

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

1050.1  
REVISION 2

5/17/05

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## REQUESTING PARTICIPATION AT NON-FSIS SPONSORED MEETINGS AND EVENTS

### I. PURPOSE

This directive establishes procedures for employees to request and obtain authorization to speak at, participate in, or attend meetings and other special events sponsored by outside entities. **NOTE:** See Paragraph VI. for examples of meetings, special events, and outside entities.

### II. CANCELLATION

This directive cancels FSIS Directive 1050.1 Revision 1 , dated 9/27/01.

### III. REASON FOR REISSUANCE

This directive is completely revised to:

- A. Change the FSIS office responsible for tracking requests.
- B. Direct employees to submit requests directly into the web-based FSIS Meetings Attendance System.
- C. Instruct AA's to approve or deny employees' requests.
- D. Provide updated examples of meetings, special events, and outside entities.
- E. Update abbreviations.

### IV. REFERENCES

FSIS Directive 1240.1, Communicating with External Entities  
FSIS Directive 4410.1, Employee Development

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**DISTRIBUTION:**  
All Employees

**OPI:**  
OPAEO – Executive Correspondence and  
Issues Management Staff

## V. ABBREVIATIONS

AA	Assistant Administrator
ECIMS	Executive Correspondence and Issues Management Staff, OPAEO
LERD	Labor and Employee Relations Division
OA	Office of the Administrator
OPAEO	Office of Public Affairs, Education, and Outreach

## VI. APPLICABILITY

A. **Applicability.** This directive applies to employees requesting participation or attendance at meetings and special events sponsored by any group other than FSIS. Contact ECIMS at (202) 690-3882 for clarification on what meetings, events, and outside entities require approval. The following are **examples** of:

### 1. Meetings and Other Special Events.

- a. Conventions.
- b. Workshops.
- c. Fairs.
- d. Annual industry meetings.

### 2. Outside Entities.

- a. Trade Associations.
- b. Consumer groups.
- c. Federal, State, or local government agencies (other than FSIS).
- d. Academia or Extension.

B. **Nonapplicability.** This directive does not apply to:

1. Communications with elected officials, their staffs, and the media. Refer to FSIS Directive 1240.1 for provisions on communicating with the media and Congressional offices.

2. Participation in meetings and events for recruitment, training, and development. Refer to FSIS Directive 4410.1 for guidance on participation at these types of meetings and events.

3. Participation in Codex meetings. Employees should discuss these requests with their immediate supervisors.

## VII. BACKGROUND

The Agency is committed to participating in meetings, conventions, and other events sponsored by outside entities when necessary to support its mission. However, increases in such requests have resulted in scheduling and resource conflicts for the Agency. The established procedures ensure the efficient use of Agency resources while responding to such requests.

## VIII. GENERAL PROVISIONS

A. FSIS prioritizes its participation in these activities based on the volume of requests and the limitations on Agency resources.

B. Employees submit requests directly into the web-based Meetings Attendance System at <http://dchqintra/meetings/MeetingsMain.cfm>. The Agency coordinates requests in the System to eliminate duplication of speakers or participants at the same event and use Agency resources more effectively.

## IX. CRITERIA FOR AUTHORIZING PARTICIPATION

The Agency must continue to meet its food safety responsibilities. The Agency's decision on an employee speaking or participating in a meeting or special event is based on all of the following criteria:

A. Participation assists in the promotion of special Agency initiatives or furthers the program needs of the Agency.

B. Sufficient funds are available to cover the potential costs of participation. (**NOTE:** If travel expenditures cannot be funded, consider using Pic-Tel or other types of video or audio conferencing technologies.)

C. Appropriate personnel resources are available to attend.

D. Participation has no conflict of interest or ethical issues. The Ethics Officer in LERD can determine this through consultation.

## X. OBTAINING AUTHORIZATION

The AA provides authorization for employees in their program area to speak at, or participate in, a meeting or event. **NOTE:** The Administrator provides authorization for OA employees.

A. The employee obtains prior approval from the immediate supervisor. Once approval is received, the employee submits a request directly into the Meeting Attendance System. The System:

1. Provides specific instructions for entering information on each screen.

2. Generates an e-mail to the employee confirming receipt of request.

**NOTE:** The employees must enter an accurate e-mail address to ensure receipt of the message.

B. The AA receives a system-generated e-mail alerting them that an employee from their program area is requesting approval to attend a meeting or event. Each AA regularly monitors the System and approves or denies requests to attend meetings or events.

C. The employee receives an e-mail message informing them of the AA's decision. **NOTE:** The employee informs their immediate supervisor of the AA's decision.

D. The Administrator may:

1. Review requests in the Meetings Attendance System at any time.
2. Consult with an AA to approve or deny a request to attend a meeting or event.

#### XI. **ADDITIONAL INFORMATION**

ECIMS maintains the Meetings Attendance System. Contact ECIMS at (202) 690-3882 for additional information or assistance with the System.



Assistant Administrator  
Office of Management