

Task(s)	Duration day(s)
<p><b>Project Management Committee</b></p> <ul style="list-style-type: none"> <li>▪ Coordination with IUALTD</li> <li>▪ "Executive Committee discussion on Partners Forum (PF) date, venue and components"</li> <li>▪ Coordinating Board decision on venue and components</li> <li>▪ Form PF's Committees               <ul style="list-style-type: none"> <li>· Form Steering Committee</li> <li>· Form Logistics Committee</li> <li>· Form Agenda and Programme Committee</li> <li>· Form Finance and Resource Mobilisation Committee</li> <li>· Form Advocacy and Communications Committee</li> <li>· Select Local Advisory Committee (LAC)</li> </ul> </li> <li>▪ Assign tasks to committees</li> <li>▪ Convene Efora for constituencies</li> <li>▪ Update Executive Committee at teleconference</li> <li>▪ Expected outcomes</li> <li>▪ Identify risks</li> <li>▪ Establish communication system among committees and Secretariat</li> <li>▪ Determine roles of committees and Secretariat</li> <li>▪ Write plan of action for committees and Secretariat</li> <li>▪ Decide on conference organizer or not</li> <li>▪ Determine role of conference organizer if desired</li> <li>▪ Progress paper for CB every month</li> <li>▪ Identify background papers</li> <li>▪ Commission background papers (with Finance Committee)</li> </ul>	87
<p><b>Logistics Committee</b></p> <ul style="list-style-type: none"> <li>▪ Analyse air transport logistics</li> <li>▪ Choose venue</li> <li>▪ Visit venue</li> </ul>	84

## Partners' Forum 2007 - Planner (April 2006)

<ul style="list-style-type: none"> <li>· Check facility at the airport</li> <li>· Check the transportation situation for local venue</li> <li>· Is the venue the same as the hotel accommodation?</li> <li>· Check facilities at the hotel</li> <li>· Check venue for marketplace and side meetings</li> <li>· "Determine possible site visits (clinics, etc.)"</li> <li>· Choose the hotel</li> <li>▪ Estimate participants</li> <li>▪ Determine number of funded participants</li> <li>▪ Book hotel rooms</li> <li>▪ Book conference facilities</li> <li>▪ Assist LAC in determining WR involvement</li> <li>▪ Send invitations and participation form</li> <li>▪ Evaluation form</li> <li>▪ Name badges</li> <li>▪ Organize satellite event</li> <li>▪ Contact WR through official channels</li> <li>▪ Security passes</li> <li>▪ Transportation</li> <li>▪ Per diems</li> <li>▪ Visas</li> <li>▪ Receiving packages</li> <li>▪ TA</li> </ul>	
<p><b>Agenda and Programme Committee</b></p> <ul style="list-style-type: none"> <li>▪ Amend and expand provisional agenda</li> <li>▪ Links with global agenda</li> </ul>	6
<p><b>Finance and Resource Mobilisation Committee</b></p> <ul style="list-style-type: none"> <li>▪ Identify funding</li> <li>▪ Determine budget breakdown</li> <li>▪ Determine contracts needed</li> <li>▪ Monitor the budget periodically</li> <li>▪ Commission background papers (with Project Management Committee)</li> </ul>	21

## Partners' Forum 2007 - Planner (April 2006)

<b>Advocacy and Communications Committee</b>	46
<ul style="list-style-type: none"><li>▪ Develop key messages</li><li>▪ Develop a web site for the forum</li><li>▪ Press kit</li><li>▪ Press conferences</li><li>▪ PSAs</li><li>▪ Special videos</li><li>▪ Posters</li><li>▪ Banners</li><li>▪ Celebrities</li><li>▪ Distribute and post A&amp;C materials on web</li><li>▪ Conference handbook</li></ul>	
<b>Local Advisory Committee</b>	18
<ul style="list-style-type: none"><li>▪ Determine roles of local partners (together with Logistics Committee)</li><li>▪ Determine WR involvement</li><li>▪ Assist Logistics Committee with PF organization</li></ul>	
	<b>Total: 262 days</b>