Organisation Mondiale de la Santé Animale

World Organisation for Animal Health

Organización Mundial de Sanidad Animal

Paris, 5 September 2019

NOTE DE SERVICE

**Manual for the organisation of regional/global seminars and
other regional/global Capacity Building or Coordination Meetings**

Considering:
- The NS/2012/3 "Coordination procedure for the organisation of seminars for OIE National Focal Points and newly appointed OIE Delegates" dated 1 August 2012;
- The NS/2010/14 "Financial rules and guidelines for the organisation of OIE regional workshops and seminars by regional and Sub-regional representations" dated 4 August 2010;
- The NS 2010/22 "Distribution of OIE members per region, for different purposes" dated 9 September 2014;
- The NS 2017/6 "Instructions relating to the management and reimbursement of mission expenses
- of OIE staff members (Headquarters and Regional and Sub-Regional Representations)" dated 19 December 2017;
- The NS 2019/1 "Management of travel and mission orders for travel by staff members at headquarters and regional offices, external experts and participants invited to events, meetings and missions organised by the OIE";
- The increased number of activities organised by the OIE Regional and Sub-Regional Representations and by the OIE Headquarters;
- The need to establish respective responsibilities and harmonise procedures for organising the different kind of events;

This "Note de Service" aims at providing guidelines regarding the procedure to be followed for the organisation of the categories of activities listed below. Proposed deadlines are based upon the estimation of the average time needed to for completing each step of the procedure: involved actors should be aware that any non-conformity to these deadlines could jeopardise the success of the event.

Categories of activities to which this manual applies:

OIE Headquarters' initiative

- Regional/global seminars for OIE National Focal Points and newly appointed OIE Delegates held in the region or at the OIE Headquarters;
- Regional/global capacity building activities on specialised topics realised, or not, in collaboration with OIE Regional and Sub-Regional Representations and/or other Organisations/actors (e.g.: horse movement, disease status recognition, laboratory hands-on training on diagnosis, risk analysis, education, legislation, animal welfare, GF-TADs labelled meetings proposed by OIE HQ, etc.) held in the region or at the OIE Headquarters;
- Coordination meetings (e.g.: GF-TADs Regional Steering Committee and GF-TADs labelled meetings, etc.) held in the region or at the OIE Headquarters (excluding meetings of the OIE Council, ad hoc groups, working groups, Specialist Commissions, thematic Global Conferences, Conferences of OIE Regional Commissions).

OIE Regional and Sub-Regional Representation's initiative

- Regional capacity building activities on specialised topics realised, or not, in collaboration with OIE Departments/Units and/or other Organisations/actors (e.g.: laboratory hands-on training on diagnosis, risk analysis, education, legislation, animal welfare, GF-TADs labelled meetings proposed by Regional and Sub-Regional Representation, etc.) held in the region;
- Coordination meetings (e.g.: GF-TADs sub-regional meetings, etc.) held in the region.

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List of abbreviations used:

DG: Director General
DDG (IARA): Deputy Director General (Institutional Affairs and Regional Activities)
DDG (ISS): Deputy Director General (International Standards and Science)
DF: Director of Finance
WF: World Fund Unit
BU: Budget Unit
AU: Accounting Unit
ECU: Events Coordination Unit
ISU: Information Systems Unit
LU: Logistics Unit
RD: Department/Unit Responsible for the Focal Points/technical topic (World Animal Health Information and Analysis Department, Standards Department, Status Department, Programmes Department, Science Department, Antimicrobial Resistance and Veterinary Products Department, Regional Activities Department, Communication Unit)
RR/SRR: Regional and Sub-Regional Representations
HQ: OIE Headquarters, Paris
GF-TADs: Global Framework for the progressive control of Transboundary Animal Diseases

Basic prerequisites:

After pre-validation of the annual priorities by the **DG**, any OIE Headquarters' and RR/SRR initiative must be included in the **Annual Planning of Activities** approved by the **DG** after consultation of the **BU/DF** from the budgetary/financial points of view during the last RR/SRR meeting of the year. **RR/SRR** and **RD** are responsible to immediately notify to **DF** and **ECU** any activity (RR/SRR initiative and/or HQ initiative) arising during the year not included in the approved annual planning. The organisation of any activity not included in the approved annual planning should start only after confirmation of funds availability from **BU/DF**.

The **dates determined for an event** should take account of religious events, national and international holidays, OIE General Session, specific political or security situations and climate constraints. For events organised jointly with other Organisations/actors, dates shall additionally take account of their availability.

The following **preparatory documents** are required for launching the organisation of any OIE Headquarters' and RR/SRR initiative and shall be submitted according to the modalities described in this manual.
a)   Budget proposal
b)   Programme
c)   Concept Note
d)   Information Sheet
e)   Invitation Models
f)   Attendance certificate proposal (where applicable)
g)   Draft conclusions/recommendations (where applicable)

The preparatory documents provided for launching the organisation of an event shall be dated and identified by a **version number**. Any further modification shall be added in track mode, updating the date and/or the version number of the document.

When relevant, any information regarding the **cancellation or the postponement** of an event shall be shared between **RD, ECU, RR/SRR, DF** and other relevant **Organisations/actors**.

Programme

A **preliminary programme** indicating the duration and the technical contents of the event shall be drafted for any OIE Headquarters' and RR/SRR initiative. When the completion of the programme foresees the collaboration between **RD, RR/SRR** and/or other **Organisations/actors** the entity in charge of it (determined upon the category of the activity, as illustrated in Timetable 1 and 2) shall contact the other(s) in due advance to agree on respective roles and responsibilities, expected inputs, support and deadlines to comply with. It is suggested to start consultations at least 7 months before the event.

The **provisional programme** should include the tentative names of the speakers or at least the names of institutions/organisations to which speakers belong. For meetings carried out in English and other languages it is recommended to submit the draft document in English only.

The programme shall ensure, where appropriate, the **visibility requirements of the donor(s).**

Concept Note

A **Concept Note – to be used for internal purposes only** – shall be drafted for any OIE Headquarters' and RR/SRR initiative. A model concept note is provided at Annex I: the content should be adapted to the specifics of each meeting.

The Concept Note shall summarise the following elements:

Technical contents of the meeting:

a. Background and objectives of the meeting and contribution to strategic objective(s)/cross-cutting area(s) of the OIE current Strategic plan;
b. List of speakers/ participants/organisations to be invited;
c. Need for OIE Communication Tools and/or working documents/ PowerPoint presentations to make available in all the languages of the meeting;
d. Logistic requirements (computers, internet access for participants, rooms, etc.)

Logistic aspects of the meeting:

e. Information on in-kind contribution to the event from host country and/or co-organisers, if any;
f. Information on facilitation of visa issuance, if any;
g. Information on donors' participation and visibility;
h. Management of travel, accommodation arrangements and meals;
i. Management of per diem allowances;
j. List of expenses covered (by the OIE or, where applicable, by other Organisations/actors) for funded participants;
k. Meeting venue;
l. Translation service, if any;
m. Transfer arrangements from/to the airport, if any;
n. Contact person(s) of the local organising committee.

For OIE HQ initiatives held in the region and RR/SRR initiatives the **RR/SRR** must try to obtain a written commitment from the country regarding the facilitation of visa issuance and enclose it to the preparatory documents sent to **HQ** for launching the meeting. If needed, the **RR/SRR** can request **ECU** to send an official letter to the host country conveying the request of any needed information and/or support. It is suggested to start undertaking any contact with host country/co-organisers at least six months before the event.

For OIE HQ initiatives held in the region and RR/SRR initiatives the **RR/SRR** shall specify in the Concept Note if the host country/ co-organisers: i) provided an in-kind contribution to the event (enclosing the relevant written confirmation); ii) provided support for the logistic organisation (e.g.: making local staff and facilities available, facilitating visa issuance, etc.); or iii) did not provide any kind of support to the event (neither economic, nor logistic). It is suggested to start undertaking any contact with host country / co-organisers at least seven months before the event. Upon request, **ECU** can send an official letter to the host country/ co-organiser conveying the request of any needed information and/or support.

If invitees don't pertain to Veterinary Services (under the jurisdiction of the OIE Delegate), the Concept Note should clarify who will be the authority proposed to interact with the OIE in case of need.

For **back to back meetings**, if relevant, the Concept Note shall clearly indicate participants attending both events, specifying any variation of their economic treatment or role, as well as any difference with the logistic organisation of the main meeting.

When applicable, the Concept Note shall clearly indicate any difference between speakers and participant/country's representatives requested to deliver a presentation (as their economic treatment and insurance conditions are different). If foreseen, the Concept Note should specify the support provided to contributors for them to properly carry out their task, and by whom (e.g.: **RD, RR/SRR**).

In the case of an event **organised jointly** by two or more **RR/SRRs** or by **RD** and other **Organisations/actors**, the Concept Note should clarify their respective responsibilities (e.g.: drafting of the programme, logistics, ticket purchasing, sponsorship, etc.).

The **ECU** should be informed of the name of the person(s) in charge of organising the event (and of the replacement person, in case of his/her unavailability) at the **RR/SRR** and, where applicable, at the **RD**. When relevant, **ECU** should also be informed of the name of any external actor(s) involved in the organisation, needing to be included in relevant communications.

The Focal Points seminars/workshops are mainly addressed to the National Focal Points, or their representatives designated by the OIE Delegates. The participation of countries to seminars/workshops must be based on the list of Members in the Annex VI ("Invitation of members in regional OIE meetings"). Nevertheless, when relevant, the entity in charge of the programme of a meeting (determined upon the category of the activity, as illustrated in Timetable 1 and 2) can target the activity to selected Members considering their involvement/interest towards specific topics and/or propose to invite other categories of participants to be invited or allowed to attend (observers from the host country, representatives of regional organisations, Reference Centres, representatives of donors, etc.)[1].

If not previously included in the concept note the **ECU** should be provided (in Word format) with the complete **list of expected participants** – speakers, attendees, authorities, observers, OIE staff[2], etc. – with their full contact details.

a)   The participants should be listed by funding category (e.g. funded/self-funded speakers[3], funded/self-funded participating countries[4], OIE staff, etc.).

b)   It is compulsory to include the full contact details of all expected invitees, with exception of those recorded in **Tiger**. In the latter case it is necessary to indicate which invitee can be found in Tiger.

c)   The list of expected participants should also indicate any special requirement for the participation of any invited country/Organisation/expert (e.g. two participants to be invited from the same country, need for internal authorisation for travelling, need to address invitation to relevant hierarchy, etc.).

d)   For **Focal Point seminars/workshops** the **RD** must include in the Concept Note 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.

In the case of an event financed or co-financed by a donor, the entity in charge of drafting the budget shall address to the **WF** to obtain the guidelines to be followed in order to comply with the terms of the agreement established with it (e.g. visibility of the donor, invitation of a representative of the donor, eligibility criteria for sponsoring invitees).

Budget

A **budget** proposal detailing all costs for the implementation of a meeting shall be drafted for any OIE Headquarters' and RR/SRR initiative using the template defined in the Annex II.

For OIE HQ initiatives held in the region and RR/SRR initiatives, once the total indicative budget is validated, 80% of the relevant amount, taking into account the expenses paid locally, is transferred to RR/SRR. The remaining 20% of the total budget will be transferred upon receipt of all invoices/proofs of payment (analysis of all expenses related to the meeting).

The entity in charge of drafting the budget (determined upon the category of the activity, as illustrated in Timetable 1 and 2) should indicate, in the appropriate columns provided in the budget template, the breakdown between donors/ host country/ co-organisers identified to finance the meeting. The RR/SRR should be aware of possible specific country eligibility rules when selecting the proposed donors.

Ideally, all budgets should be drafted in Euros (in alternative, USD).

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[1] Any changes to the list of countries for a particular Focal Point event must be justified in the Concept Note for the Director General's approval.
[2] The participation of the RR/SRR Administrative staff shall be limited to specific organizational needs.
[3] Unless otherwise explicitly requested by the RD, Focal Points and other participants pertaining to the National Veterinary Services invited to deliver a presentation are not considered as "speakers" but receive the same economic treatment of other Focal Points/ other participants pertaining to the National veterinary Services.
[4] The RR/SRR must verify whether the invitees from the Host Country reside in the same area as the venue of the event; if they do not, and they pertain to a category of invitees indicated in the Concept Note as eligible to be funded, the cost of their participation must be provided for in the budget.

The unit cost of the different items must be included in the budget only once the entity in charge of drafting it considers it reasonable.

All prices should be indicated VAT included if VAT is not refundable.

For meetings organised in European countries (defined as European Union), the entity in charge of drafting the budget should inform the providers that invoices should be issued without VAT to the attention of the OIE HQ. The **AU** is in charge to make available a VAT exemption form.

The cost of the dinner offered by the OIE should be under the indicative ceiling of EUR 40 per person.

After the end of the event, the entity in charge of drafting the budget (determined upon the category of the activity, as illustrated in Timetable 1 and 2) sends to the **DF (BU and AU)** the **overview of all expenses** of the meeting paid locally if the RR/SRR needs to receive the balance of the budget approved.

Travel:

The OIE HQ encourages the RR/SRR to buy the air tickets themselves if their booking is easier and/or their cost is cheaper locally. If the flight tickets are purchased by the RR/SRR, the corresponding indicative tickets calculation must be mentioned in the specific section of the budget template. The final decision is made by the OIE HQ.

Any sponsored invitee willing to reach the meeting venue with his/her own vehicle is entitled to receive an **allowance of EUR 0.35 per kilometre**. This applies to the shortest itinerary (using Google maps) and is limited to the cost of an airline or train ticket (least expensive fare, most direct itinerary), provided by ECU travel unit upon request of the invitee.

Per diem:

Per diem, or daily allowance, should cover direct expenses incurred by a funded invitee on duty mission/attending a meeting. Per diem should not solely cover hotel costs and/or meals but also other "small" expenses such as bank fees (if applied by the bank of the invitee) for payments received through bank transfers, for withdrawing cash from an ATM machine during the mission, etc. For this kind of expenses, as well as for local transportation costs (other than transfers home/office-airport/train station and airport/train station-hotel) the sponsored invitee is not expected to claim additional direct reimbursement.

The maximum per **diem rate** currently in force **for a sponsored invitee is EUR 250**. Whenever possible, this amount should be lowered when drafting the budget considering:

a) The cost of living in the country where the meeting will be held;

b) Whether the OIE / donors/ host country/ co-organisers directly finance accommodation, lunches and/or dinner(s).

The number of per diem paid corresponds to the number of nights spent on site for the needs of the meeting.

If the sponsored invitee spends a whole night or part of a night travelling to the location where the meeting will take place or arrives at the final destination airport/train station after 8 p.m. (landing time) he/she is entitled to a **half per diem (EUR 125)**. If the entity in charge of drafting the budget suggests paying a lower amount the reason of such proposal shall be explained in the Concept Note.

By default, the maximum **per diem rate** currently in force **for a sponsored speaker is EUR 250**, irrespectively if the OIE / donors/ host country/ co-organisers directly finance accommodation, lunches and/or dinner(s).

If the speaker resides in the city where the meeting is organised, the number of per diem is paid according to the number of days of attendance.

Speakers belonging to organisations having a cooperation agreement with the OIE should be self-funded if possible.

The maximum per **diem rate** currently in force **for OIE staff is EUR 150**. If the cost of accommodation is higher than a half per diem (EUR 75), the OIE staff member will receive a half per diem and is reimbursed for the direct cost of the accommodation (meals, drinks and other expenses excluded).

<u>Transfer from/to airport:</u>

The OIE can pay to funded invitees a flat amount for the transfers to/from airport:

c)   EUR 40 or USD 50 for the transfers to/from airport in the home city of the invitee, upon request;

d)   EUR 80 or USD 100 for the transfers in the home city and in the meeting venue city (when not organised by the OIE or by the host country).

Information sheet

An **Information sheet** for the participants shall be drafted for any OIE Headquarters' and RR/SRR initiative. A model Information sheet is provided at [Annex III](#): the content should be adapted to the specifics of each meeting.

The Information sheet shall at least provide the following information:

a)   **Details on travel, accommodation arrangements and meals** for funded and self-funded participants; details about the use of **per diem** allowances, etc.

b)   Detailed list of **expenses covered** (by the OIE or, where applicable, by other Organisations/actors) for funded participants.

c)   **Details on visa**: information on expenses covered / not covered; participants' responsibilities, and, if foreseen, any support provided from the organisers.

d)   Details of the **meeting venue**, including a map.

e)   Details of **transfer from/to the airport** for funded and self-funded participants. If the transfer is not foreseen, instructions on how to reach the hotel/ event venue (and the average cost of transport).

f)   List of documents to be provided to organisers by eligible participants for obtaining any **reimbursement**, where applicable.

g)   Contact details of the **local organising committee**.

For meetings carried out in English and other languages it is recommended to submit the draft document in English only.

Where appropriate, the Information sheet should reflect the **visibility requirements of the donor(s)**.

For OIE HQ initiatives held in the region and RR/SRR initiative the **RR/SRR** must provide the host country with the list of countries/nationality of experts expected to participate in the event. 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) and/or any alternative procedure for obtaining visa. The **RR/SRR** shall update the information sheet with this information or, if not possible, at least with the list of countries needing visa and the link of the Ministry of Foreign Affairs of the host country.

Invitation letters

Invitation letters shall be drafted for any OIE Headquarters' and RR/SRR initiative. **One invitation model shall be drafted for each category of participants** identified in the Concept Note. Each model shall be identified in the Concept Note so to clearly understand the category to which it should be addressed (e.g. model "A": Delegate Host country; model "B": country with Focal Points, model "C": country without Focal Points, model "D": self-funded participants, etc.).

For meetings carried out in English and other languages it is recommended to submit the draft document in English only.

Apart from those elements referring to a specific event - to be carefully adjusted on a case by case basis - the main structure of an invitation letter includes standard elements appearing in a precise sequence. An example of the standard invitation letter's structure is provided in Annex IV. For each meeting, relevant elements shall be included in all invitations, adjusted to the specifics of the activity and to the different categories of invitees identified in the Concept Note.

The invitation letters should clarify who is responsible for providing **life/medical insurance** coverage. The OIE only covers insurance for speakers (if requested), members of the OIE Regional Commission bureaux and of the OIE Council, OIE staff: in these cases it is not necessary to indicate it in the invitation letter.

The invitation letter should emphasise that it is the responsibility of the participant to obtain any necessary **visas and transit visas** for the full round trip.

The invitation letters should clarify if and **which expenses are covered by the organisers**, who is in charge of purchasing **flight tickets**, booking **hotel accommodation**, etc. and **contact details** of organisers (in accordance with the Concept Note).

When a **per diem** is provided to invitees, the invitation letters should specify if it is "ad hoc" (in case the OIE directly finances accommodation)[5]. When it is intended to cover meals, accommodation and terminal expenses the invitation only mentions "per diem".

Invitation letters addressed to speakers and/or participants requested to deliver a **presentation** should include any information necessary to carry out this task (e.g.: deadline for providing presentation, provision of a specific template, specific guidelines on the content, etc.) or at least the contact person for any matter related to the contribution.

Invitation letters addressed to OIE Delegates requested to appoint specific experts should include any instructions necessary to **identify the appropriate profiles**.

Relevant persons/hierarchy to be copied in the invitation letters shall be specified by **RR/SRR** and **RD**.

Invitation letters should ensure **Donor's visibility** in accordance to what stated in the Concept Note.

Unless explicitly requested otherwise and justified in the Concept Note for the OIE Director General's approval, all invitation letters for HQ initiatives and RR/SRR initiatives must be **signed by the Director General of the OIE** on OIE headed paper.

For events organised jointly with other Organisations/actors, when applicable, and upon previous agreement of the OIE Director General, invitations may be **co-signed** by other relevant authority, identified in advance.

a) Any proposal of co-signature of invitations by the **DG** and by another relevant authority shall be submitted to DG approval before undertaking any agreement with proposed cosignatory/ies except if a different protocol has been previously established and endorsed.

b) When invitations require to be co-signed by the **DG** and by another relevant authority, whenever possible, they shall be endorsed first by the co-signer before to be submitted to the DG, except

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[5] Unless explicitly indicated otherwise by the DF, funded speakers always receive a full per diem even if the OIE directly finances their travel and accommodation.

if a different protocol has been previously established and endorsed (e.g.: GF-TADs FMD working group). The process will be repeated in case of any change made by the **DG**.

Invitation letters can only be sent when the budget has been approved (or is about to be approved).

Upon specific request of the **RR/SRR, RD or participants, ECU** can issue **personal invitation letters** for registered participants who need them **for visa/administrative purposes**.

Attendance certificate and draft Conclusions/recommendations

An **attendance certificate** shall be drafted for any OIE Headquarters' and RR/SRR initiative under the category of **capacity building activity**. Unless explicitly agreed otherwise with the Headquarters, for coordination meetings the distribution of certificates of attendance is not necessary. A model of attendance certificate is provided at Annex V: the content should be adapted to the specifics of each meeting.

Conclusions/recommendations shall be drafted after prior agreement of the **DG** for any OIE Headquarters' and RR/SRR initiative for which it is necessary to illustrate the findings/results of the meeting, as well as the actions to be taken as a result of these findings.

For meetings carried out in English and other languages it is recommended to submit the draft document in English only.

Registration, validation of applications and follow-up of logistic arrangements:

Upon **ECU's** request, a standard web-based form for invitees' **registration** shall be put in place with the support of **ISU** for any OIE Headquarters' and RR/SRR initiative. Unless explicitly requested otherwise in the Concept Note for the Director General's approval, the **ECU** is the only service in charge of receiving registration applications.

The **validation of registration applications** is essential condition to proceed with any travel/logistic arrangement of participants. Unless explicitly requested otherwise in the Concept Note for **DG's** approval, the **ECU** is the only service in charge of validating eligible registration applications.

a)   When a **registration** application is received from the **person mentioned in an invitation letter** (Focal Point, speaker, OIE Delegate, etc.), the **ECU** automatically validates the registration.

   I.   When **ECU** is in charge of purchasing tickets, the event coordinator within the Unit validates eligible participants by forwarding their registrations to the travel coordinator (with a copy to the RR/SRR for OIE HQ initiatives held in the region and RR/SRR initiatives). The **travel coordinator** within ECU makes a flight proposal (with a copy to the **RR/SRR** for OIE HQ initiatives held in the region and RR/SRR initiatives) only to participants whose registration has been validated by the event coordinator.

   II.   When **RR/SRR** is in charge of purchasing tickets, the event coordinator within **ECU** validates eligible participants by forwarding their registrations to **RR/SRR**. The **RR/SRR** makes a flight proposal (with copy to the **ECU**) only to participants whose registration has been validated by the **ECU**.

   III.   When a registration is received from a participant not expected to receive a flight proposal (self-funded participant, local observer, etc.) **ECU** validates eligible ones by updating its internal database (in case of OIE HQ initiatives held at the OIE Headquarters), or by forwarding their registrations to **RR/SRR** (in case of OIE HQ initiatives held in the region and RR/SRR initiatives).

b)   When a **registration** is received from a **person not mentioned in an invitation letter** (e.g. representative of the official Focal Point/invited expert, newly appointed Focal Point, etc.) the **ECU** validates the registration only after having received notification of the person's official

nomination by the OIE Delegate or, for participants not pertaining to Veterinary Services, by the authority recognised to interact with the OIE for such cases (as per previously clarified in the Concept Note).

Since the success of an event depends on the attendance of all invitees, it is important that organisers **follow-up all logistic arrangements** necessary to facilitate their participation.

a) Any invitee requesting information or experiencing problems shall obtain the needed **support** from organisers in a timely manner, so to have sufficient time to make travel arrangements, obtain any necessary visas and to process internal paper work and permissions.

b) After the deadline for registrations a **reminder requesting to register as soon as possible** shall be sent to any invitee not yet registered.

c) Few days before the beginning of the meeting a reminder of **practical information** shall be sent to all registered invitees providing relevant logistic details (e.g. hotel booking, transfer arrangements or available means of transport to the hotel/venue, contacts to call in case of need, details of what expenses are or are not covered, etc.).

d) For OIE HQ initiatives held in the region and RR/SRR initiative, in case the travel coordinator within **ECU** cannot obtain any reply from the participant about **travel proposals**, the **RR/SRR** can be requested to contact him/her in order to facilitate his/her reaction on what proposed.

For OIE HQ initiatives held in the region and RR/SRR initiatives for which **ECU** is in charge of ticket purchasing the **RR/SRR** is responsible to keep record of travel arrangements. Upon **RR/SRR**'s request, the **travel coordinator** within ECU can provide an update on the state of play regarding travel arrangements.

When validating the registration of any invitee having a role in the programme (e.g. external speaker, chairman, special guest at the opening ceremony, Focal Point delivering a presentation, etc.), the **ECU** will also copy the entity in charge of it (determined upon the category of the activity, as illustrated in Timetable 1 and 2) for it to be constantly aware of registrations' status.

When relevant, the contact details of newly appointed Focal Points shall be shared between **RD, ECU, RR/SRR** as soon as the official notification of their appointment is received by one of them. The **RD** should also promptly enter any updating in the TIGER database.

The **RR/SRR** and **RD** should convey to **ECU** any request for the attendance of persons not included in the approved list of invitees, on condition that: i) the request comes from the relevant OIE Delegate or other eligible interlocutor and ii) **RR/SRR** and **RD** consider the request eligible to be accepted. After having established any impact of the extra participant on the budget and/or logistic organisation of the meeting, **ECU** submits the request to internal evaluation and communicates to **RR/SRR** or **RD** its approval or refusal.

Any invitee having a role in the programme (e.g. external speaker, chairman, special guest at the opening ceremony, Focal Point delivering a presentation, etc.) should receive appropriate technical guidance to prepare his/her contribution and/or any working material. The entity in charge of the programme (determined upon the category of the activity, as illustrated in Timetable 1 and 2) should provide such guidance.

An **evaluation questionnaire** shall be completed by participants for any OIE Headquarters' and RR/SRR initiative under the category of **capacity building activity**. Organisers shall hand it out to participants before the end of the meeting explaining its function and providing them with sufficient time to complete it. Web applications can be adopted only if each participant can use a dedicated device for this purpose. Unless explicitly agreed otherwise with the Headquarters the distribution of evaluation questionnaires is not necessary for coordination meetings.

Documents related to the outcomes of the event:

Within one month after the end of the event, the following documents shall be provided to **ECU** for any OIE HQ and RR/SRR initiatives:

a) **Scanned copies of the evaluation questionnaires** and their **analysis** (where applicable);

b) All **working documents and PowerPoint presentations** of the event;

c) The **final list of participants**;

d) The **final programme** of the event;

e) **Conclusions and/or recommendations** of the event (where applicable).

TIMETABLE 1 - OIE HQ initiative in the region and at OIE HQ

Step	Time	In the region		At OIE HQ	
		Responsibility	**Description**	**Responsibility**	**Description**
0	–	**RR/SRR**	Ensure that the activity is included in the annual planning of activities approved by the **DF** from the budgetary/financial points of view during the RR/SRR annual meeting or, if not, that funds availability for the realisation of the meeting are confirmed by **DF.**	**RD**	Ensure that the activity is included in the annual planning of activities approved by the **DF** from the budgetary/financial points of view during the RR/SRR annual meeting or, if not, that funds availability for the realisation of the meeting are confirmed by **DF.**
1	7 months before the event	**RD**	Contact **RR/SRR** or, when applicable, **co-organisers** to agree on respective roles and responsibilities, expected inputs, support and timelines to comply with.		
2	6 months before the event	**RR/SRR**	Contact **host country** or, when applicable, **co-organisers** for asking in-kind contribution to the event and/or facilitation of visa issuance.	**ECU**	When applicable, contact **co-organisers** for asking in-kind contribution to the event.
3	5 months before the event	**RD**	Draft a preliminary programme - if applicable in coordination with the **RR/SRR** and/ or other relevant **Organisations/actors -** and contact potential speakers/ organisations/ institutions. Draft a Concept Note (if applicable in coordination with the **RR/SRR** and/or other relevant **Organisations/ actors**) including: • The background and objectives of the meeting, how it contributes to one or more strategic objectives/cross-cutting areas of the OIE 6th Strategic plan; • The list of external speakers/ participants/organisations to be invited and their economic treatment; • The need to make available OIE Communication Tools and/or working documents/ PowerPoint presentations in all the languages of the meeting; • Any specific logistic requirements (computers, internet access for participants, rooms, interpretation and related equipment);		
		RD **RR/ SRR**	Provide the preliminary programme and the Concept Note to **RR/SRR** Finalise the Concept Note by integrating logistic aspects and	**RD**	Draft the following documents based upon the information detailed in the Concept Note: • Budget proposal; • Invitation models (technical content)

			the list of items covered by host country and/or co-organisers. Request the **WF** to provide guidelines on donors' participation and visibility, as well as on countries' eligibility and include the information in the Concept Note. Draft the following documents based upon the information detailed in the Concept Note: • Budget proposal; • Information sheet; • Invitation models; • Attendance certificate; proposal, if applicable; • Draft Conclusions/recommendations of the meeting, if applicable.		• Attendance certificate proposal, if applicable; • Conclusions/recommendations of the meeting, if applicable.
4	**4 months before the event**	**RR/SRR**	Send an email to the **DF**, with a copy to **DDG (IARA), DDG (ISS), ECU, RD, WF, BU** attaching: • Draft budget; Send an email to **ECU**, with a copy to **DDG (IARA), DDG (ISS), DF, RD, WF, BU** attaching: • Draft concept note; • List of participants (if not included in the Concept note); • Preliminary programme; • Invitation letters; • Information sheet; • Attendance certificate proposal, if applicable; • Draft Conclusions/recommendations of the meeting, if applicable; • Written communication from host country and/or co-organisers listing the items covered, if applicable.	**RD** **ECU**	Send an email to the **DF**, with a copy to **DDG (IARA), DDG (ISS), ECU, RD, WF, BU** attaching: • Draft budget; Send an email to **ECU**, with a copy to **DDG (IARA), DDG (ISS), DF, RD, WF, BU** attaching: • Draft concept note; • List of participants (if not included in the Concept note); • Preliminary programme; • Invitation letters (technical content); • Attendance certificate proposal, if applicable; • Draft Conclusions/recommendations of the meeting, if applicable; • Written communication from co-organisers listing the items covered, if applicable. • Request the **WF** to provide guidelines on donors' participation and visibility, as well as on countries' eligibility. • Complete concept note with logistic contents and donors' visibility, if any. • Draft the Information sheet in the language/s of the meeting

					• upon the information detailed in the Concept Note. • Complete invitation models with logistic contents and donors' visibility, if any.	
5	**4-3 months before the event**	**ECU**	Review preparatory documents and submit them to **DG's** approval. Ask **ISU** to create a webpage for registration on-line. Provide **BU** with Concept Note, Draft Programme, Information Sheet, invitation models approved by the **DG**			
		ECU	Provide **RR/SRR** with Draft Programme, Information Sheet and invitation models approved by the **DG** for translation into the languages of the meeting.	**ECU**	Provide **RD** with Draft Programme and invitation models approved by the **DG** for translation into the languages of the meeting.	
6	**3 Months before the event**	**DF**	Inform the **RR/SRR** with copy to **DDG (IARA), ECU, BU, WF, RD** of the decision of the HQ regarding the draft budget provided, approving it when it meets all requirements. Where applicable, instruct the **AU** to prepare advance payment to **RR/SRR** on the basis of the approved budget.	**DF**	Inform the **RD** with copy to **DDG (IARA), ECU, BU, WF** of the decision of the HQ regarding the draft budget, approving it when it meets all requirements.	
7		**RR/SRR**	Send to the **ECU** the endorsed Draft Programme and invitation models in all the languages of the meeting.	**RD**	Send to the **ECU** the endorsed Draft Programme and invitation models in all the languages of the meeting.	
		DG	Sign all invitation letters (for all participants and speakers).			
8	**From 3 to 2 months before the event**	**ECU**	Send invitation letters and enclosures to all participants and speakers with a copy to the **RR/SRR** staff and other relevant collaborators.			
9	**From 2 months before the event to its beginning**	**Participants**	Register on-line (or through other mean previously approved by the **DG**).			
		ECU	Validate registrations of eligible participants**.** Upon request of the **RR/SRR,** the **RD** or the **participant**, draft personal invitation for visa/administrative purposes.			

		RR/SRR	Upon **ECU's** demand, contact relevant OIE Delegate/s - or other eligible interlocutor/s to obtain the official nomination of any person not officially invited and forward a copy to the **ECU**.	**ECU**	Contact relevant OIE Delegate/s - or other eligible interlocutor/s to obtain the official nomination of any person not officially invited.
10		**RD/ RR/SRR/ ECU**	Share with other involved actors any nominations of newly appointed Focal Points as soon as received.		
		RD	Collect the working documents/PowerPoint presentations to make available in the languages of the meeting.		
		RR/SRR	Submit working documents/PowerPoint presentations to translators.	**RD**	Submit working documents/PowerPoint presentations to translators.
11		**ECU**	Send travel proposal and buy flight tickets, unless agreed differently.		
12		**RR/SRR**	Organise any foreseen local logistic arrangements (e.g.: hotel, transfer, translation service, etc.).	**ECU**	Coordinate with **LU** for the organisation of any foreseen local logistic arrangements (e.g.: hotel, transfer, translation service, etc.).
13		**RR/SRR**	Send a reminder to speakers/participants not yet registered before deadline expiry, with a copy to the **ECU** (and to the **RD**, where relevant). Support **ECU** by contacting participants/speakers who didn't answer to travel proposal. Continue the organisation of the event and provide logistic support for speakers/ participants up to and throughout the meeting. When applicable, collect/print necessary material (OIE Communication Tools, Evaluation questionnaires, Working documents, attendance certificates, etc.).	**ECU**	Send a reminder to speakers/participants not yet registered before deadline expiry, with a copy to the **RD**, where relevant. Continue the organisation of the event and provide logistic support for speakers/ participants up to and throughout the meeting.
		RD	Provide technical guidance to speakers and prepare working materials.	**RD**	When applicable, collect/print necessary material (OIE Communication Tools, Evaluation questionnaires, Working documents, attendance certificates, etc.). Provide technical guidance to speakers and prepare working materials.

14	**Before the end of the event**	**RR/SRR**	When applicable, distribute evaluation questionnaires and attendance certificates	**RD**	When applicable, distribute evaluation and attendance certificates
15	**Within 1 month after the end of the event**				
		RR/SRR	Send to the **DF** with a copy to **AU, BU:** • Overview of all expenses paid locally if the RR/SRR needs to receive the balance of the budget approved. Send to the **ECU** with a copy to **RD, WF**: • the analysis of the evaluation questionnaires and their scanned copy, when applicable; • the working documents, PowerPoint presentations; • the final list of participants; • the final programme; • Conclusions and/or recommendations of the meeting, when applicable.	**RD**	Send to the **ECU** with a copy to **WF**: • the analysis of the evaluation questionnaires and their scanned copy, when applicable; • the working documents, PowerPoint presentations; • the final list of participants; • the final programme; • Conclusions and/or recommendations of the meeting, when applicable
16	–	**ECU**	Manage a permanent database with all relevant information and materials dealing with the event		

TIMETABLE 2 - OIE RR/SRR initiative

Step	Time	Responsibility	Description
0	–	**RR/SRR**	Ensure that the activity is included in the annual planning of activities approved by the **DF** from the budgetary/financial points of view during the RR/SRR annual meeting or, if not, that funds availability for the realisation of the meeting are confirmed by **DF.**
1	**7 months before the event**	**RR/SRR**	Contact **RD,** or, when applicable, **organisations/actors involved**, to agree on respective roles and responsibilities, expected inputs, support and timelines to comply with.
2	**6 months before the event**	**RR/SRR**	Contact **host country** or, when applicable, **co-organisers** for asking in-kind contribution to the event and/or facilitation of visa issuance.
3	**5 months before the event**	**RR/ SRR**	Draft a preliminary programme – if applicable in coordination with the **RD** and/or other relevant **Organisations/actors** – and contact potential speakers/ organisations/ institutions. Draft a Concept Note (if applicable in coordination with the **RD** and/or other relevant **Organisations/ actors**) including: • The background and objectives of the meeting, how it contributes to one or more strategic objectives/cross-cutting areas of the OIE 6th Strategic plan; • The list of speakers/ participants/ organisations to be invited and their economic treatment; • The need to make available OIE Communication Tools and/or working documents/ PowerPoint presentations in all the languages of the meeting; • Any specific logistic requirements (computers, internet access for participants, rooms, interpretation and related equipment) and local arrangement; • The list of items covered by host country and/or co-organisers. Request the **WF** to provide guidelines on donors' participation and visibility, as well as on countries' eligibility, include the information in the Concept Note. Draft the following documents based upon the information detailed in the Concept Note: • Budget proposal • Information sheet • Invitation models • Attendance certificate proposal, if applicable; • Draft Conclusions/recommendations of the meeting, if applicable.

4	4 months before the event	RR/ SRR	Send an email to the **DF**, with a copy to **DDG (IARA), DDG (ISS), ECU, RD, WF, BU** attaching: • Draft budget; Send an email to **ECU**, with a copy to **DDG (IARA), DDG (ISS), DF, RD, WF, BU** attaching: • Draft concept note; • List of participants (if not included in the Concept note); • Preliminary programme; • Invitation letters; • Information sheet • Attendance certificate proposal, if applicable; • Draft Conclusions/recommendations of the meeting, if applicable; • Written communication from host country and/or co-organisers listing the items covered, if applicable.
5	4-3 months before the event	ECU	Review all preparatory documents and submit them to **DG's** approval. Ask **ISU** to create a webpage for registration on-line. Provide **BU** with Concept Note, Draft Programme, Information Sheet, invitation models approved by the **DG** Provide **RR/SRR** with Draft Programme, Information Sheet and invitation models approved by the **DG** for translation into the languages of the meeting.
6	3 months before the event	DF	Inform the **RR/SRR** with copy to **DDG (IARA), ECU, BU, WF, RD** of the decision of the **HQ** regarding the draft budget provided, approving it when it meets all requirements requested. Where applicable, instruct the **AU** to prepare advance payment to **RR/SRR** on the basis of the approved budget.
7		RR/SRR	Send to the **ECU** the endorsed Draft Programme and approved invitation models in all the languages of the meeting.
		DG	Sign all invitation letters (for all participants and speakers).
8	From 3 to 2 months before the event	ECU	Send invitation letters and enclosures to all participants and speakers (unless agreed differently with **RD**) with a copy to the **RR/SRR** staff and other relevant collaborators, when applicable.
9	From 2 months before the event to the end of registration process	Participants	Register on-line (or through other mean previously approved by the **DG**)
		ECU	Validate registrations of eligible participants**.** Upon request of the **RR/SRR**, the **RD** or the **participant**, draft personal invitation for visa/administrative purposes.

		RR/SRR	Upon **ECU's** demand, contact relevant OIE Delegate/s - or other eligible interlocutor/s to obtain the official nomination of any person not officially invited and forward a copy to the **ECU**.
10		**RD/ RR/SRR/ ECU**	Share with other involved actors any nominations of newly appointed Focal Points as soon as received
		RR/SRR	Collect the working documents/PowerPoint presentations to make available in the languages of the meeting Submit working documents/PowerPoint presentations to translators
11		**ECU**	Send travel proposal and buy flight tickets, unless agreed differently
12		**RR/SRR**	Organise any foreseen local logistic arrangements (e.g.: hotel, transfer, translation service, etc.)
13		**RR/SRR**	Send a reminder to speakers/participants not yet registered before deadline expiry, with a copy to the **ECU** (and to the **RD**, where relevant). Support **ECU** by contacting participants/speakers who didn't answer to travel proposal. Continue the organisation of the event and provide support for speakers/ participants up to and throughout the meeting. When applicable, collect/print necessary material (OIE Communication Tools, Evaluation questionnaires, Working documents, attendance certificates, etc.). Provide technical guidance to speakers and prepare working materials.
14	**Before the end of the event**	**RR/SRR**	When applicable, distribute evaluation questionnaires and attendance certificates.
15	**Within 1 month after the end of the event**	**RR/SRR**	Send to the **DF** with a copy to **AU, BU**: • Overview of all expenses paid locally if the RR/SRR needs to receive the balance of the budget approved. Send to the **ECU** with a copy to **WF** (and **RD**, where applicable): • the analysis of the evaluation questionnaires and their scanned copy, when applicable; • the working documents, PowerPoint presentations; • the final list of participants; • the final programme; • Conclusions and/or recommendations of the meeting, when applicable.
16	–	**ECU**	Manage a permanent database with all relevant information and materials dealing with the event

This Note de Service cancels and replaces the NS 2010/14 dated 4 August 2010, the NS 2012/3 dated 1 August 2012, the Annex II of the NS 2010/22 dated 9 September 2014.

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

If necessary, the Events Coordination Unit should be consulted for any doubt on the application of these rules.

Dr Monique Eloit

Annex I – Model of Concept Note

Concept Note
For OIE Internal Use

Important: parts highlighted in grey must be adapted to the information concerning this event All elements not referring to it must be removed

[Title of the meeting]
[City, Country]
[Dates]

Background *Where applicable, to be drafted in collaboration with relevant OIE Department responsible for the Focal Point/technical topic and/or relevant Organisations/actors)*:
[XXXX]

Objectives *(Where applicable, to be drafted in collaboration with relevant OIE Department responsible for the Focal Point/technical topic and/or relevant Organisations/actors)***:**
[XXXX]

This activity contributes to the following strategic objectives/cross-cutting areas of the OIE 6th Strategic plan (2016-2020). Tick one or more of the following options:

	Strategic objective 1: Securing animal health and welfare by appropriate risk management
	Strategic objective 2: Establishing trust through transparency and communication
	Strategic objective 3: Ensuring the capacity and sustainability of veterinary services
	Cross-cutting area A: Scientific Excellence
	Cross-cutting area B: Diversity, Inclusiveness, Engagement, Transparency
	Cross-cutting area C: Governance

Target group (Where applicable, to be drafted in collaboration with relevant OIE Department responsible for the Focal Point/technical topic and/or relevant Organisations/actors):

n. [XX] OIE National Focal points for [XXX]
or n. [XX] experts on [topic] from n. [XX] countries
or n.[XX] country representatives to be appointed by the OIE Delegate
or Other, specify:

Visibility of Host country and/or collaborating organisation: *(Where applicable, select one of the following options):*

1.	The host country and/or collaborating organisation provide an in-kind contribution to the event for the following budgetary items *(enclose the written confirmation from the country/ collaborating organisation):* *[XX]* *[XX]*
2.	The host country and/or collaborating organisation provide logistic support for the implementation of the meeting *(e.g.: local staff, local facilities, facilitation visa issuance, etc.):* *[XX]* *[XX]*
3.	The host country and/or collaborating organisation do not provide any kind of support for the implementation of the meeting.

Visibility of Donor/s *(validated by the WF):*

	Donor/s: *None or [XX]*
	Specific eligible countries: *All or [AUSTRALIA, BANGLADESH, etc.]*
	Logo/s: *None or [XX]*
	Wording invitations eligible countries: *Unnecessary or [This meeting is co-funded by the European Union]*
	Invitation of donor's representative: *Unnecessary or [Head European Union Delegation hosting country]*

LIST OF INVITEES:

Funded Countries (per source of funding, if impacting on invitations' wording):
OIE regular Budget or World Fund Project (e.g.: Fleming Fund, VET GOV, etc.):

COUNTRY	N. INVITED PARTICIPANTS	MODEL LETTER
1. *AUSTRALIA*	*1*	*[E] OIE budget*
2. *BANGLADESH*	*1*	*[E] OIE budget*
3. *MALI*	*2*	*[E.1] VET GOV*

Additional Funded Participants
Dr XX: **MODEL LETTER** *[F]*

Tentative Funded Speakers:
Dr XX: **MODEL LETTER** *[G]*

Tentative Partially Funded Speakers (*Specify economic treatment;* e.g.: *the OIE will cover accommodation, per diem, and reimburse ground transportation only*):
Dr XX*:* **MODEL LETTER** *[H]*

OIE
HQ:
1. Dr XX: **MODEL LETTER** *[I]*

OIE RR/SRR:
1. Dr XX: **MODEL LETTER** *[I.1]*

Self-**Funded Countries:**

COUNTRY	N. PARTICIPANTS	MODEL LETTER
BRUNEI	**1**	*[J.Host country]*
CAMBODIA	**3**	*[J]*
Etc.		

Additional Self-Funded Participants:

Dr XX: MODEL LETTER *[K]*

Tentative Self-Funded Speakers:
Dr XX: MODEL LETTER *[L]*

Self-Funded Observers:
Dr XXX MODEL LETTER *[M]*
n. 5 locals to be nominated by the OIE Delegate of the host country: MODEL LETTER [J.Host country]

Representative Donor:
 Dr XXX **MODEL LETTER** *[N]*

Local Authorities/VIPs (*Clarify any additional function (e.g.: for the opening speech)*
 Dr XXX**: MODEL LETTER** *[O]*

Representative of the [XXX] Organisation *Clarify any additional function (e.g.: for the opening speech)*
 Dr XXX: **MODEL LETTER** *[P]*

***
LOGISTIC ARRANGEMENTS

Ticket purchasing in charge of:

	Oietravel => n. [XX] participants, n. [XX] speakers, n. [XX] OIE staff
	or RR/SRR=> n. [XX] participants, n. [XX] speakers, n. [XX] OIE staff
	*or [*Participants themselves]

Accommodation arrangements:

Hotel booked by:

	[RR/SRR]
	or [Host country]
	or [Participants themselves]
	or Other: [specify]

Hotel paid by:

	[RR/SRR]
	or [Host country]
	or [Participants themselves]
	or Other: [specify]

Meals:

n. [XX] **lunches** and n. [XX] official **dinner** will be covered by:

	[OIE]
	or [Host country]
	or [xx Donor/Organisation]
	or Other: [specify]

Per diem participants:

	[Full]
	*or [*Ad hoc]

Transfers from/to airport in charge of:

	[RR/SRR]
	or [Host country]
	or [Participants themselves]

Registration on-line:

Dr [XXX] and Ms [XXX] shall receive validated registrations.

Languages/Interpretation:

The working language will be [*English*] *Or* [*French*] *Or* [*Spanish*] *Or* [*Russian*] *Or* [*Arabic*]. Simultaneous translation in [XXX] foreseen.

Translation working documents/presentations:

Dr [XXX] in charge of collecting material for translation by [XXX] deadline

Technical equipment (if necessary): *e.i. WAHIS/ WAHIS-Wild workshops*
e.g.:
[*The meeting venue will be equipped with computers for all participants; Or participants will be requested to bring their own laptop*]

Additional notes:
e.g.:
- [*One workbook for each participant*]
- [*1 USB Key for each participant*]
- [*After on-line registration, participants/speakers requested to deliver a presentation will be provided with a template/specific guidelines for their expected contribution.*]
- [*XX country] will need a personal invitation after registration online;*
- [*XX country] will need internal authorisation for travelling.*

Contact person(s): Contact person(s) for speakers/technical contents of the programme: *[XX]*
Contact person(s) and deadline for collecting working documents/Powerpoint presentations to be translated
Contact person(s) for local organisation/logistics: *[XX]*

CONTACT DETAILS INVITEES:

Funded countries	Self-funded countries

1) Dr XXX: ***See Tiger***
 	
2) Dr XXX
    Street, City, Country
    Email
	3) Dr XXX
	    Street, City, Country
	    Email

Funded speakers	**Self-funded speakers**

4) Dr XXX: ***See Tiger***
    Cc: Relevant hierarchy
 	
5) Dr XXX
    Street, City, Country
    Email
    Cc: Relevant hierarchy
	6) Dr XXX
	    Street, City, Country
	    Email

Annex II – Budget template

Boxes to be filled in by RR/SRR

Proposal writer	
Region	
Sub-Region (if applicable)	

OIE Regional Workshop
Regional Workshop Title

Location
Dates
Total number of attendees
No of funded speakers:
No of non-funded speakers:
No of funded participants:
No of non funded participants:
No of OIE Staff:

	No.	Unit Amount EUR	Sub-Total EUR	BUDGET SOURCE	
				Donor 1	Donor 2
Costs for Meals and Supplies					
Name-badge and holder			0,00 €		
Folders, handouts and flyers			0,00 €		
Meals			0,00 €		
Coffee break			0,00 €		
Cocktail			0,00 €		
SUB-TOTAL			0,00 €	0,00 €	0,00 €
Fixed Costs (Costs incurred regardless of how many people attend)					
Meeting					
Room rental			0,00 €		
Other facilities (secretariat)					
To be specified			0,00 €		
Interpretation					
Interpreters			0,00 €		
Interpretation equipment			0,00 €		
Workshop materials					
Additional copying			0,00 €		
Posters			0,00 €		
Office supplies			0,00 €		
Rentals:					
Audio-visual Rental			0,00 €		
Additional microphone			0,00 €		
SUB-TOTAL			0,00 €	0,00 €	0,00 €
Flight Tickets, accommodation and per diems					
Speakers					
Flights			0,00 €		
Per diems			0,00 €		
Accommodation			0,00 €		
Other (e.g. visa, airport taxes)			0,00 €		
Invited Participants					
Flights			0,00 €		
Per diems			0,00 €		
Accommodation			0,00 €		
Other (e.g. visa, airport taxes)			0,00 €		
OIE Staff					
Flights			0,00 €		
Per diems			0,00 €		
Accommodation			0,00 €		
Other (e.g. visa, airport taxes)			0,00 €		
SUB-TOTAL			0,00 €	0,00 €	0,00 €
Grand Total		0,00 €	0,00 €	0,00 €	

Amount to be transferred to the RR/SRR bank account:

Tickets (booking and purchase) to be managed by[1] :   OIE Headquaters :   RR / SRR :

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

Annex III – Model of Information sheet

LOGO
HOST COUNTRY/
DONOR/S/
COLLABORATING ORGANISATION/S

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

[Title]
[Dates - City, Country]

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

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

www.linkincludedbyECU.com

1) AIR TICKETS

The **OIE** will cover travel costs (economy class with most direct route) for funded participants and speakers.
☐ The **OIE** will purchase air/train tickets and send all relevant details to the e-mail address provided by participants in their registration on-line.
   or
☐ The **OIE RR/SRR** will purchase air tickets for international [and national] flights and send all relevant details to the e-mail address provided by participants in their registration on-line.

Any funded participant having his/her travel arrangements made by the OIE must compulsorily send a scanned copy of his/her passport to events_secretariat@oie.int.

Please note that, by accepting their flight itinerary, participants agree to cover any charges and fees resulted from modifications requested for personal reasons after the issuance of the ticket.

Any funded participant wishing to purchase - for exceptional reasons - his/her air ticket by him/herself, must compulsorily inform OIE in advance, providing the provisional booking/invoice before confirming the flight reservation, in order to know the maximum amount that he/she will be reimbursed by the OIE. In this case, and in addition to the prior formal agreement of the OIE, the original of both ticket invoice and flight ticket will be required for reimbursement of the fare agreed, in addition to the submission of boarding pass(es).

2) VISA REQUIREMENT

All participants are responsible for enquiring on the visas and/or transit visas required and make the necessary arrangements to obtain them for the full round-trip. The OIE will reimburse its/their cost to OIE to funded participants if duly substantiated by receipts. Participants are requested to contact the relevant **[Host Country]** Consulate or Embassy in their countries to make all necessary arrangements. In countries where **[Host Country]** is not represented, visas may still be obtained from the closest Consulate or Embassy to the Country (please note that the OIE does not reimburse the travel from the duty station or residence to the closest diplomatic mission to apply for a visa or to collect a visa). For your information and necessary action, please take into consideration the tables here below/visit the official portal of the Ministry of Foreign Affairs of **[Host Country]** at www.xxx.com:

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 organise transfer from/to the airport: **["XX"].** After passing the customs, at the arrival hall, please look for the meeting contact person holding the placard **"OIE Meeting"** in the hands.
or:

☐ Please note that no transfer between airport/hotel/airport will be organized. The easiest and least expensive ways from [**XXX**] airport to **[XXX Hotel]** are the following:
XXX… The average price is [**XXX**]…

In order to be **reimbursed of your terminal expenses**, including **local transportation in your country (home-airport-home)**, please bring to the meeting the original payment receipts.

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]**

☐ **The OIE will book and pay for accommodation** for all funded participants and speakers (bed & breakfast). Payment of additional incidental charges (mini bar, laundry, telephone, etc.) will be paid by individual participants on their own account directly to the hotel upon check out.
or:

☐ **Accommodation expenses and lunches will be covered by the participants**. The **RR/SRR will book the rooms** for all funded participants and speakers 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].**

In case of no-show without prior notice, the OIE will reserve the right to charge the cost of accommodation for the booked room to the participant, and, in any case, will not be responsible for refunding or covering any cost or expenses incurred for different arrangements made by the participant without prior consent from the OIE.

[MAP]

The **[OIE/Host Country]** will cover **coffee breaks/lunches** during the meeting from [**date**] to [**date**].

All participants are kindly invited to a reception hosted by the [**OIE/Host Country**] on [**date**].

5) 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.**
or:

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

Participants will have to pay any additional costs for goods or services not directly covered by the organisers.

6) INSURANCE

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

7) CURRENCY

The local currency is [**XXX**]. The exchange rate is [**XXX**].

8) MEETING VENUE

☐ The meeting will be held at the [**Institute/University…]**
Details on the meeting venue (if necessary)…
or:

☐ The meeting will be held in the **hotel where all participants will be accommodated (see paragraph n.4) .**
Details on the hotel (if necessary)…

9) LANGUAGE:

The meeting will be carried out in [**xxx**] with simultaneous interpretation into [**xxx**] and [**xxx**].

10) 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**]

Annex IV – Standard structure of an invitation letter

Sequence	Elements	Example of wording	Criteria
1	Title of the meeting	***Regional Seminar/ Workshop [Name of the Event]*** ***[City, country, date]***	
2	Introduction	Dear ***OIE Delegate***, or Dear Dr ***[XXX],*** *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 **[XXX…]***	
3	Announcement of the meeting	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].***	
4	Visibility of Donor/ Host country/ Organisation	The meeting is co-funded by the ***[Donor].***	When relevant, the letter shall ensure Donor/ Host country/ collaborating Organisation visibility.
		The workshop is organised with the generous support of the Veterinary ***Services/Government of [XXX].***	
		The workshop is organised in collaboration with the ***[XXX Organisation].***	
5	Acknowledgements Host country	I would like to especially thank ***[XXX Country],*** and yourself, for having generously accepted to be the host country of this important event and I would very much appreciate your own presence at the meeting *[particularly for the Opening Ceremony].*	Paragraph to be included only in the invitation addressed to the country hosting the meeting
6	Objectives of the meeting	This meeting will aim at providing participants with knowledge on ***[XXX…].*** It will also provide participants with information on ***[XXX,]*** and on ***[XXX…]***	

7	Invitation through the OIE Delegate	**I)** 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. It is in fact of paramount importance that, after the training, the OIE Focal Point shares with you, and with other relevant national actors and stakeholders, the knowledge acquired during this Seminar, so to define how to implement OIE standards in your country and to evaluate any impact on your relevant national legislation. 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.]** Or **II)** 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 focal_points_notification@oie.int **with copy to Ms xxx (xxx@oie.int).** It is highly recommended that the appointed **Focal Point for [XXX]** attends this workshop in person. It is of paramount importance that, after the training, the OIE Focal Point shares with you, and with other relevant national actors and stakeholders, the knowledge acquired during this Seminar, so to define how to implement OIE standards in your country and to evaluate any impact on your relevant national legislation.	For **Focal Point Meetings** the selection of the appropriate wording alternative shall be based upon the updated list of Focal Points of invited countries provided by the RD, according to which letters shall be addressed to: **I)** countries with Focal Points **II)** countries without Focal Points
		I) I have the pleasure to invite you to nominate **[one expert /technical officer]** from the **[Veterinary Services]** of your country working on **[XXX] - preferably Dr [XXX]** – to participate in this meeting. In case of unavailability of **Dr [XXX],** please send the nomination of the appointed expert - including full name and contact details - to **[Ms XXX (XXX @oie.int)]** not later than **[date].** Or **II)** I have the pleasure to invite **[one expert /technical officer]** from the **[Veterinary Services]** of your country working on **[XXX]** to participate in this meeting. You are kindly requested to send the nomination of the appointed expert - necessary to accept his/her participation - to **[Ms XXX (XXX @oie.int)]** not later than **[date].** Or	For **Capacity Building/ Coordination Meetings** - organised both upon HQ and RR/SRR initiative - the selection of the appropriate wording alternative should take into consideration: **I)** If participant is already identified; **II)** If participant shall be appointed by the OIE Delegate within a specific area of expertise;

		III) The OIE would appreciate if you could authorise *[Dr [XXX] /the appointed expert]* to participate in this meeting *[and to deliver a presentation as per foreseen by the provisional programme attached].*	**III)** If participant shall be authorised by the OIE Delegate to attend the meeting and carry out specific tasks.
	Personal invitation	The OIE has the pleasure to invite you to participate in this meeting *[as a speaker / facilitator / organiser/ observer]* *[and to deliver a presentation as per foreseen by the provisional programme attached].*	For **OIE staff, participants already appointed by OIE Delegates needing personal invitation for visa/administrative purposes and external invitees**. For the latter category, when applicable, RR/SRR shall specify the relevant chain of command to be copied in the invitation.
8	Sponsorship of invitee/s	The **OIE** will defray the **travel** (economy class air or train ticket) and **accommodation expenses**, for **one**[1] participant from your country - **the National Focal Point or his/her representative** - and will provide him/her with an **ad hoc**[2] daily allowance (per diem) for the duration of the stay required for the meeting. The OIE **RR/SRR** will take care of the accommodation arrangements. Or The OIE has the pleasure to invite you to participate in this seminar as a *[speaker / facilitator / organiser/ observer].* However, the OIE would appreciate if your organisation could **cover** all **expenses related to your participation**[3].	[1] The invitations must clearly state how many participants are sponsored from the country, by whom, and explain logistic arrangements (if foreseen). [2] When the OIE directly finances accommodation, the participant is provided with an ad hoc per diem. See NdS 2010/14. [3] The letter shall clearly state if the participant is not funded.
9	Information on how to register	Registration for this meeting is compulsory and should be done on the link[1] indicated below no later than *[deadline for inscriptions]:*	[1] Registration link shall be included by ECU
10	Information on logistic arrangements	After the on-line inscription, the participant will be contacted by the **OIE** for the travel arrangements, and by the **OIE RR/SRR**, for the logistical aspects of the seminar.	The letter shall state who is in charge of travel and accommodation arrangements (if foreseen).
11	Information on annexes	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**.	
12	Guidelines for invitees making a presentation	After the on-line registration, the OIE **RR/SRR/OIE Dept.** will provide you/the participant with specific **guidelines/template for the presentation/poster.** For any query on the Programme, please contact **Dr [XXX]** at the OIE **RR/SRR/OIE Dept.**, e-mail: **[XXX@oie.int.]**	
13	Information on working languages	Please note that the meeting will be conducted in *[XXX working language/s],* and that simultaneous translation into *[XXX language/s]* will be provided.	

14	Responsibilities on visa	All participants should enquire on the visa and/or transit visa required and make the necessary arrangements to obtain them for the full round trip. Or *For OIE HQ staff*: You should solicit the OIE Events Coordination Unit on the visa and/or transit visa required for the full round trip. OIE will support you with visa arrangements.	Paragraph not relevant in letters addressed to invitees from the Host country
15	Responsibilities on insurance	Please note that the OIE will not be responsible for life/medical/travel insurance of the participants or for costs resulting from any illness, accident and/or loss which may occur during travel and/or seminar attendance.	Paragraph not applicable in letters addressed to speakers (irrespectively if OIE funded or not), members of the OIE Regional Commission bureaux, OIE Council, OIE staff.
16	Contact persons	For any query on the organization, please contact *Dr [XXX]* at the OIE *RR/SRR*, e-mail**: [XXX@oie.int,Tel + XXX, Fax + XXX].**	
17	Annexes	*[Provisional Programme]* *[Information Sheet]* *[ToRs FP]* *[OIE Focal Points Nomination Form]*	
18	Persons to be copied	- Dr xxx, Dr xxx, Dr xxx, OIE Headquarters - Dr xxx, Dr xxx, OIE Regional and Sub-Regional Representatives - Dr xxx, Dr xxx, XXX Organisation - OIE Focal Point for xxx - Relevant hierarchy external invitees	

Annex V – Model of attendance certificate

OIE — **WORLD ORGANISATION FOR ANIMAL HEALTH**
Protecting animals, preserving our future

CERTIFICATE OF ATTENDANCE
ATTESTATION DE PRESENCE
CERTIFICADO DE ASISTENCIA

We certify that / Nous certifions que / Certificamos que

Dr XXX

has participated, 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)

** with the generous support of the Government of [**XXX**]*

in collaboration with the [XXX Organisation**]*

under the auspices of the programme on [XXX**]*
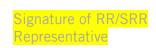
under the umbrella of the [XXX**] project “XXX” (, financed by the [**XXX**]*

*Others

[Date Month / Mois / Mes Year]

Dr **[XXX]**
OIE Regional/Sub-Regional Representative for **[XXX]**

Dr **[XXX]*
Other relevant authority

Signature of RR/SRR Representative

Signature of other relevant authority
*If applicable

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Annex VI – Invitation of Members in regional OIE meetings

The following list cancels and supersedes the Annex II of the NS/2010/22 dated 9 September 2014.

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

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;
- OIE Headquarters' and RR/SRR's initiatives targeted to selected Members considering their involvement/interest towards specific topics.

AFRICA (54)	AMERICAS (31)	ASIA (32)	EUROPE (53)
1. ALGERIA	1. ARGENTINA	1. AUSTRALIA	1. ALBANIA
2. ANGOLA	2. BAHAMAS	2. BANGLADESH	2. ANDORRA
3. BENIN	3. BARBADOS	3. BHUTAN	3. ARMENIA
4. BOTSWANA	4. BELIZE	4. BRUNEI	4. AUSTRIA
5. BURKINA FASO	5. BOLIVIA	5. CAMBODIA	5. AZERBAIJAN
6. BURUNDI	6. BRAZIL	6. CHINA (PEOPLE'S REP. OF ~)	6. BELARUS
7. CAMEROON	7. CANADA	7. FIJI	7. BELGIUM
8. CAPE VERDE	8. CHILE	8. INDIA	8. BOSNIA AND HERZEGOVINA
9. CENTRAL AFRICAN REP.	9. COLOMBIA	9. INDONESIA	9. BULGARIA
10. CHAD	10. COSTA RICA	10. IRAN	10. CROATIA
11. COMOROS	11. CUBA	11. JAPAN	11. CYPRUS
12. CONGO (REP. OF THE ~)	12. CURAÇAO	12. KOREA (REP. OF ~)	12. CZECH REP.
13. CONGO (DEM. REP. OF THE ~)	13. DOMINICAN REP.	13. KOREA (DEM. PEOPLE'S REP. OF ~)	13. DENMARK
14. CÔTE D'IVOIRE	14. ECUADOR	14. LAOS	14. ESTONIA
15. DJIBOUTI	15. EL SALVADOR	15. MALAYSIA	15. FINLAND
16. EGYPT	16. GUATEMALA	16. MALDIVES	16. REPUBLIC OF NORTH MACEDONIA
17. EQUATORIAL GUINEA	17. GUYANA	17. MICRONESIA (FED. STATES OF ~)	17. FRANCE
18. ERITREA	18. HAITI	18. MONGOLIA	18. GEORGIA
19. ETHIOPIA	19. HONDURAS	19. MYANMAR	19. GERMANY
20. GABON	20. JAMAICA	20. NEPAL	20. GREECE
21. GAMBIA	21. MEXICO	21. NEW CALEDONIA	21. HUNGARY
22. GHANA	22. NICARAGUA	22. NEW ZEALAND	22. ICELAND
23. GUINEA	23. PANAMA	23. PAKISTAN	23. IRELAND
24. GUINEA BISSAU	24. PARAGUAY	24. PAPUA NEW-GUINEA	24. ISRAEL
25. KENYA	25. PERU	25. PHILIPPINES	25. ITALY
26. LESOTHO	26. SAINT LUCIA	26. SINGAPORE	26. KAZAKHSTAN
27. LIBERIA	27. SURINAME	27. SRI LANKA	27. KYRGYZSTAN
28. LIBYA	28. TRINIDAD AND TOBAGO	28. TAIPEI (CHINESE)	28. LATVIA
29. MADAGASCAR	29. UNITED STATES OF AMERICA	29. THAILAND	29. LIECHTENSTEIN
30. MALAWI	30. URUGUAY	30. TIMOR LESTE	30. LITHUANIA
31. MALI	31. VENEZUELA	31. VANUATU	31. LUXEMBOURG
32. MAURITANIA		32. VIETNAM	32. MALTA
33. MAURITIUS			33. MOLDAVIA
34. MOROCCO	**MIDDLE EAST (12)**		34. MONTENEGRO
35. MOZAMBIQUE			35. NETHERLANDS
36. NAMIBIA	1. AFGHANISTAN		36. NORWAY
37. NIGER	2. BAHRAIN		37. POLAND
38. NIGERIA	3. IRAQ		38. PORTUGAL
39. RWANDA	4. JORDAN		39. ROMANIA
40. SAO TOME AND PRINCIPE	5. KUWAIT		40. RUSSIA
41. SENEGAL	6. LEBANON		41. SAN MARINO
42. SEYCHELLES	7. OMAN		42. SERBIA
43. SIERRA LEONE	8. QATAR		43. SLOVAKIA
44. SOMALIA	9. SAUDI ARABIA		44. SLOVENIA
45. SOUTH AFRICA	10. SYRIA		45. SPAIN
46. SOUTH SUDAN (REP. OF)	11. UNITED ARAB EMIRATES		46. SWEDEN
47. SUDAN	12. YEMEN		47. SWITZERLAND
48. ESWATINI			48. TAJIKISTAN
49. TANZANIA			49. TURKEY
50. TOGO			50. TURKMENISTAN
51. TUNISIA			51. UKRAINE
52. UGANDA			52. UNITED KINGDOM
53. ZAMBIA			53. UZBEKISTAN
54. ZIMBABWE			