

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

EXTERNAL RELATIONS

**ASSOCIATION OF FOOD AND DRUG OFFICIALS ANNUAL MEETING
PROTOCOL**

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1. PURPOSE

This Staff Manual Guide provides guidelines for the designation of Agency delegates to attend the annual AFDO meetings.

2. DESCRIPTION OF THE ASSOCIATION (AFDO)

The Association of Food and Drug Officials is an international organization of professional food and drug regulatory officials and scientists, with an extensive associate membership of representatives of the regulated industries. AFDO has vigorously promoted the preparation and enactment of the Uniform State Food, Drug, and Cosmetic Bill and has worked to promote a uniformity of interpretation and enforcement of its provisions among the States that have enacted it, either in whole or in part. AFDO provides an important liaison between the major Federal consumer protection agencies, and agencies with related functions at State, county, and municipal levels through its national and sectional meetings, and through the medium of its Quarterly Bulletin. It actively supported the first Federal Food and Drugs Act of 1906 and the many State laws adopted following the lead of the Federal Government. It also supported the adoption of the Federal Food, Drug, and Cosmetic Act of 1938 and its subsequent amendments. Consequently, the Agency encourages AFDO membership, AFDO program participation, and AFDO committee activity by FDA officials.

3. DESIGNATION OF FDA DELEGATES

The following pattern of designation will assure an adequate FDA representation at national AFDO conferences:

1. The Commissioner of Food and Drugs and members of the Office of the Commissioner.
2. Regional Food and Drug Directors or their designees.
3. Bureau directors or their designees.
4. Program participants.
5. AFDO Committee members.
6. District Food and Drug Directors of the host AFDO Regional Association, and FDA employees who are officers of that association. The Regional Food and Drug Directors may also authorize attendance by FDA officials stationed in the host city where no per diem or travel expense is involved.
7. Other FDA employees whose attendance will be clearly advantageous to the FDA. Substantial discretion should be used in the selection of these individuals and their attendance must have the concurrence of the EDRO, bureau director, or the Regional Food and Drug Director.

4. AGENCY COORDINATING OFFICE

All proposals for attendance at AFDO national conferences should be sent to EDRO at least one month before the meeting. EDRO, in its service as the coordinating office, will:

1. Distribute a list of FDA attendees to delegates.
2. When appropriate, advise FDA delegates of important FDA policy positions on any items that may be discussed.
3. Arrange for FDA caucuses, if necessary.
4. Prepare a summary report of the meeting for the Commissioner.

5. TRAVEL

Since PDA operates within prescribed limits on travel funds, the number of attendees at any meeting should be held to the smallest number that would allow adequate representation of the Agency's interest.