



Organisation  
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Mundial  
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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

OFFICE INTERNATIONAL  
DES EPIZOOTIES

12, rue de prony

75017 paris france

tél 33 (0)1 44 15 18 88

fax 33 (0)1 42 67 09 87

www.oie.int oie@oie.int



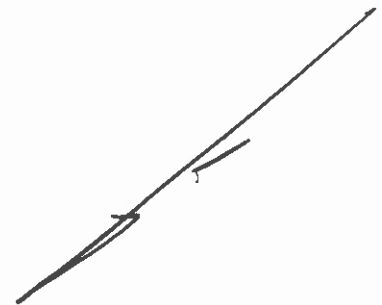
4	3 months before the seminar/workshop	RAD	Review documents mentioned at Step 1 and prepare invitation letters accordingly for the DG's approval
5		FPRD	Ask ALPD to create a webpage for registration on line  Prepare invitation letters for speakers based on the approved version of the invitation letters 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 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"> <li>Final Budget</li> </ul> Send to the RAD: <ul style="list-style-type: none"> <li>the analysis of the evaluation questionnaires and a scanned copy of all questionnaires</li> <li>the working documents, PowerPoint presentations</li> <li>the final list of participants</li> <li>the final programme</li> </ul> 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
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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