

the budget for their division. The following chapter deals with each division, its mandate and responsibilities, and sets out a suggested organization structure.

Regular (weekly) Directors' meetings should be called by the Executive Director to allow for on-going coordination and communication between the divisions, and to function as a decision-making forum, where those responsible for follow-up are identified and deadlines set and monitored. When organizing a major conference many of the logistical requirements overlap divisional boundaries. Even those elements that do not overlap, can and do impact upon the preparations of other divisions.

