

Delegation of approval authority – Leave and Travel

(October 2009)

	All leave except sick leave	Travel within the Region	Travel outside the Region
Regional Representatives (RRs)	Director OCD Keeping ODG and SSC informed	Director-General, through OCD	Director-General through OCD
Deputy Regional Representatives (DRRs)	Regional Representative Keeping ODG , OCD and SSC informed	Regional Representative Keeping ODG and OCD informed	Director-General through OCD, upon request by the Regional Representative
Directors of LOG and LON	Assistant Director-General UNC Keeping ODG and SSC informed	Director-General through UNC	Director-General through UNC
Directors of LOW, LOB and LOJ	Director OCD Keeping ODG and SSC informed	Director-General through OCD	Director-General through OCD
	All leave except sick leave	Travel within the Subregion	Travel outside the Subregion
Subregional Representatives/ Subregional Coordinators /Heads of the Multidisciplinary Team (SRR/SRCs/HMDTs)	Regional Representative Keeping ODG, OCD and SSC informed	Regional Representative Keeping ODG and OCD informed	a) Training Initiated or approved by Director OCD (ODG if warranted) b) Technical meetings Technical unit submits proposal, OCD to review and submit it for ODG approval c) Consultations/Seminars OCD in consultation/agreement with technical unit will submit it for ODG approval d) External meetings/events Procedure of circulation of docket, through OCD , culminating in ODG approval
FAO Representatives (FAORs)	1) Covered by SRO SRC/Head of MDT Keeping Regional Representative, OCD and SSC informed 2) Not covered by SRO Regional Representative Keeping OCD and SSC informed	1) Covered by SRO SRC/Head MDT Keeping Regional Representative and OCD informed 2) Not covered by SRO Regional Representative Keeping OCD informed	a) Training, technical meetings and consultations/seminars Approved by Director OCD with clearance from the Regional Representative, keeping SRC/HMDT informed b) External meetings/events Procedure of circulation of docket, through OCD , culminating in ODG approval
Assistant FAO Representatives (AFAOR)	FAO Representative Keeping OCD and SSC informed	1) Covered by SRO Subregional Representative/ Coordinator/Head MDT, upon request by the FAOR Keeping Regional Representative and OCD informed 2) Not covered by SRO Regional Representative upon request by the FAOR Keeping OCD informed	a) Training, technical meetings and consultations/seminars Approved by Director OCD with clearance from FAOR and Regional Representative, keeping SRR/SRC/HMDT informed b) External meetings/events Procedure of circulation of docket, through OCD , culminating in ODG approval