

## ADMINISTRATION

### Procurement:

The Finance and Administration division is responsible for coordinating the procurement of all goods and services, working with and assisting those divisions concerned. This includes obtaining supplies and office furniture for the Task Force, and the purchase of official gifts for VIPS/delegates (see below). Also, (as a service to Conference and Site Preparations division), Finance and Administration also assists in the completion of contracts for preparation of the conference facilities, completing leasing agreements, and satisfying all on-site equipment and other requirements. These goods and services can be obtained in a variety of ways: loans and rentals, call-ups against standing offers, local purchase orders, and tendering.

When organizing a major international summit within a limited time frame, care must be taken to ensure that the procurement process does not become "paper intensive" and that work is accomplished as quickly as possible. At the same time, special care must be taken to see that all procurement is done in compliance with government requirements. It is recommended that a procurement officer who is fully knowledgeable and experienced be brought on staff at the outset of the planning process.

The establishment of an inventory system is a definite asset in tracking furnishings and equipment purchases (or rentals) from a variety of suppliers, and on loan from other governments or government departments.

### Official Gifts Programme:

Normally the host of the summit will have a personal interest in the selection of the official gifts. In consultation with his/her staff, the Administration division selects and purchases acceptable gifts. Discussions concerning the gifts should begin early on in the planning, as this can be a very time-consuming process.

A gift policy should be developed in consultation with the Protocol advisors in the Logistics division, and put to the host for approval. The staff person responsible should suggest a range of possible gifts, and outline any factors (eg. general value) drawn from summit tradition (if applicable). While a list of alternatives should be offered, experience shows that the host's office, if not the spouse of the host or the host directly, may want to select the official gifts personally. However, the Administration division, should be responsible for purchasing, wrapping, and distribution of the gifts. Depending on the status of the VIP, the Security division might have to be involved once the gifts are purchased, to oversee their wrapping and to take charge of their safe storage and eventual delivery.