



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

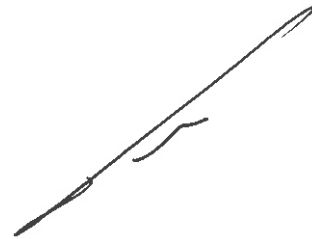
Subject: Financial rules and guidelines for the organisation of OIE Regional workshops and seminars by Regional and Sub-Regional Representations

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 (oietravel@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.

- 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, consisting of a long, sweeping horizontal stroke followed by a smaller, more complex flourish.

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

European Commission: BTSF in Africa

European Commission : HPED in Asia

AusAID: STANDZ² in Asia

SEA-C-FMD in Asia

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.