**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
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| **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)
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| **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
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| **Role of Resident Mission:*** Mission logistics
* President's visit - program
* Outreach program (under DOC)
* Follow up and liaison with the host country as needed.
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| **2. AGREEMENTS** |  |
| **Draft MOU and Cost sharing arrangement:*** Signatory for Azerbaijan
* Arrangements for signing of MOU
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| **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
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| **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)
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| **Customs/Import duties for ADB*** Confirm importation free of duty
* Explain generic list of items for exemption
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **Cost-cutting measures for Government to consider:*** Handicrafts exhibition and sales area
* Paying A.P.P.
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