

## Annex 2

### Summary of job sharing in organization of CAPE V

#### 1. The Congress

	<b>Activities</b>	<b>Local Committee</b>	<b>Scientific Commission</b>	<b>Consultant</b>	<b>APPA Secretariat</b>	<b>Organizing Committee</b>
1.	<b>Scientific Programme and topics</b>	-	draft Preparation	Contribution	Contribution	Adoption and Validation
2.	<b>Speakers</b>	Contacts with presenters	Identification and selection	Identification and contacts	Appraisal	Supervision, adoption and monitoring
3.	<b>Invitations</b>			Identification of participants / speakers and preparation of invitation letters	Validation of lists of APPA Ministers and Plenipotentiaries	Approval, invitation and supervision
4.	<b>Site for the event, decoration and equipment</b>	Identification and preparation of site	Contribution to the preparation of site	Assistance, decoration, development	Appraisal	Supervision, approval and monitoring
5.	<b>Marketing</b>	Sensitization, Mobilisation		Sensitization and mobilization campaign	Appraisal and monitoring	Supervision, approval and monitoring
6.	<b>Website</b>	Draft content	Contribution to draft content	Execution	Appraisal and monitoring	Supervision, approval and supervision
7.	<b>Registration of participants</b>	Registration of local participants	Assistance to the Local Committee	Registration of oil companies and corporations	Monitoring	Supervision, approval and supervision
8.	<b>Sponsorship</b>	call for local sponsors		Campaign and management ; call for international sponsors	Monitoring	Supervision, approval and supervision
9.	<b>Media Plan</b>	Support for preparation and implementation	Contribution to preparation of media plan	Preparation and implementation	Appraisal and monitoring	Approval
10.	<b>Brochures and documents</b>	Support for elaboration and preparation	Participation in the design	Preparation and elaboration	Appraisal and monitoring	Supervision, approval and monitoring

	<b>Activities</b>	<b>Local Committee</b>	<b>Scientific Commission</b>	<b>Consultant</b>	<b>APPA Secretariat</b>	<b>Organizing Committee</b>
11	<b>Graphic Chart</b>	Proposals		Realisation	Appraisal monitoring and	Supervision, approval and control
12	<b>Reception (protocol, ushers)</b>	Responsibility		Support to the local committee		Supervision, approval and control
13	<b>Accommodation and booking</b>	Responsibility		Supervision	Monitoring	Supervision, approval and control
14	<b>Feeding</b>	Participation		Funding and management		Supervision, approval and control
15	<b>Security</b>	Responsibility and management				Supervision, approval and control
16	<b>Health</b>	Responsibility and management		Assistance to the Local Committee		Supervision, approval and control
17	<b>Transport</b>	Responsibility and management		Funding and management	Monitoring	Supervision, approval and control
18	<b>Preparation of kits (file jackets, badges)</b>	Support to the Consultant		Realisation		Supervision, approval and control
19	<b>Registration (putting of badges, jackets, etc)</b>	Support top the Consultant		Management		Supervision, approval and control
20	<b>Sound systems</b>	Support to the consultant		Funding and management		Supervision, approval and control
21	<b>Interpretation equipment</b>	Support to the consultant		Funding and management	Appraisal	Supervision, approval and control
22	<b>Interpreters</b>	Support to the Consultant		Funding and management	Appraisal monitoring an	Supervision, approval and control
23	<b>Press room</b>	Support and management		Implementation and management	Appraisal monitoring and	Supervision, approval and control
24	<b>Internet room</b>	Support and management		Implementation and management	Monitoring	Supervision, approval and control
25	<b>Secretariat room</b>	Support for the consultant		Implementation and management	Validation	Supervision, approval and control

	<b>Activities</b>	<b>Local Committee</b>	<b>Scientific Commission</b>	<b>Consultant</b>	<b>APPA Secretariat</b>	<b>Organizing Committee</b>
26	<b>VIP room</b>	Organization		Participation in the organisation	Appraisal and monitoring	Supervision, approval and control
27	<b>Opening and closing ceremony</b>	Organization		Participation in the organization	Participation in the organization	Supervision, approval and control
28	<b>Cultural events</b>	Preparation and execution of programmes		Funding		Supervision, approval and control
29	<b>Collation</b>	Participation in the organization		Funding and management		Supervision, approval and control
30	<b>Tourist visit</b>	Programming, implementation, funding				Supervision, approval and control
31	<b>Gala Diner</b>	Support to the Consultant		Funding and organization		Supervision, approval and control
32	<b>Congress acts</b>	Support to the consultant	Production	Financing	Monitoring	Supervision, approval and control
33	<b>Evaluation of the CAPE V event</b>	Participation in the preparation of the final report	Draft summary and conclusion of the meeting	Elaboration of the implementation report and the closure of accounts report	Validation	Supervision and validation
34	<b>Preparation of the budget</b>	Participation in the preparation		Preparation	Validation	Adoption
35	<b>Monitoring of the implementation of the budget</b>	Monitoring			Monitoring	Adoption of the final report
36	<b>Management of incomes and expenditures</b>	Support to the consultant		Officer in charge	Approval and control	Supervision

## 2. Exhibitions

N°	Activities	Local Committee	Consultant	APPA Secretariat	Organizing Committee
1	Space identification	Responsibility and report	Support to the local committee	Monitoring	Supervision, approval and control
2	Budget evaluation	Support to the consultant	Responsibility	Appraisal	Supervision, approval and control
3	Promotion / sales	Support to the consultant	Responsibility	Monitoring	Supervision, approval and control
4	Preparation of site and warehouses	Implementation	Monitoring	Monitoring	Supervision, approval and control
5	Development of stands	Implementation	Execution	Monitoring	Supervision, approval and control
6	Security	Responsibility			Supervision, approval and control
7	Transport	Participation in the management	Funding and management		Supervision, approval and control
8	Management of temporary importation	Management and facilitation	Management of requests		Supervision, approval and control
9	Restoration of the site	Responsibility and implementation	Support and funding		Supervision, approval and control
10	Management of incomes and expenditures			Responsibility and management	Supervision