



BASEL CONVENTION



ROTTERDAM CONVENTION



STOCKHOLM CONVENTION

Standard Operating Procedure SOPs

SOP number: 37

Version: 1.0

(last update: 19 May 2016)

Effective Date:

19 May 2016

Maintained by/Author:

COB/AI

Title: Request for logistical assistance for a (non-COP) meeting (planning and coordination support)

Description: Procedures or steps taken in the planning of all necessary logistical support and coordination before, during and after a meeting for meetings approved/confirmed by the Executive Secretary.

Actors:

1. Requesting Branch (designated staff member(s) from therein)
2. Logistics focal point
3. Conference Services Manager
4. Administrative services team

Steps:

1. Prior to sending a request for logistical assistance for a particular meeting, the requesting branch seeks clearance from the Administrative services team and approval by the Executive Secretary on any required financial commitments. For this purpose, the proposal section of pre-approval of financial commitments form has to be filled out by the requesting branch.
2. Once approved, the requesting branch sends a request for logistical assistance for the meeting to the logistics focal point, with a copy to the Conference Services Manager, three months in advance of the meeting.
3. The requesting branch arranges a kick-off meeting with relevant actors to discuss logistics associated with the meeting and the organizational arrangements for meetings. The following information is to be collected:
 - Date of meeting including any pre-session meetings;
 - Meeting start and end times;
 - Side-event or launch of an event;
 - Meeting venue;
 - Hotel information;
 - Number of participants expected;
 - Venue size and number of rooms;
 - Catering and reception;
 - Working language, interpretation and translation, editing services;
 - Documents/publications for distribution and display, any printing of materials;
 - Type of transport arrangement if required;
 - IT and office equipment required;

- Types of materials to be sent to venue and returned;
 - Budget line to be charged.
4. The logistics focal point identifies and reserves the venue. In order to secure an appropriate venue, the logistics focal point may proceed with a reservation prior to the kick-off meeting.
 5. The logistics focal point identifies and requests costs for all aspects of the organization of the meeting based on the information collected during the kick-off meeting.
 6. Based on the review of the information provided during the kick-off meeting, the logistics focal point provides the requesting branch with what services can and cannot be provided by Conference Services, a timeline of events, and whether or not additional temporary local staff need to be recruited or any other external services need to be contracted. A cost estimate is provided to the requesting branch and the Administrative services team for approval. Contracts for external services are prepared by the logistics focal point, reviewed and signed by both the Administrative services team and the requesting branch.
 7. Upon completion of the meeting and once all invoices are received from the service providers, the logistics focal point reviews and submits the invoices to the Administrative services team for clearance who authorize the transfer of funds to the respective service providers.

Document revision history

Version	Description	Date
0.0	Initial draft	01 Dec 2015
1.0	Adoption and final revisions at Management Team meeting	19 May 2016
1.0	First version issued and posted	05 July 2016