

DIVISIONS

Based on the experience gained from hosting three major summits, this handbook recommends the following separate line divisions be established within the Summits office:

1. Conference and Site Preparations
2. Logistics, Transport and Protocol
3. Liaison and Coordination
4. Security
5. Media Facilities and Services
6. Host Broadcaster
7. Special Activities and Programmes
8. Administration and Finance

The "Plans and Programmes" and "Public Affairs and Media Relations" units should form part of the Executive Office.

The number of personnel required within each division will obviously vary depending on the nature of the summit, however the number of divisions should remain about the same. A span of control of 8 to 10 is not excessive and prevents an overly heirarchical management structure from developing.