

# INTERNATIONAL COOPERATION UNIT

## 1. Invitation to Participate in International Official Engagement

International organizations' requests for participation of PSA officials and staff to attend/facilitate/moderate international official engagements (e.g., meetings, fora, conferences, etc.)

<b>Office or Division:</b>	Office of the National Statistician – International Cooperation Unit (ONS-ICU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Government			
<b>Who may avail:</b>	International Requesting Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Invitation and related documents (e.g., concept note, agenda, forms, etc.)		Invitation may be sent to <a href="mailto:icu.staff@psa.gov.ph">icu.staff@psa.gov.ph</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send the invitation.	1.1 Acknowledge receipt of the invitation.	None	3 Minutes	Supervising Statistical Specialist/ Statistical Specialist II/ Statistical Analyst ONS-ICU
	1.2 Assess and forward the request to the concerned DNS.	None	30 Minutes	Supervising Statistical Specialist / Statistical Specialist II / Statistical Analyst ONS-ICU
	1.3 Facilitate the nomination of participant/s.	None	3 Days	DNS Concerned PSA Office
	1.4 Transmit the details of the nominees to ICU.	None	5 Minutes	DNS Concerned PSA Office
None	1.5 Prepare and send the nomination form to NSCRG for approval.	None	2 Hours	Supervising Statistical Specialist / Statistical Specialist II / Statistical Analyst ONS-ICU

	1.6 Approve/Disapprove the nomination and inform ICU.	None	3 Days	NSCRG
2. Receive the response from PSA.	2.1 Respond to the invitation. 2.1.1. If PSA will not participate, send regrets 2.1.2. If PSA will participate, send the details of the delegation	None	5 Minutes	Supervising Statistical Specialist/ Statistical Specialist II / Statistical Analyst ONS-ICU
<b>Total</b>		<b>None</b>	<b>6 Days, 2 Hours and 48 Minutes</b>	