

Partners' Forum 2007 - Planner (April 2006)

Doc 1.06-13.2

Task(s)	Duration day(s)
Project Management Committtee	87
 Coordination with IUALTD 	
 "Executive Committee discussion on Partners Forum (PF) date, venue and components" 	
 Coordinating Board decision on venue and components 	
 Form PF's Committees 	
Form Steering Committee	
Form Logistis Committee	
Form Agenda and Programme Committee	
Form Finance and Resource Mobilisation Committee	
Form Advocacy and Communications Committee	
Select Local Advisory Committee (LAC)	
 Assign tasks to committees 	
 Assign tasks to committees Convene Efora for constituencies 	
 Update Executive Committee at teleconference 	
 Expected outcomes 	
 Identify risks 	
 Establish communication system among committees and Secretariat Determine roles of committees and Secretariat 	
White plan of deficit for committees and decretariat	
 Progress paper for CB every month 	
 Identify background papers Commission background papers 	
 Commission background papers (with Finance Committee) 	
Logistics Committee	84
 Analyse air transport logistics 	
Choose venue	
 Visit venue 	

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 Check facility at the airport Check the transportation situation for local venue Is the venue the same as the hotel accommodation? Check facilities at the hotel Check venue for marketplace and side meetings "Determine possible site visits (clinics, etc.)" Choose the hotel Estimate participants Book conference facilities Assist LAC in determining WR involvement Send invitations and participation form Evaluation form Name badges Organize satellite event Contact WR through official channels Security passes Transportation Per diems Visas Receiving packages TA Agenda and Programme Committee Amend and expand provisional agenda Links with global agenda Einance and Resource Mobilisation Committee Identify funding Determine budget previdically 		
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 Determine budget breakdown Determine contracts needed 		21
Determine contracts needed		
 Monitor the budget periodically 	 Determine contracts needed 	
	 Monitor the budget periodically 	
 Commission background papers (with Project Management Committee) 	 Commission background papers (with Project Management Committee) 	

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Advocacy and Communications Committee	46
 Develop key messages Develop a web site for the forum Press kit Press conferences PSAs Special videos Posters Banners Celebrities Distribute and post A&C materials on web Conference handbook 	
 Local Advisory Committee Determine roles of local partners (together with Logistics Committee) 	18
 Determine WR involvement Assist Logistics Committee with PF organization 	Total: 262 days