

# Process for Hosting an Annual Meeting

## Appendix 2

Step 1	Informal expression of intention from member country of hosting an annual meeting (through the Secretary or during meeting with President).
Step 2	ADB to provide broad details of requirements for hosting an annual meeting, including an outline of the cost sharing arrangements.
Step 3	Member country invites ADB Secretary to meet senior officials and visit potential host city(ies).
Step 4	The Secretary's fact-finding mission to assess facilities and discussions with senior Government officials.
Step 5	The Secretary's assessment and recommendation reviewed by Management. Director or Alternate Director representing prospective host country informally to canvass members of the Board of Directors to ensure support.
Step 6	Official expression of intention of hosting an annual meeting by Director representing prospective host country in the Board meeting or in speech delivered by the Governor (or head of delegation) at an annual meeting.
Step 7	Approval of cost sharing agreement in principle by prospective host country. Submission of the (draft) Memorandum of Understanding (MOU) to the prospective host country for consideration.
Step 8	President mentions the intention under "Any Other Business" in Board meeting.
Step 9	Formal written offer by the Government (Governor) to hold an annual meeting.
Step 10	Circulation of request for Board approval on a no-objection basis of the draft Report of the Board of Directors, together with a text of the draft Resolution, on the venue and date for the annual meeting, for submission to the Board of Governors.
Step 11	Formal adoption of resolution by the Board of Governors at an annual meeting or under special procedure
Step 12	Signing of the Memorandum of Understanding