recommended therefore, that once the amount of the per diem has been determined, only half of it is given to the participant when the cost of the hotel room is not paid by the participant. The per diem rate for OIE staff is EUR 133 in all cases.
- Proposals, including per diem amounts, must be made by the Regional or Sub-Regional Representations for each regional seminar to the Director General, with copy to the Deputy Director General¹, to the Coordinator of the World Animal Health and Welfare Fund and to the Head of the Regional Activities Department.

A handwritten signature in black ink, appearing to read 'Bernard Vallat'. The signature is written in a cursive style with a long, sweeping underline.

Bernard Vallat

¹ (Administration, Management, Human Resources and Regional Actions)

For memory, draft documents to be provided with the application include:

- List of attendants
- List of speakers
- Programme
- Registration form
- Invitations to attendants
- Invitation to speakers
- Budget

Specific Eligibility Rules - Annex I

<u>European Commission: BTSF in Africa</u>

<u>European Commission : HPED in Asia</u>

<u>AusAID: STANDZ² in Asia</u>

<u>SEA-C-FMD in Asia</u>

² There is a scope for other countries (for example: Pacific countries) or their representatives to participate in Project activities. This will be decided on a case by case basis.

Budget template

Boxes to be completed by RR/SRR

Proposal writer
Region
Sub-Region (if applicable)

OIE Regional Workshop

Training course title:

Place

Dates

Total number of attendees

- of which **No.** of speakers:
- No.** of OIE Headquarters staff:
- No.** of OIE RR/SRR staff:
- No.** of all other participants:

	Number	Unit amount EUR	Sub-Total EUR	BUDGET SOURCE			
				OIE	Donor 1	Donor 2	Donor 3
Costs of meals and supplies							
Name-badge and holder							
Folders, handouts and fliers							
Meals							
Coffee break							
TOTAL							
Fixed costs (costs incurred regardless of how many people attend)							
Meeting							
Room rental							
Other facilities (secretariat)							
To be specified							
Interpretation							
Interpreters							
Interpretation equipment							
Workshop materials							
Additional copying							
Posters							
Office supplies							
Rentals							
Audio-visual rental							
Other costs:							
To be specified							
TOTAL							
Flight tickets and per diems							
Speakers							
Flights TOTAL							
Per diems							
Other (visas, airport taxes)							
Invited participants							
Flights TOTAL							
Per diems							
Other (visas, airport taxes)							
OIE staff							
Flights TOTAL							
Per diems							
Other (visas, airport taxes)							
TOTAL							
GRAND TOTAL							

Tickets (booking and purchase) to be managed by¹: OIE Headquarters RR/SRR

¹ Suggestion to be made by the RR/SRR for final decision by OIE Headquarters.



The Director General

NS/ 2010/22

Organisation
Mondiale
de la Santé
Animale

World
Organisation
for Animal
Health

Organización
Mundial
de Sanidad
Animal

Paris, 21 September 2011

Note de Service

Distribution of OIE Members per Region, for different purposes

Taking into account the recent membership of a new country (Timor Leste), this Note de Service cancels and supersedes the NS/2010/8 from 6 May 2010. The annexes referred to in this Note de Service have been updated.

In reference to the distribution of OIE Members per region, the instructions below must be followed for different purposes:

1. Organisation of Conferences of the OIE Regional Commissions

- The invitation and participation of Members to Conferences of the OIE Regional Commissions must be based in the lists of countries of Annex I.
- Members belonging to two Regional Commissions will be invited to participate in both Regional Conferences.

2. Organisation of other regional conferences, seminars and workshops (including trainings for focal points and new delegates as well as, communication seminars):

The participation of Members to seminars, conferences and workshops must be based on the list of Members of Annex II.

The exceptions to this rule will be:

- For WAHIS seminars/workshops Turkey will be invited to the Middle East Meetings.
- For Communication seminars/workshops Turkey will be invited to both Europe and Middle East Meetings.

3. Preparation of maps, reports and Power Points presentations for PVS, PVS Gap Analysis and legislation missions

- **Global maps and reports**
 - Global maps and reports must be based on the list of Members of Annex II.
- **Regional maps and reports**
 - Regional maps and reports must be based on the list of Members of Annex I. Members belonging to two Regional Commissions will be reported in both regions.
 - These reports should be used only in the region of concern.

OFFICE INTERNATIONAL
DES EPIZOOTIES

12, rue de prey

75017 paris france

tel 33 (0)1 44 15 16 88

fax 33 (0)1 42 67 09 87

www.oie.int oie@oie.int

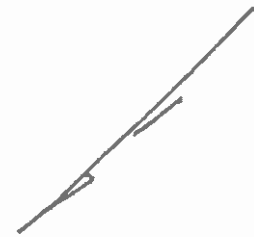
4. Distribution of Members for the global map showing the OIE Members distribution per region for OIE General Presentations

- Members belonging to two Regional Commissions will be counted in both regions of membership and the footnote "Some members belong to more than one Region" must be included (annex III)

5. Members financial contributions

- The list of the distribution of Members of the "Note de service" of the Director General dated 4 December 2009 is only for financial contributions purposes.

The Regional Activities Department should be consulted for any doubt on the application of these rules, if necessary.



Dr. Bernard Vallat

Annexes: 3

Annex I

**Invitation of Members to the Conferences of the OIE Regional
Commissions every two years**

**OIE REGIONAL COMMISSION FOR AFRICA
– 52 MEMBERS –**

1. ALGERIA
2. ANGOLA
3. BENIN
4. BOTSWANA
5. BURKINA FASO
6. BURUNDI
7. CAMEROON
8. CAPE VERDE
9. CENTRAL AFRICAN REP.
10. CHAD
11. COMOROS
12. CONGO (REP. OF THE -)
13. CONGO (DEM. REP. OF THE -)
14. CÔTE D'IVOIRE
15. DJIBOUTI (+ME)
16. EGYPT (+ME)
17. EQUATORIAL GUINEA
18. ERITREA
19. ETHIOPIA
20. GABON
21. GAMBIA
22. GHANA
23. GUINEA
24. GUINEA BISSAU
25. KENYA
26. LESOTHO
27. LIBYA (+ME)
28. MADAGASCAR
29. MALAWI
30. MALI
31. MAURITANIA
32. MAURITIUS
33. MOROCCO
34. MOZAMBIQUE
35. NAMIBIA
36. NIGER
37. NIGERIA
38. RWANDA
39. SAO TOME AND PRINCIPE
40. SENEGAL
41. SEYCHELLES
42. SIERRA LEONE
43. SOMALIA (+ME)
44. SOUTH AFRICA
45. SUDAN (+ME)
46. SWAZILAND
47. TANZANIA
48. TOGO
49. TUNISIA
50. UGANDA
51. ZAMBIA
52. ZIMBABWE

(+ME): Also member of the OIE Regional Commission for the Middle East

3 June 2010

OIE REGIONAL COMMISSION FOR THE AMERICAS
– 30 MEMBERS –

1. ARGENTINA
2. BAHAMAS
3. BARBADOS
4. BELIZE
5. BOLIVIA
6. BRAZIL
7. CANADA
8. CHILE
9. COLOMBIA
10. COSTA RICA
11. CUBA
12. DOMINICAN REP.
13. ECUADOR
14. EL SALVADOR
15. FRANCE (+EUR)
16. GUATEMALA
17. GUYANA
18. HAITI
19. HONDURAS
20. JAMAICA
21. MEXICO
22. NICARAGUA
23. PANAMA
24. PARAGUAY
25. PERU
26. SURINAME
27. TRINIDAD AND TOBAGO
28. UNITED STATES OF AMERICA (+ASIA)
29. URUGUAY
30. VENEZUELA

(+ASIA): Also member of the OIE Regional Commission for Asia, the Far East and Oceania
(+EUR): Also member of the OIE Regional Commission for Europe

20 september 2010

OIE REGIONAL COMMISSION FOR EUROPE
– 53 MEMBERS –

1. ALBANIA
2. ANDORRA
3. ARMENIA
4. AUSTRIA
5. AZERBAIJAN
6. BELARUS
7. BELGIUM
8. BOSNIA AND HERZEGOVINA
9. BULGARIA
10. CROATIA
11. CYPRUS (+ME)
12. CZECH REP.
13. DENMARK
14. ESTONIA
15. FINLAND
16. FORMER YUG. REP. OF MACEDONIA
17. FRANCE (+AMER)
18. GEORGIA
19. GERMANY
20. GREECE
21. HUNGARY
22. ICELAND
23. IRELAND
24. ISRAEL
25. ITALY
26. KAZAKHSTAN
27. KYRGYZSTAN
28. LATVIA
29. LIECHTENSTEIN
30. LITHUANIA
31. LUXEMBOURG
32. MALTA
33. MOLDAVIA
34. MONTENEGRO
35. NETHERLANDS
36. NORWAY
37. POLAND
38. PORTUGAL
39. ROMANIA
40. RUSSIA (+ASIA)
41. SAN MARINO
42. SERBIA
43. SLOVAKIA
44. SLOVENIA
45. SPAIN
46. SWEDEN
47. SWITZERLAND
48. TAJIKISTAN
49. TURKEY (+ME)
50. TURKMENISTAN
51. UKRAINE
52. UNITED KINGDOM
53. UZBEKISTAN

(+AMER): Also member of the OIE Regional Commission for the Americas

(+ASIA): Also member of the OIE Regional Commission for Asia, the Far East and Oceania

(+ME): Also member of the OIE Regional Commission for the Middle East

16 April 2009

OIE REGIONAL COMMISSION FOR ASIA, THE FAR EAST AND OCEANIA
– 36 MEMBERS –

1. AFGHANISTAN (+ME)
2. AUSTRALIA
3. BANGLADESH
4. BHUTAN
5. BRUNEI
6. CAMBODIA
7. CHINA (PEOPLE'S REP. OF -)
8. CHINESE TAIPEI
9. FIJI
10. INDIA
11. INDONESIA
12. IRAN (+ME)
13. IRAQ (+ME)
14. JAPAN
15. KOREA (REP. OF -)
16. KOREA (DEM. PEOPLE'S REP. OF -)
17. LAOS
18. MALAYSIA
19. MALDIVES
20. MICRONESIA (FED. STATES OF -)
21. MONGOLIA
22. MYANMAR
23. NEPAL
24. NEW CALEDONIA
25. NEW ZEALAND
26. PAKISTAN
27. PAPUA NEW GUINEA
28. PHILIPPINES
29. RUSSIA (+EUR)
30. SINGAPORE
31. SRI LANKA
32. THAILAND
33. TIMOR LESTE
34. UNITED STATES OF AMERICA (+AMER)
35. VANUATU
36. VIETNAM

(+AMER): Also member of the OIE Regional Commission for the Americas
(+EUR): Also member of the OIE Regional Commission for Europe
(+ME): Also member of the OIE Regional Commission for the Middle East

6 January 2011

**OIE REGIONAL COMMISSION FOR THE MIDDLE EAST
– 20 MEMBERS –**

1. AFGHANISTAN (+ASIA)
2. BAHRAIN
3. CYPRUS (+EUR)
4. DJIBOUTI (+AFR)
5. EGYPT (+AFR)
6. IRAN (+ASIA)
7. IRAQ (+ASIA)
8. JORDAN
9. KUWAIT
10. LEBANON
11. LIBYA (+AFR)
12. OMAN
13. QATAR
14. SAUDI ARABIA
15. SOMALIA (+AFR)
16. SUDAN (+AFR)
17. SYRIA
18. TURKEY (+EUR)
19. UNITED ARAB EMIRATES
20. YEMEN

(+AFR): Also member of the OIE Regional Commission for Africa

(+ASIA): Also member of the OIE Regional Commission for Asia, the Far East and Oceania

(+EUR): Also member of the OIE Regional Commission for Europe

14 April 2009

Annex II

**Invitation of Members in all OIE meetings (except to the
Conferences of the OIE Regional Commissions)**

AFRICA (52)	AMERICAS (29)	ASIA (32)	EUROPE (53)
53. ALGERIA	1. ARGENTINA	37. AUSTRALIA	54. ALBANIA
54. ANGOLA	2. BAHAMAS	38. BANGLADESH	55. ANDORRA
55. BENIN	3. BARBADOS	39. BHUTAN	56. ARMENIA
56. BOTSWANA	4. BELIZE	40. BRUNEI	57. AUSTRIA
57. BURKINA FASO	5. BOLIVIA	41. CAMBODIA	58. AZERBAIJAN
58. BURUNDI	6. BRAZIL	42. CHINA (PEOPLE'S REP. OF -)	59. BELARUS
59. CAMEROON	7. CANADA	43. FIJI	60. BELGIUM
60. CAPE VERDE	8. CHILE	44. INDIA	61. BOSNIA AND HERZEGOVINA
61. CENTRAL AFRICAN REP.	9. COLOMBIA	45. INDONESIA	62. BULGARIA
62. CHAD	10. COSTA RICA	46. IRAN	63. CROATIA
63. COMOROS	11. CUBA	47. JAPAN	64. CYPRUS
64. CONGO (REP. OF THE ~)	12. DOMINICAN REP.	48. KOREA (REP. OF -)	65. CZECH REP.
65. CONGO (DEM. REP. OF THE ~)	13. ECUADOR	49. KOREA (DEM. PEOPLE'S REP. OF -)	66. DENMARK
66. CÔTE D'IVOIRE	14. EL SALVADOR	50. LAOS	67. ESTONIA
67. DJIBOUTI	15. GUATEMALA	51. MALAYSIA	68. FINLAND
68. EGYPT	16. GUYANA	52. MALDIVES	69. FORMER YUG. REP. OF MACEDONIA
69. EQUATORIAL GUINEA	17. HAITI	53. MICRONESIA (FED. STATES OF ~)	70. FRANCE
70. ERITREA	18. HONDURAS	54. MONGOLIA	71. GEORGIA
71. ETHIOPIA	19. JAMAICA	55. MYANMAR	72. GERMANY
72. GABON	20. MEXICO	56. NEPAL	73. GREECE
73. GAMBIA	21. NICARAGUA	57. NEW CALEDONIA	74. HUNGARY
74. GHANA	22. PANAMA	58. NEW ZEALAND	75. ICELAND
75. GUINEA	23. PARAGUAY	59. PAKISTAN	76. IRELAND
76. GUINEA BISSAU	24. PERU	60. PAPUA NEW-GUINEA	77. ISRAEL
77. KENYA	25. SURINAME	61. PHILIPPINES	78. ITALY
78. LESOTHO	26. TRINIDAD AND TOBAGO	62. SINGAPORE	79. KAZAKHSTAN
79. LIBYA	27. UNITED STATES OF AMERICA	63. SRI LANKA	80. KYRGYZSTAN
80. MADAGASCAR	28. URUGUAY	64. TAIPEI (CHINESE)	81. LATVIA
81. MALAWI	29. VENEZUELA	65. THAILAND	82. LIECHTENSTEIN
82. MALI		66. TIMOR LESTE	83. LITHUANIA
83. MAURITANIA	MIDDLE EAST (12)	67. VANUATU	84. LUXEMBOURG
84. MAURITIUS	1. AFGHANISTAN	68. VIETNAM	85. MALTA
85. MOROCCO	2. SAUDI ARABIA		86. MOLDAVIA
86. MOZAMBIQUE	3. IRAQ		87. MONTENEGRO
87. NAMIBIA	4. JORDAN		88. NETHERLANDS
88. NIGER	5. KUWAIT		89. NORWAY
89. NIGERIA	6. LEBANON		90. POLAND
90. RWANDA	7. OMAN		91. PORTUGAL
91. SAO TOME AND PRINCIPE	8. QATAR		92. ROMANIA
92. SENEGAL	9. SAUDI ARABIA		93. RUSSIA
93. SEYCHELLES	10. SYRIA		94. SAN MARINO
94. SIERRA LEONE	11. UNITED ARAB EMIRATES		95. SERBIA
95. SOMALIA	12. YEMEN		96. SLOVAKIA
96. SOUTH AFRICA			97. SLOVENIA
97. SUDAN			98. SPAIN
98. SWAZILAND			99. SWEDEN
99. TANZANIA			100. SWITZERLAND
100. TOGO			101. TAJIKISTAN
101. TUNISIA			102. TURKEY
102. UGANDA			103. TURKMENISTAN
103. ZAMBIA			104. UKRAINE
104. ZIMBABWE			105. UNITED KINGDOM
			106. UZBEKISTAN

Note regarding Turkey-

For WAHIS workshops Turkey will be invited to the Middle East meetings.
For Communication seminars Turkey will be invited to both the Europa and Middle East meetings.

Annex III

178 Member Countries in 2011



Africa 52 – Americas 30 – Asia, the Far East and Oceania 36
Europe 53 – Middle-East 20

Some countries belong to more than one region





Organisation
Mondiale
de la Santé
Animale

World
Organisation
for Animal
Health

Organización
Mundial
de Sanidad
Animal

The Director General

Paris, 6 May 2010

NS/ 2010/7

Note de Service

Subject: Mission reports by staff of the Regional and Sub-Regional Representations and experts representing the OIE at meetings

This memorandum serves as a reminder of the rules relating to mission reports.

For each mission on behalf of the OIE conducted away from the headquarters of the Regional or Sub-Regional Representation, a mission report must be submitted, using the appended standard format. Reports must also be submitted after visits by prominent persons to the headquarters of the Representation.

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

When several members of staff, including OIE Headquarters staff, participate in the same mission, a single report should be prepared on behalf of the whole team. One member of staff should be designated to collect the necessary information from all team members and draft the report.

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

All reports must be sent to the Director General with copies to Dr Mara Gonzalez (m.gonzalez@oie.int), Ms Nathaly Monsalve (n.monsalve@oie.int) and the main Department concerned at the OIE Headquarters. Dr Mara Gonzalez and Ms Nathaly Monsalve will be responsible for:

1. Informing the Directorate General, since the activity of Regional and Sub-Regional Representation staff is involved;
2. circulating the reports (by e-mail) to the relevant list of persons¹;
3. monitoring that reports have been taken into account by the Administration, Logistics and Publications Department for preparation of the *Bulletin*, which subsequently serves to prepare the annual report;
4. where appropriate, monitoring activities, discussions and issues related to these missions with the Department(s) concerned.

Encl.


Dr Bernard Vallat

¹ N.B. Indicative list only:

Director General; Deputy Director General (Monique Elott); Deputy Director General (Kazuaki Miyagishima); World Fund Coordinator; most appropriate technical Department depending on the subject of the report; Administration, Logistics and Publications Department (4 copies, for Daniel Chaisemartin, Annie Souyri, Séverine Bogue and Maria Teissier for the archives).

RAPPORT DE MISSION / MISSION REPORT

Nom du rédacteur / Name:

Date et lieu du déplacement / Dates of the trip:

Titre de la mission / Title of the mission:

Objet de la mission / Aim of the meeting:

Participants du Siège / Participants from the OIE Headquarters

Participants des RR/RSR ou experts OIE / Participants from the RR/SRR or OIE experts

Résumé / Summary:

Commentaires / Comments:

Personnalité(s) rencontrée(s) et sujet des entretiens / Key person(s) met and subjects of discussion:

Suites à donner / Follow-up:

Documents joints / Enclosed documents:

Diffusion : Directeur général, Directeurs généraux adjoints, Coordonnateur du Fonds mondial, Chefs de service et adjoints, Représentants régionaux et sous-régionaux, SALP (Chef du Service, Adjoint en charge des publications, Secrétaire, Documentaliste)

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	Chapter 3

Chapter 3

Accounting

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Sheet 1 General rules

The different accounting systems used by the OIE currently or in future are as follows:

- cash accounting: income is recognised in the accounts when the funds are received and expenses when the funds are disbursed;
- modified cash accounting: a hybrid method that is essentially cash-based, except that some accounts are kept on an accrual basis;
- accrual accounting: income is recognised in the accounts when it is earned and expenses when they are incurred).

The OIE uses a cash accounting system, with a modified cash accounting system for the Regular Budget.

The OIE adopted the accrual accounting system with effect from 01/01/2013.

However, the existing accounting system of the RRs/SRRs is still a cash-based system.

The share of the accounting work that the RRs and SRRs are required to perform consists of:

- managing relations with suppliers and banks;
- paying invoices;
- preparing statements of amounts to be paid;
- maintaining cash journals and bank journals;
- performing bank reconciliations;
- sending the accounting documents, cash journals, bank journals and bank statements to OIE Headquarters every two months;
- archiving the accounting documents.

The share of the work that the Accounts Unit at Headquarters performs consists of:

- verifying that the accounting documents are correct and eligible;
- allocating expenses and income to the appropriate accounts;
- recording the accounting documents;
- archiving the accounting documents.

The rules governing the financial management of the Representations are described in Service Note NS/2009/2 of 06/01/2009.

RULES
GOVERNING THE FINANCIAL MANAGEMENT
OF THE EXTERNAL OFFICES OF THE OIE

Article 1

The following rules govern the financial management of the OIE entities functioning outside of Headquarters.

With the exception of special arrangements possibly agreed between OIE and voluntary contributors and donor agencies, these rules apply to all OIE Regional and Sub-regional Representations.

Mandate and Responsibility of the Regional and Sub-Regional Representative

Article 2

The OIE Regional or Sub-Regional Representative fulfils the role of financial official.

Article 3

The financial official, with the written authorisation of the Director General, may open only one bank account in the name of the Regional or Sub- Regional Representation, except with written authorisation of the Director General.

He will maintain a petty cash fund.

Article 4

The financial official has the authority to perform the following acts:

- engage, settle, authorise and pay all expenses within the budgetary limits approved by the Director General;
- collect up to 800 EUR in miscellaneous income each quarter.

Article 5

The recruitment of personnel under contract, expenses exceeding the equivalent of 2 500 EUR for office furniture and supplies, contracts exceeding 8 000 EUR for services, and expenses for international missions must be authorised in advance by the Director General.

Article 6

The financial official must have the agreement of the Director General before receiving a grant, whatever the amount. All agreements must be in written form.

Article 7

The financial official shall ensure that the dispositions regarding budgetary control and reporting (articles 12, 13, 14, 15 and 16) are respected.

Article 8

The financial official is liable for the financial operations he has approved.

Preparation of the Annual Budget of the Representation

Article 9

The Director General will, before 15 November of each year if possible, inform the financial official of the amount of the financial allocation that he proposes for the coming year.

Article 10

Before 31 December of each year, the financial official shall submit a proposed budget, based on the foreseen allocation, to the Director General.

Article 11

The budget of the external representation does not become executory until after the Director General's approval and his assignment of necessary funds for payments.

Budgetary Follow-up

Article 12

The financial official shall maintain a bookkeeping system which indicates the nature, amount, creditor, date and mode of payment for each expense.

Article 13

Every petty cash or bank operation shall be presented in voucher form (purchase, receipt, transfer between bank accounts, between a bank account and the petty cash, advance from the Regional or Sub-Regional Representative, etc.)

Article 14

After a mission, the financial official shall ensure that a mission expenses report is established, detailing all expenses and providing all supporting receipts (air ticket, visa, taxi, airport tax, hotel, etc.)

Article 15

The financial official shall, each calendar quarter, submit to the Central Bureau a summary on all expenses paid during the past quarter, accompanied by supporting documents (invoices, receipts) and bank statements, in order that the expenses may be entered into the accounting of the Central Bureau and compared with the budget estimates.

A signed statement on the contents of the petty cash fund shall be attached.

Article 16

Each year, the financial official shall provide a bank statement certified by the local bank to justify the balance on 31 December.

Adopted by decision of the Director General on 15 April 1998, updated on 22 December 2008

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Sheet 2 Documents to be sent to the Headquarters

To make it easier to manage the time required to process the accounts of the Representations at the Headquarters, the Representatives have been asked to send the documents listed below to the Accounts Unit every two months (and preferably every month):

1 –bank journal;

2 – petty cash fund journal;

3 – bank statements;

4 – monthly petty cash fund statements signed by the Representative;

5 – accounting documents (vouchers) accompanied by invoices, receipts, etc., with as complete an explanation as possible.

Each year, a bank statement certified by the local bank to justify the balance on 31 December should also be sent.

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Sheet 3 Presentation of an accounting document (voucher)

Vouchers must be prepared by the person in charge of maintaining the Representation's accounts.

The information contained in a voucher is very important to ensure that the accounting operations can be clearly understood and efficiently processed.

The voucher should contain the following information:

- the voucher number;
- the mode of payment used;
- the reason for the payment: indicate the nature of the expenditure, if the expense is linked to a seminar/meeting/conference;
- the details, where necessary: the dates and venue of the event, details of the per diem calculations if mission expenses are being reimbursed;
- the amount authorised by the Representative;
- the date the payment was authorised;
- the signature of the Representative authorising the expenditure;
- the allocation of the expense item or the name of the relevant programme;
- the amount paid;
- the date of payment;
- the signature of the beneficiary in the case of a cash payment.

The amount authorised and/or the amount paid may be different from the invoiced amount for various reasons, such as a disagreement between the RR or SRR and the supplier, rounding up or down of the figure, etc.

All the necessary supporting documents must be enclosed.

For example:

- In the case of a purchase: invoice, quotation, delivery note;
- In the case of reimbursement of mission expenses: the approved and signed mission order request, the signed mission expense report, the plane ticket, boarding cards, taxi and hotel receipts, etc.;
- In the case of a VAT refund: details of the refund application;
- In the case of social contribution payments: the official form showing exactly how the contributions were calculated.

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Sheet 4 Mode of payment

The various modes of payment are:

- Payment in cash
- Payment by cheque
- Payment by bank transfer

1 – Payment in cash

The RR or SRR may hold two petty cash funds: one in the local currency and the other in USD or EUR.

In the interests of sound management and to keep cash payments to a minimum, the RR and SRR are requested not increase the number of petty cash funds: a petty cash fund journal must be kept for each currency.

All expenses must be authorised by the Representative before payment can be made.

For every transaction (receipts or outgoings) an accounting document must be prepared and must be signed by the recipient. This person may be:

- an RR or SRR staff member whom the Representative has asked to make a purchase or pay a supplier;
- the person in charge of the petty cash fund in the case of a receipt (e.g., reimbursement of an advance).

The amount paid, as indicated on the accounting document and the accounting journal, must be the exact amount paid.

Expenses paid in cash and cash receipts must be recorded in the petty cash fund journal in chronological order.

A petty cash fund must never have a negative balance. One must therefore check that the daily balance of the cash fund journal is always positive.

It is strongly advisable for the Representative to have the code and a key to the safe in addition to the person in charge of the cash fund.

At the end of the month, the person in charge of the petty cash fund must carry out a physical inventory of the fund. The Representative must sign the monthly petty cash fund statement to certify the end of month balance. Even if there have been no movements of cash in the cash fund, a physical inventory must be made and a petty cash fund statement provided.

It is also recommended that the Representative do the occasional and random check of the petty cash.

It is strictly forbidden to use the petty cash fund for private purposes.

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2 – Bank (cheque and transfer)

There must be one journal for each bank account, recording operations in chronological order.

Payments by cheque and by bank transfer are preferable to payment in cash.

The Representative is the only person authorised to sign cheques and bank transfer orders.

Having a secure internet access can facilitate the processing of payments, with different levels of access for authorised members of staff. Bank transfers can therefore be prepared by the administrative assistant. The Representative then validates the payments online.

At the end of the month, a bank reconciliation is carried out to check that the operations recorded by the RR or SRR and by the bank correspond.

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Sheet 5 VAT

Depending on the terms of the agreement signed between the host country and the OIE, the RR or SRR either asks suppliers to prepare their invoices without VAT or claims a VAT refund from the government of the host country.

VAT refund claims are submitted periodically in accordance with the rules laid down by the relevant Ministry (e.g. Ministry of Foreign Affairs).

The RR or SRR should be aware of the rules relating to the refunding of VAT (type of expenses eligible, minimum amount, procedure).

For each VAT amount for which a refund is claimed, the RR or SRR must be capable of readily identifying the invoice to which it relates. The VAT, once it has been refunded to the RR or SRR, must be deducted from the amount paid to the supplier. It cannot be considered as exceptional income.

The RR or SRR should send to the Accounts Unit the VAT refund application statement along with the accounting document showing the refund. The aforementioned statement must indicate, for each VAT amount, the nature of the expense or the invoice in question so that the refund can be correctly assigned to the relevant invoice.

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Sheet 6 Fixed assets

Fixed assets are tangible and intangible goods intended to serve the Organisation's activities on a long-term basis. They are goods that are not consumed the first time they are used; they have a useful life of more than one year and a unit value of more than 500 EUR before tax. They constitute a resource of the Representation and must remain under the Representation's control.

There must be an inventory of all fixed assets. The inventory includes the fixed assets purchased by the RR or SRR as well as any fixed assets given by the host country.

The inventory records all of the office's fixed assets and is presented in tabular form with the following information:

- Name of the asset;
- Reference of the asset;
- Quantity;
- Identification number, which should also appear on the asset itself;
- Name of supplier;
- Invoice number;
- Date of purchase;
- Value;
- Location;
- Date of disposal (i.e. date sold or date scrapped).

The inventory should be updated annually, as of 31 December, and sent to the Accounts Unit.