| **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 ManilaMission*: \*\* 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 theNotice, 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 promotionalactivities**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 |