

Volunteer Recruitment and Placement:

The overall Volunteer Programme should be designed in tandem with all other preparations, by a dedicated manager with strong inter-personal skills. Each division should be asked to identify potential volunteer jobs within their mandate and to work with the Volunteer Programme manager in their selection and placement. Putting in place these arrangements can be very time-consuming, but, if properly done, will be a useful investment in the organization's overall image and success.

Volunteers should be carefully selected and assigned to appropriate jobs where their time will be used productively. (Idleness will lead to low morale and dropping out at the crucial final stages.) They should be assigned to one section only, be trained within that section, and become part of the team. Any needs for a security clearances should be established well in advance so that the necessary applications can be made.

There can be some skepticism among the professional staff that volunteers can or should be allowed to handle certain jobs. It is very important that volunteers are not placed in positions where they could be held accountable for the expenditure of any government funds, for the supervision of permanent staff (however, they could supervise other volunteers), or for the performance of difficult duties involving high risk and expectations. However, they must be made to feel that they are part of the team, and are making a positive contribution to the summit's outcome.

The goal of the Volunteer Programme should be to involve as many sectors of the population as possible. Some potential sources for volunteers are as follows:

1. community groups, service clubs and associations
2. high schools, universities
3. host and/or local government personnel

Some challenges which could be encountered with volunteers are as follows:

1. assembling a set of volunteers that is acceptable to all volunteer user groups
2. getting volunteers accredited in time
3. keeping up interest and avoiding last-minute drop-outs
4. marshalling, training and controlling of volunteer help