MEETINGS WITH FOREIGN GOVERNMENT OR FOREIGN INDUSTRY REPRESENTATIVES

1. **Purpose:**

This procedure establishes a Center policy for scheduling and holding meetings with representatives from foreign governments or foreign industry. This policy should be adhered to in all but the most exceptional cases.

2. **Scheduling Meetings:**

a. Request for meetings with visitors from foreign governments or foreign industry should be referred to the Special Assistant for International Activities, Office of the Director, CVM (HFV-1, 240-276-9025).

b. The Special Assistant will notify FDA's Office of International Programs (HFG-1, 301-827-4480) of the request.

c. If necessary, the Special Assistant will contact the visitor in order to get additional information that will help in scheduling the meeting (see Attachment A). The letter will request information on:

(1) the individuals who are interested in visiting CVM.

(2) date(s) of the visit.

(3) areas of interest.

d. When this information is received, the Special Assistant will distribute the information to all relevant parties including the Office of International Programs.

e. If possible, meetings should be scheduled within the Center's core hours of 9:30 a.m. to 3:30 p.m.

3. **Attendance:**

The Special Assistant will use information supplied by the visitor(s) to accomplish the following:

(a) contact appropriate CVM officials to arrange appointments for the visitors;

(b) provide information on the visitors to CVM officials scheduled to meet with them;

(c) provide publication packets for the visitors when appropriate;

(d) provide an agenda for the visit, including times and meeting room locations;

(e) advise HFG-1 of the visit; and

(f) provide assistance and directions to the visitor(s).

Attachment A

FORM LETTER TO BE USED FOR MEETINGS WITH REPRESENTATIVES OF FOREIGN GOVERNMENTS OR FOREIGN INDUSTRY

The following is a draft of a form letter to be used when scheduling conferences with representatives of foreign governments or foreign industry. This form letter should be used, with only minor editing, to schedule meetings requested by, or on behalf of, representatives of foreign governments or foreign industry with Center staff members.

Dear

We understand that you are interested in meeting with officials from the Center for Veterinary Medicine in the Food and Drug Administration. As you may know, our offices are located in Rockville, Maryland, which is approximately one hour travel time from downtown Washington, D.C.

In order to determine if your requested visit is appropriate and, if so, to schedule your meeting so that it will be most effective, we would like to know more about your itinerary and specific interests in FDA's regulatory activities. Enclosed is a form which we would appreciate your completing and returning to us as soon as possible. Also, you may include a short biography.

If there is insufficient time for the form to reach us by mail, please either telephone or FAX the information to us. We may be reached at:

Special Assistant for International Activities, Office of the Director
Center for Veterinary Medicine
Food and Drug Administration
MPN-4, 7519 Standish Place
Rockville, Maryland 20855
(240) 276-9025
FAX (240) 276-9030

We look forward to your visit. If there is any way that we can be of further assistance, please let us know.
Sincerely yours,

Attachment B

INTERNATIONAL VISITORS TO CVM

NAME: _____

TITLE: _____

ORGANIZATION: _____

_____

ADDRESS: _____

CONTACT IN THE WASHINGTON, D.C. AREA: (e.g.. Embassy)

DATE OF ARRIVAL IN THE WASHINGTON, D.C. AREA: _____

PREFERRED DATES(S) AND TIME(S) OF VISIT TO CVM: _____

AREAS OF INTEREST: (PLEASE CHECK THOSE THAT ARE APPROPRIATE):

_____ New animal drug evaluation (consideration of safety and effectiveness of new animal drugs, the safety for human consumption of drug residues in food derived from animals, and the effect of animal drugs on the environment.)

_____ Research (conducting research in issues such as methods to detect drug residues, models for determining the safety and efficacy of veterinary drugs and food additives in domestic animals, and determining the toxic effects of feed contaminants or adulterants in domestic animals.)

_____ Surveillance and compliance (monitoring marketed animal drugs, food additives, and devices to assure their safety and effectiveness.)

_____ Other (please list):

PLEASE RETURN THIS FORM TO:

Food and Drug Administration Center for Veterinary Medicine 7519 Standish Place, HFV-1, Rockville, Maryland 20855 U.S.A.

PLEASE INCLUDE A SHORT BIOGRAPHY