UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN AGRICULTURAL SERVICE
WASHINGTON, DC

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Contacting Cuban Government Officials Policy

Approved by:
Associate Administrator and Chief Operating Officer, Foreign Agricultural Service

USDA

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1. INTRODUCTION

1.1 Overview

This directive provides requirements for contact with Cuban officials. On August 5, 2015, the U.S. Department of State (DOS) issued a new policy that broadens the range of contact between the United States and Cuban governments. However, legal restrictions and sensitivities associated with engaging Cuban counterparts remain.

1.2 Abbreviations

DOS	U.S. Department of State
FAS	Foreign Agricultural Service
USDA	U.S. Department of Agriculture

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

2.1 Cancellations:

This guidance is valid until a replacement directive is issued.

3. POLICY

Executive Branch officials are subject to existing laws and regulations that cover contact and engagement in activities with Cuban government officials. The attached DOS memorandum provides additional information on the requirements.

To comply with the requirements, all subsequent conversations with Cuban officials that include USDA officials, including, but not limited to, meetings, visits, public/private events, should be reported to the FAS Cuba Desk via e-mail (FAS.CubaDesk@fas.usda.gov). Examples of conversations include requests for appointments from Cuban officials; any unsolicited contact from the Cuban embassy in Washington, D.C.; invitations to Cuban-hosted events or events held in honor of Cuban government officials; and requests to present at public events where Cuban government officials are also presenting. The reporting requirements also apply to situations where Cuban officials directly or indirectly request USDA data, reports, or related information or share this type of information with a USDA official. Additionally, all outgoing USDA emails to Cuban officials should be reported to the FAS Cuba Desk.

In addition to the above mentioned situations, certain activities should be communicated in advance to the FAS Cuba Desk. The following procedure should be used when seeking to: 1) correspond directly or meet with Cuban counterparts, 2) travel to Cuba, or 3) engage in any way with Cuban representatives in the context of international fora:

a. Prior to initiating contact, USDA officials should notify the FAS Cuba Desk via email: FAS.CubaDesk@fas.usda.gov.

b. This email notification should provide a brief summary of the subject, purpose, location, and dates of the proposed communication, including the requesting USDA official's name and title and the Cuban official's name and title.

c. After receipt of the notification email, staff from the FAS Cuba Desk will alert and work with DOS regarding the proposed engagement.

d. The FAS Cuba Desk will send confirmation to the requesting USDA official to either proceed with the proposed contact or wait for further guidance.

4. ADDITIONAL INFORMATION

4.1 References

15 STATE 40635

4.2 Points of Contact

This directive is managed by FAS/OCRA Cuba Desk. The FAS/OCRA Cuba Desk may be contacted at (202) 720-0532 or (202) 720-1324 or FAS.CubaDesk@fas.usda.gov.