

SMG 1455.5

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - TRAVEL

AUTHORITY TO APPROVE ATTENDANCE AT INTERNATIONAL MEETINGS

Effective Date: 09/28/2010

1. AUTHORITY DELEGATED.

To approve attendance at unofficial, nongovernmental, or technical international meetings not requiring official United States representation.

2. TO WHOM DELEGATED.

A. The Deputy Commissioner and Associate Commissioner for International Programs are delegated the authority, within monetary limits imposed, and after obtaining the approval of the Special Assistant to the Secretary for International Affairs, to approve attendance for the agency.

B. Supervisors at branch level or equivalent and above for approval of attendance by representatives from FDA at such meetings held in non-travel status areas and involving only local travel except approval for attendance at meetings of international organizations held in the United States, e.g., meetings at the Pan American Health Organization in Washington, D.C., will be handled pursuant to item A above.

C. Director, Office of Financial Operations.

3. LIMITATIONS.

The Secretary, as exercised by the Special Assistant to the Secretary for International Affairs, retains the authority to nominate or approve acceptance of invitations relating to intergovernmental meetings sponsored by multilateral intergovernmental agencies such as the United Nations, the Organization of American States, and their affiliate agencies to which the U.S. Government sends official delegates.

The Secretary, as exercised by the Special Assistant to the Secretary for International Affairs, also retains the authority to nominate or approve acceptance of invitations relating to intergovernmental meetings sponsored by expert committees, study groups, seminars, and similar meetings convened by multilateral agencies and governmental or nongovernmental

agencies to enable international consideration of primarily professional technical topics.

4. REDELEGATION.

This authority may not be further redelegated.

5. EFFECTIVE DATE.

The Deputy Commissioner for Administration approved this delegation, via memorandum on September 28, 2010.

STATUS (I,R,C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	01/08/2010	N/a	OC/OA/ OFO	R. Abbott, Deputy Commissioner for Administration
Revision	09/28/2010	N/a	OC/OA/ OFO	Russell J. Abbott, Deputy Commissioner for Administration