

**Internal Notice**

**From:** Executive Office – Civil Mobility Division

**Date:** 16.10.2017

**Subject:** Phase 1 Realignment of Travel Authorization Division

As part of the operational efficiency initiative approved by the Board in September, we are initiating a **phased realignment** of the Travel Authorization Division (TAD).

Effective October 23, the following changes apply:

- The **Central Authorization Desk (CAD)** will be dissolved.
- Each **Regional Review Cluster** (North, Central, South) will assume **local approval responsibilities** for Category A and B travel permits.
- A newly established **Policy Coordination Unit (PCU)** will oversee inter-regional consistency and escalate Category C risk cases only.

This decentralized model is expected to reduce approval cycles and foster closer integration with frontline processing teams.

All affected units are to update internal workflows by November 10.

— Authorized by:

Director of Civil Mobility

Office for Internal Transition and Strategy