

TERMS OF REFERENCE AND INTERNAL RULES FOR OIE REGIONAL AND SUB-REGIONAL REPRESENTATIONS

PART 1 – REGIONAL REPRESENTATIONS

CHAPTER 1 – TERMS OF REFERENCE

Regional Representations of the World Organisation for Animal Health (OIE) may be established in accordance with Article 33 of the General Rules, under the responsibility of a Regional Representative, to provide OIE Member Countries with services that are better adapted and in closer proximity to the Member Countries of the region concerned, and with a view to the strengthening of animal disease surveillance and control within the region. They may be established in cooperation with other international organisations having competences related to those of the OIE.

The chief aim of the Regional Representative shall be to promote the interests of the OIE, in particular to:

- a) represent the Organisation in all circumstances deemed appropriate by the Director General, particularly within the framework of arrangements for cooperation established between the Organisation and national, regional or international authorities with responsibilities in the region;
- b) contribute to an improvement in the quality of information on animal diseases and the harmonisation of control methods used for these diseases, in close collaboration with national or international Animal Health Services in the region;
- c) promote training programmes for Delegates and national focal points, or other animal health and welfare officials, particularly in seeking finance and organising such training sessions or seminars that the Member Countries in the region deem necessary;
- d) promote, where possible and in close cooperation with national Veterinary Services, the dissemination of OIE texts in local and regional languages.

CHAPTER 2 – INTERNAL RULES

ARTICLE 1

Regional Representations shall be established by Resolution of the Assembly following a proposal from the Director General endorsed by the Regional Commission concerned and with the advice of the Council. The Resolution may be passed only if all the necessary conditions for the proper functioning of the Representation, in particular its triennial funding, have previously been met.

ARTICLE 2

The Regional Representation is placed under the responsibility of a Regional Representative, designated for three years by the Director General after having received the agreement of the Regional Commission concerned. The Regional Representative reports to the Director General. This designation may be revoked taking into consideration the conditions stipulated in its contract.

ARTICLE 3

The Regional Representative shall exercise his or her duties within the framework of the Terms of Reference for OIE Regional Representations. The annual working programme shall be drawn up each year in consultation with the Director General and the Bureau of the Regional Commission. The Regional Representative shall submit regular reports on the implementation of the programme.

ARTICLE 4

The funding of the Regional Representation shall be ensured by specific resources. These resources may be provided by contributions from Member Countries or voluntary contributions from governmental and non-governmental organisations. In the case of voluntary contributions from a non-governmental source, a contract will be signed between the OIE and the non-governmental organisation, and the Assembly shall be informed.

The funding provided for the Regional Representation shall cover the expected expenditure for a minimum of three years. This funding covers the staffing and operational costs of the Representation.

ARTICLE 5

The Government of the Member Country hosting the Representation shall make available the offices, equipment and some financial or other resources contributing to to fulfil the Representation's Terms of reference.

ARTICLE 6

The budget of the Regional Representation shall be prepared and implemented by the Director General in consultation with the Regional Representative. The Director General shall report on the implementation of the budget to the Assembly during its annual Session.

ARTICLE 7

The operation and management of Regional Representations shall be in accordance with the Appendix to these Rules.

PART 2 – SUB-REGIONAL REPRESENTATIONS

CHAPTER 3 – TERMS OF REFERENCE AND INTERNAL RULES

ARTICLE 8

Taking into account Article 33 of the General Rules of the OIE, the Terms of Reference and Internal Rules applicable to Regional Representations shall be, *mutatis mutandis*, applicable to Sub-Regional Representations considering that Sub-Regional Representations shall operate under the aegis of the respective OIE Regional Representation in each region.

ARTICLE 9

The budget of the Sub-Regional Representations shall be drawn up by the Sub-Regional Representative and sent to the Regional Representations for approval, discussion and subsequent approval by the Director General.

The OIE Regional Representations shall send to the OIE Headquarters the condensed proposed budget of the Regional Representation and of the Sub-Regional Representation as separate items.

ARTICLE 10

The operation and management of Sub-Regional Representations shall be in accordance with the Appendix to these Rules.

APPENDIX – OPERATION AND MANAGEMENT OF REGIONAL AND SUB-REGIONAL REPRESENTATIONS

ADMINISTRATIVE PROCEDURES

The Director General shall establish such administrative procedures as shall be necessary to ensure that such procedures are harmonized between the Headquarters, the Regional Representations and the Sub-Regional Representations.

OFFICIAL AGREEMENTS

Official agreements proposed by the Regional Representative shall be transmitted to the Director General for final approval. Official Agreements proposed by the Sub-Regional Representatives shall be sent to the respective Regional Representative for consideration and subsequently to the OIE Director General for final approval.

PERSONNEL

All aspects related to the Staff of the Regional Representations, including the Regional Representatives, shall be referred to the Director General for approval.

All aspects related to the Staff of the Sub-Regional Representations, including the Sub-Regional Representatives, shall be proposed to the respective Regional Representative for consideration and onward transmission to the Director General for approval whenever appropriate.