**Technical mission objectives:**

 6-9 February 2017

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| **COMPOSITION** | **MISSION DATES** | **OBJECTIVES / DISCUSSION ITEMS** |
| Asel Djusupbekova*Assistant Secretary* | **6-8 Feb** | Oversight of the Annual Meeting |
| David Garrigos-Soliva*[Mission Leader]**Principal Secretariat Specialist and Overall Annual Meeting Coordinator* | **6-9 Feb** | * Overall coordination of mission
* Discuss venues and requirements for all events including official, networking, seminars, and CSO events
* Meet with service providers
* Meet with the PCO
* Conduct outreach briefing for diplomatic community
* Discuss program of events and newsletters
* Discuss transport arrangements
* Meet with protocol staff to discuss:
* protocol scenarios for the Opening Session
* invitations to high-level events
* arrangements for VIPs at airport
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| Aldalyn Nada-Bere*Senior Secretariat Officer (Conferences)* | **6-9 Feb** | * Discuss hotel arrangements
* Discuss transport arrangements, airport arrival and departure arrangements, transport plan, schedule and management (official vehicles, rented vehicles, public transport, and taxis)
* Discuss shipping and storage: schedule, focal points, management at venue
* Discuss local staff and liaison officers: source, terms and conditions, selection process, briefings, uniforms
* Meet with ADB JRO Finance Officer for tax exemption and payment procedure
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| Cynthia Martinez*Associate Secretariat Officer* | **6-9 Feb** | * Review space management onsite: occupancy schedule, teams assigned to rooms, turnaround time between meetings, location and layouts of all offices, events, booths, soundproofing of meeting rooms and seminar rooms
* Discuss furniture for offices, events and public spaces, lounge areas
* Meet with suppliers for onsite printing, large format printing, IT equipment, and catering
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| James Holden*Technical Coordinator* | **6-8 Feb** | * Meet with host country technical personnel for audiovisual, multimedia and cabling requirements
* Discuss technical procurement and capacity
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| Pierre Passin*Director, Infrastructure and Communications Division, Office of Information Systems and Technology* | **6-8 Feb** | * Review IT, cabling and registration: capacity, set-up, responsibility, testing
* Discuss internet, Videocon facilities, computer and printer suppliers, help desk, Wi-Fi, IT security, and telephones
* Meet counterparts from JOC and IT vendors selected
* Discuss IT and technical procurement and capacity
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| Roka Sanda*Senior Secretariat Specialist* | **6-8 Feb** | * Review location of registration and flows
* Discuss logistics and administrative matters
* Discuss registration of Host Country invitees and secretariat and on-site registration procedure
* Review IT matters related to registration
* Discuss with JOC on persons assigned at the registration center full-time
* Discuss security procedures for the registration center
* Discuss distribution of conference bags
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| Sisse Arias*Secretariat Specialist* | **6-8 Feb** | * Discuss venues for seminars, technical issues, scenarios for ADB seminars, including Governors’ Seminar, Governors’ Roundtable and Governors’ Plenary, and Sponsored Seminars, including catering
* Discuss role of the Chair of the Board of Governors in Governors’ events
* Discuss host country knowledge events, including role of ADB President/ Management
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| Jiseon Kim*Secretariat Specialist* | **6-8 Feb** | * Supply chain: meet with service providers and discuss sustainability initiatives and objectives
* Discuss the Risk Assessment and sustainability objectives, as well as inputs needed for its monitoring, carbon offsetting etc.
* Discuss sustainability activities during the meeting
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| Marilou Dela Cruz*Senior Secretariat Officer* | **6-8 Feb** | * Discuss Networking events: venues, catering, technical issues, sustainable events
* Discuss flow from Opening Session to President's reception
* Meet with tours organizer, if tours are offered; discuss VIP tour
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| Andrew Clinton*Advisor, OAS and Head, Organizational Resilience Unit* | **6-8 Feb** | * Discuss Security and emergency plans, scenarios, demonstrations, perimeter of venue, traffic flow, drop offs, pick-ups
* Visit security and health/medical facilities
* Visit airports
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| Noriko Kamo*ADB Annual Meeting Consultant* | **6-8 Feb** | Support ADB Annual Meeting teams, including networking events, host country events, protocol, tours and spouses program |
| Omana Nair*Director, Department of External Relations*Marcia Samson*Senior Communications Specialist*Miguel Paulino*Communications Officer* | **6-8 Feb** | * Visit location of Media Center (Exhibit Hall B), President’s press conference room (Seminar Room 501), CNBC Debate (InterCon hotel ballroom); and ADB@50 seminar (Seminar Room 503)
* Visit venues and propose branding opportunities, including for media partners
* Visit location of the corporate booth, broadcast media interview area, and media partners booth (5th floor Conference Center); ADB@50 photo exhibition (3rd floor foyer); and TV studio (Room 204, Exhibition Hall B)
* Meet with large-format printer/supplier on corporate booth and ADB@50 photo exhibition
* Meet with technical consultant to discuss needs of media partners
* Discuss with host country supplier IPTV system, methodology of ADB’s video content upload, and the file formats acceptable
* Update on media registration and request Host Country representative at the registration area to accredit Japan-based media who register onsite
* Discuss press tour of Japanese media – participants, projects, logistics
* Update on DMC journalists’ program
* Update on CNBC Debate arrangements
* Discuss the one-day Yokohama city tour (2 May) to include water as well as urban development projects
* Update on media partnerships and branding opportunities for media partners
* Discuss potential reputational risks
* Discuss requirements for ADB@50 seminar with book launch - location, logistics
* Discuss media outreach and coverage onsite for Opening Session, press conferences, media briefings
* Discuss Opening Session speech rehearsals - early morning and late-night practices; the last technical rehearsal requires lights and sound people, preferably to be held at the venue, National Convention Hall
* Identify locations and distinguish usage of printed and digital signage at the venues
* Prepare plan for signage
* Discuss digital screen allocation across the venue, including screens dedicated to media partners, ADB@50 exhibit, and corporate booth
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