**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 |
| 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 |
| 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 |
| James Holden  *Technical Coordinator* | **6-8 Feb** | * Meet with host country technical personnel for audiovisual, multimedia and cabling requirements * Discuss technical procurement and capacity |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |