

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1240.5

12-11-75

SUBJECT: DEPARTMENT OF TRANSPORTATION REPRESENTATION TO INTERNATIONAL MEETINGS

1. PURPOSE. This Order establishes procedures for the selection of DOT representatives to multilateral intergovernmental international meetings or conferences. The term "multilateral intergovernmental international meeting" is defined as meetings of official representatives of the governments of more than two countries. These meetings might take place either in the U. S. or abroad. The term is not defined so as to include ad hoc or bilateral working groups to which participants are not officially accredited. The term "international meeting" will be substituted for "multilateral intergovernmental international meeting" below.
2. SCOPE. This Order applies to the Office of the Secretary (OST) and the operating elements except as indicated by the following. The Department is assisted in the development of delegations to meetings of the International Civil Aviation Organization (ICAO) by the Interagency Group on International Aviation (IGIA). The Shipping Coordinating Committee (SHC) provides similar guidance in the selection of delegations to meetings of the Intergovernmental Maritime Consultative Organization (IMCO). Since the charters and procedures of IGIA and SHC adequately fulfill the monitoring and coordinative intent of this Order, these organizations are exempt from its provisions.
3. RESPONSIBILITY. The International Secretariat of the Office of Management Systems, Office of the Assistant Secretary for Administration, is responsible for monitoring and coordinating Departmental preparation for and participation in international meetings and conferences. In addition, the International Secretariat is responsible for notifying the Department of State, formally and officially, of Departmental nominations of persons to attend international meetings and conferences, and for consulting and informing concerned elements of the Department as appropriate. Ultimately, the International Secretariat is responsible for ensuring that the Department responds in a timely and appropriate manner to Department of State requests for nominations of Departmental personnel to serve on official United States delegations.

DISTRIBUTION: All Secretarial Offices
All Operating Elements

OPI: Office of
Management
Systems

4. PROCEDURES.

- a. The International Secretariat will prepare and distribute on a monthly basis a schedule of all known forthcoming international meetings and conferences in which DOT may have an interest. The Secretariat also receives documentation (Agenda, Working Papers, Reports, etc.) for most international meetings in which DOT may have an interest and distributes this documentation to appropriate Departmental elements.
- b. Approximately two months in advance of an international meeting in which an element possesses representational interest, that element shall notify the International Secretariat of its intent to recommend nominees to serve on the delegation to that meeting. When two or more elements indicate representational interest in the same international meeting, the International Secretariat will assume responsibility for preparing recommendations to higher authorities described in 4f. below with respect to Departmental representation at that meeting.
- c. Individuals from within the Department or from industry who are designated to represent the Department at an international meeting are subject to the investigative or security requirements prescribed in DOT 1630.2, Personnel Security Manual. When the designee does not have a required investigation or security clearance, sufficient lead time must be allowed to permit its completion.
- d. No later than two weeks prior to the convening of an international meeting at which Departmental representation is to be requested, interested elements shall provide the International Secretariat with a list of recommended delegation nominees. Unless a nominee has represented the U. S. at previous international meetings, the nominating element will provide: a statement of the qualifications of its nominee, a statement of responsibilities within the meeting foreseen for the nominee, and/or an analysis of anticipated delegation requirements for the meeting. This will be incorporated into a nominating letter that will become a matter of permanent record in the Office of International Conferences, Department of State.
- e. Upon receipt of a recommended list of delegation nominees, the International Secretariat shall review this list for adherence to the following Department of State policies governing United States participation in international meetings and conferences:

- (1) For reasons of efficiency and economy and to assure focus and concentration of effort, delegations should include only those persons required to accomplish the particular United States objective(s) at the conference or meeting. In most instances the delegation's mission is to negotiate in fulfillment of its instructions. Its membership should be limited to those people who are essential for such negotiation.
- (2) There are also technical conferences which deal with matters not ripe for negotiation and which are designed to bring experts of several countries together for the exchange of information and the formulation of recommendations. The objective is to select as small a delegation as is commensurate with the desired range and depth of technical competence. Whenever possible individual members should cover several facets of the subject matter.
- (3) Regardless of the type of conference, each delegation represents the United States Government as a whole. Its individual members likewise represent the United States Government and not their respective agencies. It should not be necessary for every agency, or elements of every agency, which claims an interest in the subject matter of the conference, to have its own officers on the delegation.
- (4) Since policy is formulated in Washington where all interested agencies have an opportunity either to contribute, to comment on, or to review position papers, major questions which arise in conferences abroad must be referred to the Department of State for instructions. It is therefore not necessary to include in a delegation all people who may be competent to participate in revising a delegation's instructions.
- (5) While it is recognized that attendance at conferences can provide valuable training, prospective benefits from conference experience do not themselves justify an individual's inclusion in a delegation, nor are considerations of prestige valid reasons for inclusion on the delegation.
- (6) The appearance of United States Government officials at a conference without accreditation or authorized connection with a United States delegation can cause confusion and

misunderstanding and can impede the achievement of United States objectives. Officials required at a conference should be members of the officially accredited delegation. No other officials of this Government should attend an international conference without the concurrence of the Department of State, Office of International Conferences.

- (7) Whenever their inclusion will reduce or eliminate the need to send delegates from Washington, United States officials on duty at or near conference sites should be designated to serve on delegations.
- f. The Assistant Secretary for Administration, in consultation with the Assistant Secretary for Policy, Plans and International Affairs, will resolve any differences which may exist either between a recommended Departmental list of delegation nominees and the above stated Department of State policies or between two or more Departmental elements which have recommended delegation nominees.
- g. Following completion of the above stated procedures, the International Secretariat will prepare a list of Departmental nominees to an official United States delegation. This list, together with a request for DOT nominee accreditation, will be provided to the Department of State.
- h. The Department of State will normally inform the International Secretariat as to actions taken on DOT nominations. The International Secretariat will keep all interested Departmental offices apprised of this action. The Assistant Secretary of State for International Organization Affairs may provide the delegation with instructions and position papers. These will be binding upon all members of the delegation.
- i. A DOT staff member who has served as either Chairman of the United States delegation or the sole United States Government representative will prepare for the Secretary of State an official delegation report in accordance with the format prescribed in Department of State Document IC/7, which is available from the International Secretariat. This report will be provided to the International Secretariat within one month of the conclusion of the meeting for forwarding to the Department of State.

FOR THE SECRETARY OF TRANSPORTATION:

William S. Heffelfinger
Assistant Secretary
Administration