

# Missions Procedures

## Appendix 32

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Where possible, Missions are scheduled at the same time each year which missions should take place to which approved host countries in any given year. The usual missions, their objectives, composition, timing and described briefly below.

Mission Type/ Nature of Mission	Schedule and Duration	Mission Objectives	Procedure and Next Steps
<b>1. INITIAL ASSESSMENT MISSION</b>			
<p>During the mission, ADB and the host country agree on a suitable venue for the Meeting, the best year for that country to host an Annual Meeting, and preferred dates (generally first week of May).</p>	<p>The initial assessment mission should take place 4-5 years before the Meeting in question, usually in the second half of the year, after the expression of interest.</p> <p>Number of days in the field is usually 3; however, if the prospective host country offers different possible meeting venues for assessment, the number of days in the field may be increased depending on the number of cities to be visited.</p>	<p>Objective(s) of this mission are to meet with host country authorities, visit the host country venue(s), and assess the capability and commitment of the host country to host an annual meeting. A detailed list of mission objectives is provided in <b>Appendix 36</b>.</p>	<p>Overall Annual Meeting Coordinator (OAMC) consults the Executive Director concerned, as well as the prospective host country authorities and the Country Director (if any) on the timing of the initial assessment mission.</p> <p>The Annual Meeting Unit (AMU) drafts a memo from the Secretary to seek the President’s approval of the mission, as well as any required mission clearance from the host country.</p>
<b>2. STRATEGIC DIRECTIONS MISSION</b>			
<p>The strategic aspects of the Meeting include the overall schedule of official events hosted by ADB and the host country, the results to be achieved, the general sharing of responsibilities, the branding of the meeting, and its overall theme.</p>	<p>The Strategic Directions mission takes place after the Board of Governors has approved the date and place of the Meeting, usually 2 years before the year of the Meeting. It is usually held in the second quarter of the year, immediately after an annual meeting, and it lasts 1-2 days.</p>	<p>Objective(s): to agree with the host country on strategic aspects of the meeting, in particular the theme of the Meeting, and to discuss the branding of the Meeting, as well as the establishment of a host country organizing committee. The host country should decide at this stage what it wants to achieve by hosting the meeting, and the image it wants to project of itself through the Meeting. This provides a starting point for the host country to design its Meeting logo. A detailed list of mission objectives is provided in <b>Appendix 35</b>.</p>	<p>The Coordinator consults with the prospective host country authorities and the Country Director (if any) on the timing of the strategic directions mission, and requests mission clearance from the country as required.</p> <p>AMU drafts a memo from the Secretary to seek the President’s approval of the mission, as well as any required mission clearance from the host country.</p> <p>After this mission, the ADB Seminars team starts working with other ADB departments on seminars related to the Meeting theme.</p>

			The DOC team coordinates with the host country team on the design of the Meeting logo.
<b>3. HOST COUNTRY OBSERVATION TEAM</b>			
In consultation with the ADB Executive Director representing the host for the next annual meeting, OSEC recommends that host country authorities for the next annual meeting send an observation team to the previous annual meeting to witness actual implementation of all the arrangements for the meeting as well as to meet the present host country secretariat and the ADB secretariat.	April – May of the year before the host country’s annual meeting.	The main objective is for the participants to observe all aspects of the annual meeting to meet the host country and ADB secretariat to document, video and analyze all meeting requirements, and note the standards required.	OSEC prepares a program for the observation team to meet the present host secretariat and heads of ADB AM units on site to discuss their respective activities, including strengths and challenges.
<b>4. ESTABLISHMENT MISSION</b>			
The establishment mission is the most critical one since key decisions are made during this mission or as a result of it. It establishes important relationships between ADB and their host country counterparts, and agreement on major components of the annual meeting including the venue, hotels, and logistics.	<p>The establishment mission should take place a year before the Meeting in question, usually in July.</p> <p>The number of days in the field is usually 5. A number of meetings take place in parallel, but the mission stays together for the site visit.</p>	<p>Objective: to put in place the fundamental arrangements for the meeting, including confirmation of the schedule of events, agreement on the schedule of host country activities, tax exemption and visa procedures, security plan, details of ADB and host country seminars, hotels, venue and space allocation, venues for networking events, media and outreach plan, suppliers for catering, printing, local staff and others.</p> <p>A detailed list of mission objectives is provided in <b>Appendix 34</b>.</p>	<p>The Coordinator consults host country authorities and the RM on appropriate timing for the mission (usually in July of the year before the meeting).</p> <p>OAMC, together with the Coordinator and AMU, prepares the program and checklist of mission objectives to be achieved.</p> <p>AMU compiles any background documents to be taken and sends them to the host country authorities in advance.</p>

<b>5. HOST COUNTRY OFFICIAL VISIT TO ADB HQ MANILA</b>			
<p>The mission provides an opportunity for consultations between the ADB and host country secretariats. Training may be arranged for the host country secretariat if available at a convenient time.</p> <p>AMU finds out if there will be suitable training courses, and if so, discusses with BPDB the possibility of allowing the host country delegation to join one or more courses.</p>	<p>The visit is usually the fourth quarter of the year before the meeting or in the first quarter of the year of the meeting.</p> <p>Duration of the visit: usually 3 to 5 days.</p>	<p>OSEC usually hosts a lunch and cocktail/dinner during the visit. Other departments may also wish to host lunches, including DOC, the DG of the region concerned, the ED of the Board office concerned and others. Sometimes an event is hosted by the embassy concerned. AMU coordinates the social schedule of the host country team.</p>	<p>AMU prepares a program for the mission to meet and discuss the status of preparations with key ADB AM unit supervisors and staff.</p> <p>AMU consolidates notes on the meetings and sends a copy to all participants.</p>
<b>6. TECHNICAL MISSION</b>			
<p>This mission is critical as it requires actual testing of systems and detailed discussion of procedures in a number of areas.</p>	<p>A technical mission by OSEC and staff from other departments is scheduled in the first quarter of the year of the Meeting, usually in February.</p> <p>Number of days in the field is usually 3-5.</p>	<p>Objective(s): to ensure that all technical and logistical requirements are in place for the Meeting, and address any weaknesses; to test the IT capabilities of the venue; to test the ADB registration equipment; to review the security arrangements with Sustainable Development and Climate Change Department (SDCC) and Office of Administrative Services (OAS) staff; to finalize arrangements with service providers and signs agreements as required; to review the arrangements for all logistics including offsite events; to finalize the transport arrangements and agree on routes, access points etc.; and to brief hotel representatives on requirements and expectations. A detailed list of mission objectives is provided in <b>Appendix 39</b>.</p>	<p>Each unit head prepares a checklist of items for discussion and places to visit for submission to the host country authorities.</p>

## 7. PRESIDENT’S VISIT TO MEETING VENUES

<p>The President’s visit to the venue is a critical event in the outreach for the annual meeting. It is also a good opportunity for him to meet key host country officials and see the venue(s) for the meeting.</p>	<p>The timing for this visit is usually immediately after the technical mission, in order to prepare for the visit.</p> <p>The duration of the mission is about 2 days, depending on the meetings with high government officials scheduled by the host and other activities. If visits to project sites are also scheduled, the mission may need to be extended by a day.</p>	<p>The main objective is to launch the outreach program for the Annual Meeting.</p> <p>Other objectives are for the President to meet the Guest of Honor at the Annual Meeting, the Chair and other host country officials, and to visit the venues for the main events and offices, the President’s Reception and other events.</p> <p>Outreach activities held during this mission include talks with commercial organizations/universities and the diplomatic corps as well as media interviews and press conferences.</p>	<p>AMU prepares a program of activities for the mission in consultation with the RM, DOC and the host country authorities. A sample program for the President’s visit is provided in <b>Appendix 44</b>.</p>
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