### Appendix 2: Template for designating Officer-in-Charge

**Interoffice Memorandum**

|  |  |  |  |
| --- | --- | --- | --- |
| To | Full name of Delegatee | Reference | XXXX |
| From | Full name of Delegator |  |  |
| Copy to | <Full name of the Head of Office which the delegator reports to> | Date | MMDDYYYY |

**Subject: Designation of Officer in Charge during period of absence**

I will be away from the [office] or [country] from \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_. During my absence, Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will act as [Officer-in-Charge] of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As OIC, Mr/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of delegatee) is authorized by me to exercise the authorities vested with me by the Administrator as Head of the Office.

Signature and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_