| **MISSION CALENDAR** | | | | | | |
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| **2018** | **2019** | **2020** | | | | **2021** |
| **June-Aug** | **June-Aug** | **APR - MAY** | **JUNE - JULY** | **AUG - OCT** | **NOV** | **JAN-FEB** |
| **Mission 1:**  Initial assessment mission | **Mission 2:**  Strategic directions mission | **Mission 3:**  Host Country Observation Team  *\*\*Identify the Missions required throughout pre-production and schedule with all involved.* | **Mission 4:**  Establishment Mission | *\*\* Start \*\* Start preparations for Official visit to ADB Hq Manila* | **Mission 5:**  Host Country Officials Visit to ADB HQ Manila  Mission*: \*\* Start preparations for ADB President’s Visit* | **Mission 6**  Technical Mission  **Mission 7:**  President’s Visit  **Optional:**  Consultancy Mission – Topics to be discussed with ADB |



| **2020 – WEEKLY PROGRESS MEETING TOPICS/ DISCUSSION POINTS** | | | | | | | | | | | | | |
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| **JANUARY** | | **FEBRUARY** | | **MARCH** | | | **APRIL** | | **MAY**  ***\*Onsite meetings*** | | | **JUNE** | |
| **ADB** | **FOC** | **ADB** | **FOC** | **ADB** | **DOC** | **ADB** | | **FOC** | **ADB** | **FOC** | **ADB** | | **FOC** |
| **REGISTRATION**  Opening of online registration  **WEBSITE**  Ensure continuous updates including Seminar, CSO, media, tours etc.  **MOBILE APP**  Launching of mobile app  **HOTELS**  Monitor hotel reservations, cancellations for official delegates  **BOARD PAPER**  Circulate the  Notice, Agenda, provisional Schedule & provisions relating to conduct of meeting, and Procedures Committee  **PROCUREMENT**  Discuss contracts with suppliers, including technical requirements  **PROMOTION & OUTREACH**  Launch news articles and other materials to promote the AM  **SU SUSTAINABILITY** Discuss possible measures to reduce the impact of the AM | **REGISTRATION**  Assist local media to register online  **VISA**   * Relay ADB's request to issue appropriate visas to AM participants to the host country's visa-issuing missions * Timely processing of visas for participants, including international media and CSOs   **INVITATIONS**  Coordinate with ADB sending invites to host country guests, VIPs, dignitaries, diplomatic corps, and members of host country secretariat  **OPENING SESSION**  Discuss scenario  **SECURITY**  Discuss with ADB the security plan, including disruption scenarios and emergency evacuation  **TRAFFIC MANAGEMENT**  Present arrangements for traffic flow at the AM venues | **REGISTRATION**  Establish/ discuss accreditation and registration procedures  **TRANSPORT**  Prepare transport advisory for participants  **BUSINESS SESSION**   * Send Board paper containing documents for the Board of Governors (Provisional Schedule of Meeting; Provisions Relating to Conduct of Meeting; Agenda), and once approved by the Board of Directors, send to Governors * Confirm logistical arrangements for the BS | **REGISTRATION**  Assign focal point to coordinate registration of host country secretariat, dignitaries and special invitees  **AIRPORT RECEPTION**   * Finalize VIP and other participants' reception procedures * Provide airport floor plans and draft airport reception plan   **NETWORKING EVENTS**   * Provide list of names of host country special invitees * Provide protocol scenarios and information on transport for VIPs at host country networking events | **BOARD PAPERS**  Circulate:   * AM Arrangement/ Program of Official Events * AM Documents * Review of Rules and Regulations * Resources of the ADB * Financial Statements & Independent Auditor’s Report * Budget * Allocation of Net Income * Annual Report of the ADB * Information Bulletin to Board, Management, and Staff attending   **BUSINESS SESSION**   * Prepare the Order of Speaking and Delivery of Governors’ Statements * Request confirmation of the 2 Governors to serve as Vice-Chairs   **SIGNAGE**  Start production of branding materials such as signs and banners for airports, etc.  **SEMINARS**  Finalize program of ADB Seminars and Sponsored Seminars and list of speakers | **SPONSORSHIP**   * Finalize sponsorship/   partnership matters in consultation with ADB, if applicable   * Provide ADB with complete list of sponsors/   partners and their promotional  activities  **SHIPMENT**  Handle customs clearance and delivery of ADB’s shipment, if applicable | **BUSINESS SESSION**  Prepare briefing folders for Governors  **LOCAL STAFF/ CONFERENCE PERSONNEL**  Conduct training  **PRINTING**  Print materials in accordance with branding guidelines | | **OPENING SESSION**  Finalize arrangements for opening session and protocol scenarios  **AIRPORT RECEPTION**  Conduct a dry- run of reception procedures with ADB and train assigned personnel  **NETWORKING EVENTS**   * Provide final list of invitees for host country lunch and/or reception * Send invitations for host country luncheon and/or reception to invitees   **LIAISON OFFICERS**  Agree with ADB on assignment of LOs for Governors/ Heads of Delegation and ADB President and spouse (where applicable)  **TRANSPORT**   * Finalize shuttle bus schedule * Training of drivers   **TAX EXEMPTION**  Ensure hotels and others suppliers implement tax exemption procedures | **REGISTRATION**  Opening of onsite registration 1 day before  **SITE INSPECTION AND SPACE ALLOCATION/ EQUIPMENT & TECHNOLOGY**  Ensure that meeting venues and offices are set up and tested in accordance with requirements  **LOCAL STAFF/ CONFERENCE PERSONNEL/ CATERING**  Conference personnel briefing session/walk through  **NEWSLETTERS**  Circulate daily e-newsletters to participants  **PROCUREMENT**  Check all services and products are provided as required  **BUDGET**  Ensure payments to ADB suppliers  **WINDING-UP ARRANGEMENT**  Meeting with instructions on logistical arrangements and onsite execution prior to first day.  **AM HIGHLIGHTS**  **PUBLICATION**  Publish a summary of key events and programs during the AM  **AM SURVEY**  Email to participants on the last day | **OPENING SESSION**  Implement opening session protocol scenario  **SECURITY**  Meet with Security team daily during the AM  **AIRPORT RECEPTION**  Set up rec reception desk, implement separate immigration lane, shuttle bus stop, signs and ushers  **REGISTRATION**  During the AM, post focal point at registration center to accredit local registrants  **PROCUREMENT**  Check all services and products are provided as required  **TOURS**  Monitor participation in tours | **AFTER- ACTION REVIEW**  Post-AM feedback sessions with various internal and external stakeholders, including POC, analysis of survey results  **AM RE REQUIREMENTS MANUAL**  Update based on experience and feedback  **SUST SUSTAINABILITY**  Assess measures taken to reduce the impact of the AM | | **BUDGET**  Share breakdown and setup meeting to discuss cost incurred/ budget reconciliation |