

---

GENERAL PROCEDURAL POLICIES

---

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 CVM's International Programs Team (IPT) in the Office of the Director.
- b. Per SOP 08-26-10 (FDA STANDARD OPERATING PROCEDURES FOR HOSTING FOREIGN VISITORS, OFFICE OF INTERNATIONAL PROGRAMS OFFICE OF SECURITY OPERATIONS), the Hosting Official is responsible for documenting each Foreign Visitor by completing and submitting the attached Foreign Visitor Data Request Form (FVDR) to the Office of Security Operations (OSO). The data request form must be filled out completely for each visitor and the form(s) must be received by IPT to then forward the document to the FDA Office of Security Operations **at least 10 business days** prior to the visit. Incomplete forms will not be accepted by the OSO and will be returned to the CVM. This may result in a delayed approval response. Regular, or repeat, visitors must have a separate request form submitted for each visit. Depending on the circumstances of each visit some additional coordination with HHS Security Officials may be required.
- c. The security guard should be provided with a list of international visitors and any other pertinent information at least a day prior to the scheduled visit.

3. **Attendance:**

- a. On the day of the visit the identity of the Foreign Visitor will be verified by a Security representative by personally reviewing a passport or other national

identity source document (i.e. the document which allowed the immigration into the United States).

- b. Hosting Officials, and their designated Escorts, must ensure that their Foreign Visitors are escorted and closely monitored at all times while they are visiting FDA/HHS facilities. Hosting Officials and their Escorts must ensure that Foreign Visitors are not allowed access to any FDA/HHS information technology systems. This includes attaching USB cables, thumb drives or other equipment to any FDA or HHS information technology systems, network or hardware. Never allow a Foreign Visitor to access a government computer for any reason (e.g. check email, conduct searches, or to access the internet/intranet).
- c. All packets, presentations, and other official meeting material should be disseminated to the visiting party at the meeting area. If the agenda involves relocation, any and all articles should be securely locked in the meeting area, if not taken with the person(s) and the Security Guard should be notified of any updates.
- d. Upon departure of the visitor, the security officer should be notified and the "Visitor Pass" should be forfeited.

4. **Special Circumstances:**

If there are any special circumstances or issues pertaining to the visit or the visitor that are not outlined in this General Procedural Policy, the IPT should be contacted for further instruction.

---

## FOREIGN VISITOR DATA REQUEST FORM

VISITORS FULL NAME (First, Middle, Last)	
GENDER	
COUNTRY OF ORIGIN/CITZENSHIP	
DATE OF BIRTH (MM/DD/YYYY)	
PLACE OF BIRTH (city and country)	
PASSPORT NUMBER COUNTRY THAT ISSUED PASSPORT ISSUANCE DATE: EXPIRATION DATE:	
VISITOR ORGANIZATION/EMPLOYER	
MEETING START DATE AND TIME	
MEETING ENDING DATE AND TIME	
PURPOSE OF MEETING	
BUILDING(S) & ROOM NUMBER(S) TO BE VISITED	
WILL CRITICAL INFRASTRUCTURE AND/OR FDA LABORATORIES BE VISITED?	
HOSTING OFFICIAL (name, title, office/bldg, room number, and phone number)	
ESCORT INFORMATION (If different from Hosting Official)	