**48th ANNUAL MEETING, BAKU**

**2-5 MAY 2015**

***Initial Assessment Mission: Mission Objectives***

| **ISSUES** | **OUTCOME** |
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| **1. ROLES AND RESPONSIBILITIES** |  |
| **Role of host country:**   * Host Annual Meeting in accordance with MOU & cost sharing/accord privileges & facilitate entry, etc. * Liaise with ADB; communicate frequently * Provide logistics arrangement for ADB missions to Azerbaijan * Provide information to be sent to all participants * Provide secretariat (host country organizing committee and a focal person who will work with ADB) * Coordinate among all parties on AZE side, e.g., PCO (if any), central & local Governments, travel agencies, service providers, etc. * Provide lists of guests from Azerbaijan (govt. officials, private sector, media, NGOs) * Update Schedule of Host Country Activities |  |
| **Host country's schedule of activities:**   * Consultation missions * Establishment mission * Host country to visit ADB * Technical mission * President’s mission - including a courtesy call to Guest of Honor (GOH) |  |
| **Role of ADB Secretariat:**   * ADB Secretariat Organizational Chart * Liaise with host country secretariat; communicate frequently * Send information to all participants * Coordinate with host country counterparts and among all ADB unit heads to arrange logistics and requirements * Ensure deadlines are met |  |
| **Role of Resident Mission:**   * Mission logistics * President's visit - program * Outreach program (under DOC) * Follow up and liaison with the host country as needed. |  |
| **2. AGREEMENTS** |  |
| **Draft MOU and Cost sharing arrangement:**   * Signatory for Azerbaijan * Arrangements for signing of MOU |  |
| **Visa and Protocol Issues:**   * Explain host country role in facilitating visas for all participants; information to be provided and accepted by embassies * Confirm waiver of visa fees for ADB personnel * Explain information ADB can provide on secure website for embassies (see security) * Protocol: VIP reception at airport |  |
| **Tax exemption:**   * Confirm that Government of Azerbaijan (GOA) is willing to honor privileges & immunities as set out in Articles 55 & 56 of Charter & in MOU * Explain possible procedure (i.e. exemption vs reimbursement) |  |
| **Customs/Import duties for ADB**   * Confirm importation free of duty * Explain generic list of items for exemption |  |
| **Protocol issues:**   * Scenario for VIP; close consultation with host country protocol; walk through, etc.; focal person for protocol issues * Guest of Honor at Opening Session * Scenario for networking events, e.g., President's Reception * Scenario for Governors' seminar * Head table seating at joint luncheon; ADB shares this information * Protocol at events & airport |  |
| **Airport services:**   * Discuss how to handle arrivals and departures; customs, immigration, baggage procedures; VIP procedures & visit VIP lounge * Discuss arrangements required; handling of luggage, shuttle service etc. * Visit airport: arrival & departure area & VIP lounge; request plan of airport |  |
| **3. DETAILS OF ANNUAL MEETING** |  |
| **Events at Annual Meeting and side meetings:**   * Program of events: Point out initial two days and official days (last two) * Key and non negotiable events: Governors’ seminar, Presidents’ Reception, Opening Session, Governors' Roundtable, Joint luncheon, 2 business sessions, reception by host country (may be sponsored) & luncheon for Governors hosted by the Guest of Honor * Opening and Closing Press Conferences by ADB President * Schedule of events: President’s meeting with Chair; number of activities on 2nd day & space implications; signing of MOUs and loan agreements; ASEAN+3 Meetings; * Seminars: ADB, sponsored, & country presentations; host country day |  |
| **Opening Session, Guest of Honor:**   * Program: 3 speeches & cultural event (optional) * Host to propose Guest of Honor, e.g. Head of State; to request attendance well in advance * Seating plan: special seating for VIPs, Governors etc. * Protocol scenario: step by step, prepared by ADB in consultation with host country |  |
| **Security:**   * Explain that host country is responsible for security and highlight main requirements from ADB side * Explain role of ADB Head of Security & his mission to AZE * Point out daily meetings of security advisory committee & need for host country representatives * Explain information ADB can provide about registered participants |  |
| **4. SPONSORSHIP** |  |
| **Sponsorship and promotion**:   * Provide ADB’s guidelines on sponsorship; avoid too commercial look * Point out companies who sponsored in Kyoto, either cash or in kind * GOA to prepare brochure for companies (sample) * Promotion by print, media & outreach * Branding of meeting using logo |  |
| **Cost-cutting measures for Government to consider:**   * Handicrafts exhibition and sales area * Paying A.P.P. |  |