

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

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# FSIS DIRECTIVE

9500.9  
Revision 1

6/8/15

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## INTERNATIONAL VISITOR'S PROGRAM

### I. PURPOSE

This directive provides instructions to Food Safety and Inspection Service (FSIS) personnel regarding the International Visitor's Program (IVP) and outlines the responsibilities of each relevant office or staff within FSIS. FSIS has revised this directive to update the procedures for requesting and scheduling meetings between the Agency and international visiting officials.

**NOTE:** The IVP does not apply to visitors seeking to negotiate any proposed or implemented FSIS or foreign country requirements or findings, such as export certification requirements, audit results or corrective actions, or import restrictions.

#### KEY POINTS:

- *How to make the decision whether to accept the meeting request*
- *How to schedule the meeting if it is accepted*
- *How to make the assignment for the preparation of briefing materials*
- *How to arrange for other necessary preparations for the meeting*
- *How to handle the follow up to the meeting.*

### II. CANCELLATION

FSIS Directive 9500.9, *Foreign Visitor's Program*, 4/8/10

### III. BACKGROUND

The IVP (formerly known as the Foreign Visitor's Program) is managed by the Office of International Coordination (OIC). The OIC has the primary responsibility for processing all visitor requests and ensuring that the information provided by the applicant is sufficient to move forward with the request for approval by the Administrator. Once approved by the Administrator, OIC forwards the request to the appropriate FSIS program area. The International Coordination Executive is to designate, or is to ask the appropriate Assistant Administrator to designate, an employee as the International Visitor's Program Coordinator (IVPC).

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**DISTRIBUTION:** Electronic

**OPI:** OPPD

#### IV. INSTRUCTIONS AND RESPONSIBILITIES

- A. FSIS personnel who receive an international visitor request are to forward the request to the OIC, IVPC via email to: [IVPRequests@fsis.usda.gov](mailto:IVPRequests@fsis.usda.gov).
- B. In consultation with the relevant FSIS Offices, the IVPC is to prepare a one page briefing paper for the FSIS Administrator. The briefing paper is to include the contact information of the person who requested the meeting and the names, official titles, and affiliated government agencies or organizations of each visitor. In addition, the paper is to describe the purpose and proposed topics of the meeting and the date requested for the meeting.
- C. The Administrator will decide whether the Agency will accept a request, and, if so, who will host the meeting for the Agency.
- D. If the request is not to be accepted, the IVPC is to notify the requestor and the relevant FSIS Offices that the request has not been accepted.
- E. If the Administrator decides that the agency will accept the meeting request, the IVPC is to advise the requestor and the appropriate FSIS Offices when and where the meeting will be held.
- F. The relevant FSIS Offices, in coordination with the IVPC, are to initiate the development of any presentations, talking points, or other information that will be used during the meeting. In addition, the relevant FSIS Offices are to decide who will represent their Office at the meeting as speakers and presenters.
- G. Once the above documents and information are cleared internally by the relevant FSIS Offices, the FSIS Offices are to send the documents and information to OIC via email to: [IVPRequests@fsis.usda.gov](mailto:IVPRequests@fsis.usda.gov) at least four work-days before the meeting. Once cleared by OIC, the IVPC is to submit the documents to the Office of the Administrator (OA) at least two work-days before the meeting.
- H. The OA will approve all presentations, talking points, and other information that will be used during the meeting.
- I. The relevant FSIS Offices, in conjunction with OIC, are to ensure that the meeting presenters and speakers, if any, and the FSIS host are fully prepared for the meeting. The IVPC and the relevant FSIS Offices are to designate FSIS staff to take notes at the meeting.
- J. At least three work-days before the meeting, the IVPC is to make the necessary logistical and security arrangements to provide access to FSIS facilities. The IVPC is to coordinate with the relevant FSIS Offices to assign an FSIS employee to escort the visitors to the meeting room.
- K. Once the meeting has been held, the FSIS employee assigned to take notes at the meeting is to prepare a brief summary of the meeting. The summary is to include the date and topic of the meeting; any changes in contact information, visitors, or presenters, a record of the relevant discussion (including questions and answers); and any follow-up actions or responses to which the Agency agreed. The summary is sent to OIC for clearance, and the IVPC is to file the cleared summary and send it to the OA and the other relevant FSIS Offices.

## V. QUESTIONS

Refer questions regarding this directive to the IVPC/OIC at 202-720-9941.

A handwritten signature in black ink, appearing to read "David Joseph". The signature is written in a cursive style with a prominent loop at the end.

Assistant Administrator  
Office of Policy and Program Development