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The Director General

Paris, 18 October 2021

NS 2021/2

## Memorandum

**Object: 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**

This Memoranda NS 2021/2 cancels and replaces Memoranda NS 2019/1 of January 15, 2019, and more particularly Annexes 1 - 2 - 3, to bring them into conformity with the OIE Privacy Policy. and also recalls the necessary checks in terms of visas and passport validity.

As a general rule, ticket prices fluctuate over time (including during the period between ticket reservation and ticket issuance), and the earlier the reservation is made, the lower the cost. Therefore, to make it easier to obtain tickets at low cost and with the widest possible choice, it is important for the team of the Events Coordination Unit (ECU) responsible for organising travels to be informed of ticket purchase requests as early as possible.

For invited external experts, ticket purchase requests are authorised when an invitation letter issued by the OIE states that the cost will be defrayed by the OIE.

For OIE staff members, ticket purchase requests are conditional on a signed mission order authorising duty travel and the corresponding ticket reservation and purchase. The mission order is also the document that will serve as documentary evidence (i) for the staff member to obtain reimbursement of his/her travel expenses by the OIE and (ii) for insurance purposes, if required.

In the case of a Staff Member returning to his/her home country (home leave entitlement or repatriation at end of contract), as for any other mission, the staff member must submit a mission order request, which will be signed by the Director General, the Deputy Directors General or by the Director of Administration.

### 1. Mission order request by OIE staff

#### Headquarters staff

OIE staff members are invited to use the new form "Mission order request" (**Annex 1**). This form is in three parts:

- the first part is to be completed by the staff member with details of the mission and ticket preferences, and must be signed by the Head of the staff member's unit or department;
- the second part is for the mission to be approved by the Director General, the respective Deputy Director General or the Director of Administration;
- the third part is to be completed by the ECU when purchasing the ticket, to provide supplementary information useful for the reimbursement of expenses to the staff member, and by the Budget Unit for budgetary allocation.

As soon as he/she becomes aware of a triggering factor that will require the organisation of duty travel, the staff member concerned should complete the form.

Examples of triggering factors include the following:

- a letter of invitation from an organisation to a meeting, conference or workshop, mentioning the name of the staff member;

- a meeting, conference or workshop programme in which the name of the staff member appears (e.g. as speaker),
- a concept note (e.g. preparation of regional meetings) duly validated and mentioning the name of the staff member and the meeting, conference or workshop in which he/she is required to participate;
- an e-mail, CODIR meeting report, instruction, etc.

The staff member submits the form to his/her Head of Unit or Department for endorsement.

If the mission request is confirmed and authorised, the form is then transmitted, depending on the department concerned, to the relevant Deputy Director General, the Director of Administration or the Director General for validation. Mission requests from the Deputy Directors General and from the Director of Administration are endorsed and signed by the Director General.

The decision on whether or not to authorise a mission is in most cases taken bearing in mind the workload, availability and priorities of the staff member concerned and those of his/her Unit or Department, the interest of the meeting or conference and the need for the OIE to be represented, before any budgetary considerations.

The form, duly completed and signed, constitutes the mission order. It is then transmitted to the ECU ([oietravel@oie.int](mailto:oietravel@oie.int)), which is responsible for making the travel arrangements (provision of the ticket) if needed. Upon receipt of the mission's authorization, the relevant ECU staff enters the Order No. on the form, updates the "Travel board", completes the form (including any information on travel dates/itinerary chosen for personal reasons) and immediately transmits it to the Budget Unit for the purposes of monitoring budgetary commitments and good governance of mission expense reimbursement procedures .

This procedure also implies that a mission order must be signed for all missions by Headquarters staff even if the ticket is covered by the organisers, as this is important for insurance purposes.

#### **Staff of the Regional Offices (and assimilated staff)**

"Assimilated staff" means OIE staff members seconded to other organisations or entities (e.g. ENSV) whose travel and mission expenses are likely to be covered by the OIE.

- **Tickets purchased at OIE Headquarters by "Oietravel" (ECU)**

The general procedure is the same as for Headquarters staff.

As soon as he/she is aware of a triggering factor (e-mail, invitation, programme, list of participants, note, instruction, etc.) the staff member concerned should use the new "Mission order request" form (Annex 1) now available.

Mission requests from staff of the OIE Regional Offices are endorsed by the Regional Representative or Sub-Regional Representative and then signed by the Deputy Director General (Institutional Affairs and Regional Activities).

Mission requests by staff members and chargés de mission seconded to other entities/organisations are signed by the Deputy Director General (Institutional Affairs and Regional Activities).

The decision on whether or not to authorise a mission is in most cases taken bearing in mind the workload, availability and priorities of the staff member concerned and those of his/her Regional Office, the interest of the meeting or conference and the need for the OIE to be represented, before any budgetary considerations.

If the mission request is confirmed and authorised and if the part of the form intended for the Deputy Director General (Institutional Affairs and Regional Activities) has been signed, the form thus completed constitutes the mission order. It is then transmitted, by the General Directorate secretariat, to the ECU ([oietravel@oie.int](mailto:oietravel@oie.int)), which is responsible for making the travel arrangements (provision of the ticket), and to the staff member concerned.

Upon receipt of the mission authorization, the relevant ECU staff enters an Order No. on the form, updates the "Travel board", completes the form (information on the travel dates/itinerary chosen for personal reasons) and immediately transmits it to the Budget Unit to update the dossier of reimbursement of staff members' mission expenses.

The ECU transmits signed mission orders to the Budget Unit for matters relating to the monitoring of budget commitments and the good governance of mission expense reimbursement procedures (supporting documents, budget allocation and expense authorisation).



- **Tickets purchased by Regional Offices**

The procedure for signing mission requests is the same as the procedure for tickets purchased by the Headquarters (see above).

If the mission request is confirmed and authorised and if the part of the form intended for the Deputy Director General (Institutional Affairs and Regional Activities) has been signed, the form thus completed constitutes the mission order.

The ticket must not be purchased until the corresponding mission order has been signed.

This procedure also means that a mission order must be issued and signed before the Regional Offices purchase the tickets, before the staff members concerned are authorised to travel and before their mission expenses can be reimbursed.

Each regional office is responsible for the follow-up (reference number, supporting invoices and payment of the per diem).

This procedure also enables a mission order to be signed for all missions by staff of the Regional Offices, even when the ticket is covered by the organisers, as this is important for insurance purposes.

## **2. Transport ticket booking requests by external experts and participants at events, meetings and missions organised by the OIE**

### **Participants invited to events organised by the OIE**

For **global thematic conferences, and for regional conferences/seminars/workshops**, the ECU, the relevant Headquarters Department, or the Regional Office organising the event, creates separate online forms for the registration of participants at each event (a separate electronic link for each event is communicated to invitees, see **Annex 2**). The ECU Event Coordinator, the person in charge at the Headquarters Department concerned or the Regional Office organising the event, receives the forms completed by the participants, validates the registration and transmits it to the ECU ([oietravel@oie.int](mailto:oietravel@oie.int)).

The duly validated registration constitutes the transport ticket booking request, if a letter of invitation from the OIE states that the expenses will be covered by the OIE.

When purchasing the ticket, the ECU enters the Order No. on the form and updates the “Travel board” (follow-up table of purchased tickets). Where appropriate, the ECU completes the form with specific information<sup>1</sup> and transmits the form to the Budget Unit for the reimbursement of the participant's mission expenses.

### **External experts invited by the OIE to participate in meetings and missions**

For all invited experts whose expenses are defrayed for their participation in meetings and missions organised by the OIE, at the OIE Headquarters or elsewhere (meetings of the **Council, ad hoc Groups, Working Groups, Specialist Commissions, PVS Pathway missions**, etc.), the single electronic link <https://forms.office.com/r/pKDH1GXTd> (see **Annex 3**) will be sent to the experts concerned in the invitation letter, as well as in the electronic message containing the letter, requesting them to complete the online form. The contents of the link are available in the three official languages of the OIE. The ‘submit’ button in the online form transmits the request directly to [oietravel@oie.int](mailto:oietravel@oie.int).

The request received by [oietravel@oie.int](mailto:oietravel@oie.int) constitutes the travel booking request.

When the ticket is purchased, the ECU enters an Order No. on the form and updates the “Travel board” (follow-up table of purchased tickets). Where appropriate, the ECU completes the form with specific information<sup>1</sup> and transmits it to the Budget Unit for the reimbursement of the participant's mission expenses.

## **3. Management of reservations and ticket issuance**

In the context of examining potential itineraries for a mission, the ECU will always give preference to the most direct route in economy class for plane tickets and in 2nd class for train tickets. Furthermore, depending on the basic fare and conditions of each airline, bookings will be made taking into account the options “modifiable” with or without penalty, and “exchangeable” with or without penalty (this will depend on the fares available to the OIE).

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<sup>1</sup> Management of special cases: where a portion of the fare is to be reimbursed by the expert if his/her stay in a country is extended for personal reasons or if the expert is accompanied by his/her spouse; where a ticket is purchased by the expert; etc.

For journeys lasting more than 7 hours (not including transit time): applications for a derogation may be formally submitted to the Director General, solely at the written request of the staff member or expert, and notably on the grounds of the age of the staff member or duly substantiated medical arguments.

Where feasible, for journeys lasting more than 7 hours, the possibility of travel in “Eco+/Premium” class on Air France flights will be examined and will be taken into account if the difference in fare compared to “Eco Simple” class is not more than 30% of the fare in “Economy Classic” class, and can be granted on a case by case basis, on the authorisation of the Director General (except when the fare is very close to that of economy class – a difference of less than 10%).

A direct flight will always be preferred to a flight with one or more stopovers if the quality-price ratio is reasonable.

Save in exceptional cases, the staff member is not permitted to make any changes to the schedule once the ticket has been issued as this would incur a financial penalty. However, a change of schedule may be requested if the electronic ticket has not yet been formally issued.

#### **4. Travel formalities**

The staff member must check that his/her passport will still be valid 6 months after the end date of the mission, as many countries refuse entry to persons with a passport nearing its expiry date. It is therefore incumbent on the staff member to check the validity of his/her passport and, where appropriate, the turnaround time needed to renew it, before submitting a mission order request.

Reimbursement by the OIE of certain prophylactic products and vaccines will only be provided for destinations at risk (e.g. for malaria) and on presentation of an invoice.

#### **5. Obtaining visas**

For Headquarters staff, it is the responsibility of the staff member to check his/her eligibility to obtain a visa for the final destination and/or transit, compile his/her visa application dossier, and transmit it to the diplomatic mission, if necessary with the support of the General Services Unit at the Headquarters, according to the arrangements put in place by the Unit.

For staff of the Regional Offices, it is the responsibility of the staff member to check his/her eligibility to obtain a visa for the final destination and/or transit and to make the necessary arrangements.

#### **6. Hotel reservation**

In the case of OIE Headquarters staff, when the hotel booking is not automatically covered by the organisation issuing the invitation, the staff member may request the ECU to do this on his/her behalf.

If the staff member's request is received sufficiently in advance (minimum of one week), and if the workload of the ECU at the time of the request permits, the hotel reservation will be made by the ECU, in accordance with the budgetary rules put in place by the OIE.

The hotel invoice is to be paid by the staff member.

If necessary, the ECU can be consulted in the event of any doubt concerning the application of this Memorandum.



Monique Eloit



## Annex 1

### 1. MISSION ORDER REQUEST

For the use of all staff members of the OIE supposed to travel for the OIE, this form should be completed as far in advance as possible.

The personal data that you provide in this form will be processed by the OIE, as a data controller, and will allow Oietravel to arrange your travel, Oietravel might contact you for requesting additional information needed for completing your itinerary. You can find more information regarding the processing and your rights on the **OIE staff Privacy Policy** available on the OIE intranet.

First name (as written on the passport):
Last name (as written on the passport):
Other OIE Staff(s) attending the meeting/mission:
Mission objective:
Date(s) of the meeting (thanks for including the agenda of the meeting and/or the invitation letter):
Departure city:            and country:
Destination city:            and country:
Mission to do just after another mission already registered: <input type="checkbox"/> NO <input type="checkbox"/> YES
If YES, name and date of the mission already registered:
Travel expenses covered by: <input type="checkbox"/> OIE HQ <input type="checkbox"/> OIE RR/SRR <input type="checkbox"/> Other organization(s)

**TICKET** =>  Plane             Train

Preferred\* date and time (Example: 1/1/16 - 10:40)

Departure	Arrival at the destination

Departure from the destination	Arrival

\*Your request may be considered depending on the rates

### DISCLAIMERS OF RESPONSIBILITY

#### Visa Information \*

As staff member, I am aware of the responsibility to check my eligibility to obtain a visa for the final destination and/or transit, compile my visa application dossier, and transmit it to the diplomatic mission, with or without the support of the General Services Unit at the OIE Headquarters.

#### Passport Information \*

As staff member, I am aware of the responsibility of confirming that my passport will still be valid 6 months after the end date of the mission, and of the responsibility to check the validity of my passport and, where appropriate, the turnaround time needed to renew it.

\*Compulsory

### DIVERS / MISCELLANEOUS

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### SIGNATURES

Date and signature of the requesting staff member	Date and signature of the supervisor

### 2. MISSION ORDER

#### Decision, Date and Signature

- for OIE HQ, of the Director General, the respective Deputy Director General, or the Director of Administration.

- for Regional Offices and staff members in other entities, of the Deputy Director General "Institutional Affairs and Regional Activities".

APPROVED

DENIED

### 3. SUPPLEMENTARY INFORMATION


<b>RESERVED TO OIE TRAVEL</b>	
No. of Order:	By:
TRAVEL AGENCY <input type="checkbox"/> VIAZUR <input type="checkbox"/> EUROWINGS (DELEGATED /NON DELEGATED ACTIVITY)	LOW-COST COMPANY <input type="checkbox"/> YES <input type="checkbox"/> NO
PRICE:	FEEES:
EARLY ARRIVAL <input type="checkbox"/> DUE TO FLIGHT AVAILABILITY <input type="checkbox"/> FOR PERSONNAL REASONS	PRICE DIFFERENCE TO BE PAID <input type="checkbox"/> NO <input type="checkbox"/> YES _____
LATE DEPARTURE <input type="checkbox"/> DUE TO FLIGHT AVAILABILITY <input type="checkbox"/> FOR PERSONNAL REASONS	PRICE DIFFERENCE TO BE PAID <input type="checkbox"/> NO <input type="checkbox"/> YES _____
OTHER COMMENTS:	

<b>RESERVED TO BUDGET UNIT</b>
IMPUTATION BUDGETAIRE
OTHER COMMENTS:

## Annex 2

Online form template for participants invited to OIE events

[https://forms.office.com/Pages/ShareFormPage.aspx?id=Y\\_X68W2wNUyHOTTMwoDcr9qflf93NKNHhNwUfH-WQ91UQjIwM1NXN1BIM1dEWEZFNEo4TVRMOVRIOC4u&sharetoken=xIW5N1FZa6bNDryZJNVx](https://forms.office.com/Pages/ShareFormPage.aspx?id=Y_X68W2wNUyHOTTMwoDcr9qflf93NKNHhNwUfH-WQ91UQjIwM1NXN1BIM1dEWEZFNEo4TVRMOVRIOC4u&sharetoken=xIW5N1FZa6bNDryZJNVx)

 Dupliquez ce formulaire pour l'utiliser comme le vôtre. **Dupliquer**

### Event Registration Template

*The fields already in the form are essential for Oietravel to make a travel proposal: please don't cancel them. The data protection disclaimer in the form is also made upon the data collected for OIEtravel's purposes.*

*Depending on the specifics of your event, you may want to add extra fields to be filled in by the participant. Before doing so, please consult the OIE Data protection policies and procedures. If you add extra field please ensure to amend the data protection disclaimer in consequence.\**

**\* Obligatoire**

- 1. First name (s) \***  
(as per your passport)
- 2. Family name/ Last name/ Surname \***  
(as per your passport)
- 3. Email for sharing information impacting your travel itinerary \***  
(main)
- 4. Alternative Email**  
(alternative)
- 5. Phone number where you can be reached for sharing information impacting your travel itinerary \***  
(incl. country access code)
- 6. City / Airport of departure \***
- 7. Specifics requirements or comments**

**Suivant**

\* Obligatoire

### Passport Information

8. You are responsible to check that your passport will still be valid 6 months after the end date of the mission, as many countries refuse entry to persons with a passport nearing its expiry date. It is therefore incumbent on you to check the validity your passport and, where appropriate, the turnaround time needed to renew it, before submitting a mission order request. \*

I have read and understood the above condition

Précédent

Suivant

Dupliquez ce formulaire pour l'utiliser comme le vôtre. [Dupliquer](#)

\* Obligatoire

### Visa Information

9. You are responsible of verifying if you are required to get a transit visa and/or an entry visa for your flight schedules and to make the necessary arrangements to obtain it/them. \*

I have read and understood the above condition

Précédent

Suivant

Dupliquez ce formulaire pour l'utiliser comme le vôtre. [Dupliquer](#)



\* Obligatoire

## General Data Protection Regulation (GDPR) notice

10. The OIE, as data controller, collects and processes your personal data from this form for the purposes of arranging your travel, as well as for making statistics about the travel demands on an anonymized basis. The data collected will be processed internally for the aforementioned purpose and shared with OIE's staff members in charge of the administrative follow-up of your travel as well as the OIE service providers in charge of travel booking. The data shall be kept for at least two years. In any case, the retention period of your data will not exceed the duration necessary to support the administrative follow-up of the expenses related to your travel. We collect and process the following categories of personal data:

### a) Identification data

When you make a travel request, the identification data we collect include your surname and first name. In accordance with French and applicable laws, the non-communication or the inaccuracy of certain data may lead to a decision to deny boarding or entry into a foreign territory (for example on the decision of a customs service), without the OIE incurring any liability.

### b) Contact data

We collect your telephone number and email address.

### c) Information about your travel and health data

We collect and process data about your flights/train itinerary as well as the prices and dates of your bookings. We also process information about your online or airport check-in, your mobile or hardcopy boarding pass, and information about any travel companions you may have. We lastly process information relating to the additional services you may request, such as extra luggage and seat options, specific assistance in moving around the airport and on board of your aircraft, as well as your meal preferences. **Be informed that you consent explicitly that OIE process these health data for travel purposes. You may request deletion through [oietravel@oie.int](mailto:oietravel@oie.int).**

You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances. To exercise these rights or if you have any questions about the processing of your data, you can contact our data protection officer at [dpo@oie.int](mailto:dpo@oie.int) \*

I have read and understood

Précédent

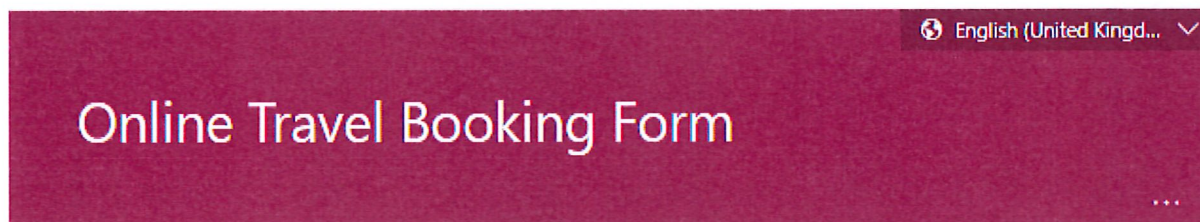
Envoyer

Dupliquez ce formulaire pour l'utiliser comme le vôtre. [Dupliquer](#)

## Annex 3

Single online form <https://forms.office.com/r/pKDHa1GXTd>

Travel booking form for external experts invited by the OIE to participate in meetings and missions



\* Required

### Mission/meeting information

1. Name of the mission /meeting / other reason for the request \*

(as per written on the invitation letter or any other document that justifies the request)

2. Destination city/airport \*

3. Dates of the mission/meeting \*

(dd/mm/yyyy i.e. : 22/03/1950)

4. Name of the OIE department / Unit, contact person at the OIE responsible of the mission / meeting / request, or invitation letter reference number \*

Next

Never give out your password. [Report abuse](#)

\* Required

## Passenger Information

5. First Name \*

(as per your passport)

6. Family name/ Last Name/ Surname \*

(as per your passport)

7. Email for sharing information impacting your travel itinerary \*

(main)

8. Alternative Email

(alternative)

9. Phone number where you can be reached for sharing information impacting your travel itinerary \*

(incl. country access code)

10. Other phone No.

(incl. country access code)

Back

Next

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\* Required

### Flight/Train Information

11. City (Airport) of departure: \*

12. Preferred date and time of departure \*

(dd/mm/yyyy i.e. : 22/03/2019)

13. Preferred date and time of return \*

(dd/mm/yyyy i.e. : 22/03/2019)

14. Specific requirements or comments

Never give out your password. [Report abuse](#)

\* Required

### Passport Information

15. You are responsible to check that your passport will still be valid 6 months after the end date of the mission, as many countries refuse entry to persons with a passport nearing its expiry date. It is therefore incumbent on you to check the validity your passport and, where appropriate, the turnaround time needed to renew it, before submitting a mission order request. \*

I have read and understood the above condition

Never give out your password. [Report abuse](#)

\* Required

## Visa Information

16. You are responsible of verifying if you are required to get a transit visa and/or an entry visa for your flight schedules and to make the necessary arrangements to obtain it/them \*

I have read and understood the above condition

Back

Next

Never give out your password. [Report abuse](#)

\* Required

## General Data Protection Regulation (GDPR) notice

17. *The OIE, as data controller, collects and processes your personal data from this form for the purposes of arranging your travel, as well as for making statistics about the travel demands on an anonymized basis. The data collected will be processed internally for the aforementioned purpose and shared with OIE's staff members in charge of the administrative follow-up of your travel as well as the OIE service providers in charge of travel booking. The data shall be kept for at least two years. In any case, the retention period of your data will not exceed the duration necessary to support the administrative follow-up of the expenses related to your travel.*

*We collect and process the following categories of personal data:*

**a) Identification data**

*When you make a travel request, the identification data we collect include your surname and first name. In accordance with French and international laws, the non-communication or the inaccuracy of certain data may lead to a decision to deny boarding or entry into a foreign territory (for example on the decision of a customs service), without the OIE incurring any liability.*

**b) Contact data**

*When you make a travel request, we collect your telephone number and email address.*

**c) Information about your travel and health data**

*When you make a travel request, we collect and process data about your flights/train itinerary as well as the prices and dates of your bookings. We also process information about your online or airport check-in, your mobile or hardcopy boarding pass, and information about your travel companions. We lastly process information relating to the additional services you may request, such as extra luggage and seat options, specific assistance in moving around the airport and on board of your aircraft, as well as your meal preferences. **Be informed that you consent explicitly that OIE process these health data for travel purposes. You may request deletion through [oietravel@oie.int](mailto:oietravel@oie.int).***

*You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances. To exercise these rights or if you have any questions about the processing of your data, you can contact our data protection officer at [dpo@oie.int](mailto:dpo@oie.int).*

\*

I have read and understood

Back

Submit

Never give out your password. [Report abuse](#)