



Organisation  
Mondiale  
de la Santé  
Animale

World  
Organisation  
for Animal  
Health

Organización  
Mundial  
de Sanidad  
Animal

The Director General

Paris, 1 March 2010

NS/2010/2

## 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).

#### 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 General<sup>1</sup> for comment, modification if necessary and final validation by the Director General or the Deputy Director General<sup>1</sup>. 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/1*) 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](mailto: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.
- 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/1*). 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 directly finances accommodation or meals. The per diem rate for OIE staff is EUR 133 in all cases.
- Proposals must be made by the Regional or Sub-Regional Representations for each regional seminar to the Director General, with copy to the Deputy Director General<sup>1</sup>, to the Coordinator of the World Animal Health and Welfare Fund and to the Head of the Regional Activities Department.



Bernard Vallat

<sup>1</sup> (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>			
Algeria	Djibouti	Liberia	Senegal
Angola	Egypt	Libya	Seychelles
Benin	Eritrea	Madagascar	Sierra Leone
Botswana	Equatorial Guinea	Malawi	Somalia
Burkina Faso	Ethiopia	Mali	South Africa
Burundi	Gabon	Mauritania	Sao Tome and Principe
Cameroon	Gambia	Mauritius	Sudan
Cape Verde	Ghana	Morocco	Swaziland
Central Africa	Guinea	Mozambique	Tanzania
Chad	Guinea Bissau	Namibia	Togo
Comoros	Côte d'Ivoire	Niger	Tunisia
Congo	Kenya	Nigeria	Zambia
Congo (Dem. Rep. of the)	Lesotho	Rwanda	Zimbabwe

<u>European Commission : HPED in Asia</u>	
Afghanistan	Malaysia
Bangladesh	Mongolia
Bhutan	Myanmar
Cambodia	Nepal
China (People's Republic of)	Pakistan
India	Philippines
Indonesia	Sri Lanka
Korea (Dem. People's Republic of)	Thailand
Laos	Vietnam

<u>AusAID: PSVS<sup>2</sup> in Asia</u>	
Brunei	Malaysia
Myanmar	Papua New Guinea
Cambodia	Philippines
East Timor	Singapore
Indonesia	Thailand
Laos	Vietnam

<u>SEA-C-FMD in Asia</u>	
Brunei	Myanmar
Cambodia	Philippines
China (People's Republic of)	Singapore
Indonesia	Thailand
Laos	Vietnam
Malaysia	

<sup>2</sup> 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 – Annex II

Boxes to be completed by RR/SRR

Proposal writer  
Region  
Sub-Region (if applicable)

### OIE Regional Workshop

Training Course Title:

Place  
Dates  
Number of attendees

	Nb.	Unit Amount EUR	Sub-Total EUR	BUDGET SOURCE		
				Donor 1	Donor 2	Donor 3
<b>Costs for Meals and Supplies</b>						
Namebadge and holder						
Folders, handouts and fliers						
Meals						
Coffee break						
<b>TOTAL</b>						
<b>Fixed Costs (Costs incurred regardless of how many people attend)</b>						
<b>Meeting</b>						
Room rental						
<b>Other facilities (secretariat)</b>						
To be specified						
<b>Interpretation</b>						
Interpreters						
Interpretation equipment						
<b>Workshop Materials</b>						
Additional copying						
Posters						
Office supplies						
<b>Rentals:</b>						
Audio-visual rental						
<b>Other Costs:</b>						
To be specified						
<b>TOTAL</b>						
<b>Flight Tickets and per diems</b>						
<b>Speakers</b>						
Flights TOTAL						
Per diems						
Other (visas, airport taxes)						
<b>Invited Participants</b>						
Flights TOTAL						
Per diems						
Other (visas, airport taxes)						
<b>OIE Staff</b>						
Flights TOTAL						
Per diems						
Other (visas, airport taxes)						
<b>TOTAL</b>						
<b>GRAND TOTAL</b>						