TERMS OF REFERENCE FOR LOGISTICAL ORGANIZATION OF UCLG ASPAC STATUTORY MEETINGS

- The Executive Bureau, Council and General Assembly of UCLG ASPAC are the governing bodies of the UCLG ASPAC Organization

- The Executive Bureau and Council comprise respectively 15 and 45 Local Government representatives plus the Presidency and the International Association representative. The members of the governing bodies are usually accompanied to the meetings by advisors and technical staff, which can increase the number of participants considerably

- The Executive Bureau and Council Meetings usually take place over 3 days (including associated conference/forum and study tour) and attract around 50 visitors from abroad (for ExBu) and 80 (for Council). In the case of the associated conference/forum, the host usually mobilises local participants to attend and this will significantly increase the number of participants

- The meetings are conducted in English. Delegations who are not confident with English are required to bring their own interpreters

- The following document has been designed as a guide for the meeting's host. It sets out the logistical needs to be covered and the tasks to be assumed by the organising host. These are minimum requirements and suggestions based on the experience of the ASPAC Secretariat and their implementation may vary according to the possibilities of the host. This paper covers the following areas:

  - **Hotel accommodation, meeting room arrangements and press coordination**
  - **Printing and reproduction services, hospitality and social programme**

INVITATIONS, HOTEL ACCOMMODATION

1. Providing assistance for visa requests
2. Suggesting suitable hotel(s). Hotel negotiations will be carried out in close cooperation with UCLG ASPAC with regard to the choice of the meeting hotels, special prices, free rooms etc.
3. Including 2 or 3 complimentary hotel rooms for UCLG ASPAC Secretariat in the negotiations with the main hotel
4. Providing all information in the registration forms to be sent out to the participants
5. Negotiating reduced rates from normal hotel rates

MEETING ROOM ARRANGEMENTS

6. Covering the costs for the meeting rooms and all related arrangements. The venue is either at an official venue, city hall, municipal building, or at the hotel where most participants stay. The meeting rooms should be big enough to hold a meeting table for at least 50 people for the Executive Bureau and to accommodate at least 80 for the World Council. The seating arrangements for associated conference/forum and statutory meetings are available in Annex 1
7. Installing projection equipment. Other desirable additional equipment and facilities are: Internet connection in the main meeting room and free Internet access for participants, note pads, pencils/pens
8. Providing refreshments during the meetings, either for self-service in the meeting room itself on a separate table along the wall. An alternative could be organised for during the coffee breaks

OFFICE FOR THE UCLG ASPAC SECRETARIAT

9. Providing an office for the ASPAC Secretariat fully equipped with desks and at least 2 computers

(with e-mail and internet connections), 1 printer, 1 photocopier, telephone, as well as paper and all normal stationery. The office must be situated at the meetings venue and should preferably have a technical support member of staff available

10. The office should be available during the whole period of the meetings and preferably be ready one day before the official start of the meetings

PRESS ROOM AND PRESS COORDINATION

11. At discretion of the Host: Setting up a press room available for accredited press
12. Organizing press conferences
13. Coordinating the attendance of local press and supporting the ASPAC Secretariat to be in contact with them
14. At discretion of the Host: Reporting on the local press coverage of the meetings

PRINTED MATERIALS AND REPRODUCTION SERVICES

15. Copying of documents as per the request of ASPAC Secretariat. The ASPAC Secretariat will send the documents electronically one week in advance of the meetings. The host city will not disseminate documentation to the participants without previous consultation with the UCLG ASPAC Secretariat
16. Printing of name plates and badges as per the list provided by the ASPAC Secretariat
17. Production of Meeting Banner and eventual document holders or satchels

PARTICIPANTS WELCOME AND ON THE SPOT REGISTRATION

18. Setting up a welcome desk in order to register delegates before the meetings, distributing promotional publications and documents with the document holders or satchels as well as assisting with logistical issues

SOCIAL PROGAMME AND HOSPITALITY

19. Ensuring transportation from and to the airport
20. Providing lunches, dinners and receptions as agreed to in the programme
21. Setting up an optional social programme or study visits
22. Providing transport to meetings venue and back to hotel, to dinners, receptions and entertainment venues, as necessary
23. Providing information on host city (book, brochures) if desired

ADVANCED VISIT OF UCLG ASPAC SECRETARIAT TO HOST CITY

In order to ensure the provision of proper logisitical arrangement by the host, it is required that the selected city to facilitate (to cover related expenses of) an advanced visit of UCLG ASPAC Secretariat (max. 2 persons) to the selected city after decision made by the Executive Bureau members of host city.

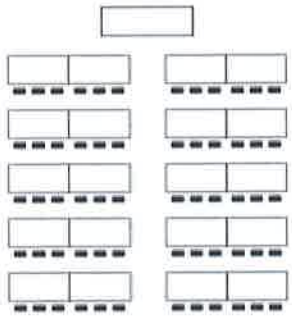
COORDINATION BETWEEN THE UCLG ASPAC SECRETARIAT AND THE HOST

The details of coordination between the UCLG ASPAC Secretariat and the Host is available in Annex 2.

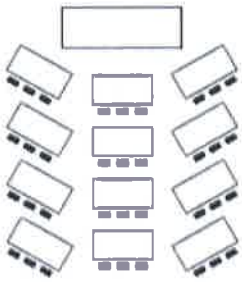
Annex 1

Sitting Arrangements

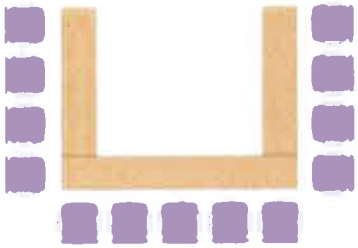
1. Conference/Forum/Seminar:



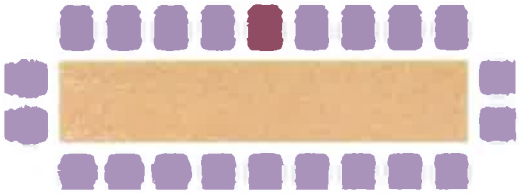
or



2. Executive Bureau and Council Meetings:



or



- Main table is for the Host Representative, Chairman, Presidency (4), Secretary General, Ambassador, Record Keeper/Rapporteur
- with additional chairs behind the main seats
- and tables for Secretariat staff

Annex 2

Details of Coordination between the UCLG ASPAC Secretariat and the Host:

1. Invitation

Invitations to member participants will be sent by UCLG ASPAC. The Host, however should also invite as many local participants as possible.

Composition of INVITEES

a. President/Co-Presidents
b. Executive Bureau Members
c. All Members and interested local governments who are not yet members
d. Conference/Seminar/Workshop Participants
e. Observers

2. Programme

The programme is developed by UCLG ASPAC. The Host may propose additional items for the programme.

Day	Activity
Day 1	Seminar/Workshop
Day 2	Executive Bureau / Council Meetings
Day 3	Study Tour

3. Registration/Attendance forms

Registration/attendance forms will be sent together with the invitation to be completed and returned by the participants. This will include information on the hotel accommodation, meetings venue, pick up service etc.

The Host is to provide the General Secretariat with the following information, to be integrated in the registration/attendance form:

- Venue of the meetings (usually at the same hotel where the participants will stay);
- Hotel accommodation: name, address, telephone, fax numbers, email, website, and (modest) rates of hotel accommodation; It is required that the hotel bookings be made directly by the participants to the recommended Hotel. The Host is NOT expected to deal with the hotel bookings.
- Information on social and visit programme;
- Staff in charge with the preparation of the events

4. List of Attendance

The Host is to inform the General Secretariat of the participants invited by the Host.

After receiving response from the invited participants, the General Secretariat will send to the Host the list of participants for hotel reservation and other arrangements. The updated lists will be sent regularly until a few days before the programme takes place.

5. Agenda Document

The documents of the meeting agenda are to be prepared by the General Secretariat and will be sent to the participants by email one month prior to the meetings. Those who will attend the statutory meetings need to download the meeting documents which have been emailed from the Secretariat and bring them to the meeting. The UCLG ASPAC Secretariat will only take care of the meeting documents for Presidency, but will prepare a visual presentation of them.

TERMS OF REFERENCE FOR LOGISTICAL ORGANIZATION OF UCLG ASPAC STATUTORY MEETINGS

- The Executive Bureau, Council and General Assembly of UCLG ASPAC are the governing bodies of the UCLG ASPAC Organization
- The Executive Bureau and Council comprise respectively 15 and 45 Local Government representatives plus the Presidency and the International Association representative. The members of the governing bodies are usually accompanied to the meetings by advisors and technical staff, which can increase the number of participants considerably
- The Executive Bureau and Council Meetings usually take place over 3 days (including associated conference/forum and study tour) and attract around 50 visitors from abroad (for ExBu) and 80 (for Council). In the case of the associated conference/forum, the host usually mobilises local participants to attend and this will significantly increase the number of participants
- The meetings are conducted in English. Delegations who are not confident with English are required to bring their own interpreters
- The following document has been designed as a guide for the meeting's host. It sets out the logistical needs to be covered and the tasks to be assumed by the organising host. These are minimum requirements and suggestions based on the experience of the ASPAC Secretariat and their implementation may vary according to the possibilities of the host. This paper covers the following areas:
  - **Hotel accommodation, meeting room arrangements and press coordination**
  - **Printing and reproduction services, hospitality and social programme**

INVITATIONS, HOTEL ACCOMMODATION

1. Providing assistance for visa requests
2. Suggesting suitable hotel(s). Hotel negotiations will be carried out in close cooperation with UCLG ASPAC with regard to the choice of the meeting hotels, special prices, free rooms etc.
3. Including 2 or 3 complimentary hotel rooms for UCLG ASPAC Secretariat in the negotiations with the main hotel
4. Providing all information in the registration forms to be sent out to the participants
5. Negotiating reduced rates from normal hotel rates

MEETING ROOM ARRANGEMENTS

6. Covering the costs for the meeting rooms and all related arrangements. The venue is either at an official venue, city hall, municipal building, or at the hotel where most participants stay. The meeting rooms should be big enough to hold a meeting table for at least 50 people for the Executive Bureau and to accommodate at least 80 for the World Council. The seating arrangements for associated conference/forum and statutory meetings are available in Annex 1
7. Installing projection equipment. Other desirable additional equipment and facilities are: Internet connection in the main meeting room and free Internet access for participants, note pads, pencils/pens
8. Providing refreshments during the meetings, either for self-service in the meeting room itself on a separate table along the wall. An alternative could be organised for during the coffee breaks

OFFICE FOR THE UCLG ASPAC SECRETARIAT

9. Providing an office for the ASPAC Secretariat fully equipped with desks and at least 2 computers

(with e-mail and internet connections), 1 printer, 1 photocopier, telephone, as well as paper and all normal stationery. The office must be situated at the meetings venue and should preferably have a technical support member of staff available

10. The office should be available during the whole period of the meetings and preferably be ready one day before the official start of the meetings

PRESS ROOM AND PRESS COORDINATION

11. At discretion of the Host: Setting up a press room available for accredited press
12. Organizing press conferences
13. Coordinating the attendance of local press and supporting the ASPAC Secretariat to be in contact with them
14. At discretion of the Host: Reporting on the local press coverage of the meetings

PRINTED MATERIALS AND REPRODUCTION SERVICES

15. Copying of documents as per the request of ASPAC Secretariat. The ASPAC Secretariat will send the documents electronically one week in advance of the meetings. The host city will not disseminate documentation to the participants without previous consultation with the UCLG ASPAC Secretariat
16. Printing of name plates and badges as per the list provided by the ASPAC Secretariat
17. Production of Meeting Banner and eventual document holders or satchels

PARTICIPANTS WELCOME AND ON THE SPOT REGISTRATION

18. Setting up a welcome desk in order to register delegates before the meetings, distributing promotional publications and documents with the document holders or satchels as well as assisting with logistical issues

SOCIAL PROGAMME AND HOSPITALITY

19. Ensuring transportation from and to the airport
20. Providing lunches, dinners and receptions as agreed to in the programme
21. Setting up an optional social programme or study visits
22. Providing transport to meetings venue and back to hotel, to dinners, receptions and entertainment venues, as necessary
23. Providing information on host city (book, brochures) if desired

ADVANCED VISIT OF UCLG ASPAC SECRETARIAT TO HOST CITY

In order to ensure the provision of proper logisitical arrangement by the host, it is required that the selected city to facilitate (to cover related expenses of) an advanced visit of UCLG ASPAC Secretariat (max. 2 persons) to the selected city after decision made by the Executive Bureau members of host city.

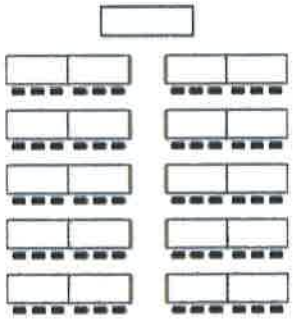
COORDINATION BETWEEN THE UCLG ASPAC SECRETARIAT AND THE HOST

The details of coordination between the UCLG ASPAC Secretariat and the Host is available in Annex 2.

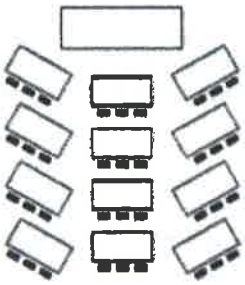
Annex 1

Sitting Arrangements

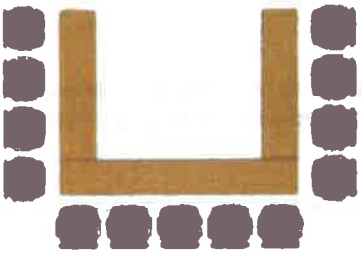
1. Conference/Forum/Seminar:



or



2. Executive Bureau and Council Meetings:



or

- Main table is for the Host Representative, Chairman, Presidency (4), Secretary General, Ambassador, Record Keeper/Rapporteur
- with additional chairs behind the main seats
- and tables for Secretariat staff

Annex 2

Details of Coordination between the UCLG ASPAC Secretariat and the Host:

1. Invitation

Invitations to member participants will be sent by UCLG ASPAC. The Host, however should also invite as many local participants as possible.

Composition of INVITEES

a. President/Co-Presidents
b. Executive Bureau Members
c. All Members and interested local governments who are not yet members
d. Conference/Seminar/Workshop Participants
e. Observers

2. Programme

The programme is developed by UCLG ASPAC. The Host may propose additional items for the programme.

Day	Activity
Day 1	Seminar/Workshop
Day 2	Executive Bureau / Council Meetings
Day 3	Study Tour

3. Registration/Attendance forms

Registration/attendance forms will be sent together with the invitation to be completed and returned by the participants. This will include information on the hotel accommodation, meetings venue, pick up service etc.

The Host is to provide the General Secretariat with the following information, to be integrated in the registration/attendance form:

- Venue of the meetings (usually at the same hotel where the participants will stay);
- Hotel accommodation: name, address, telephone, fax numbers, email, website, and (modest) rates of hotel accommodation; It is required that the hotel bookings be made directly by the participants to the recommended Hotel. The Host is NOT expected to deal with the hotel bookings.
- Information on social and visit programme;
- Staff in charge with the preparation of the events

4. List of Attendance

The Host is to inform the General Secretariat of the participants invited by the Host.

After receiving response from the invited participants, the General Secretariat will send to the Host the list of participants for hotel reservation and other arrangements. The updated lists will be sent regularly until a few days before the programme takes place.

5. Agenda Document

The documents of the meeting agenda are to be prepared by the General Secretariat and will be sent to the participants by email one month prior to the meetings. Those who will attend the statutory meetings need to download the meeting documents which have been emailed from the Secretariat and bring them to the meeting. The UCLG ASPAC Secretariat will only take care of the meeting documents for Presidency, but will prepare a visual presentation of them.