

The Spousal Programme:

Depending on the number of spouses in attendance, the programme could vary greatly in size and scope. It is crucial that the organizers have early knowledge of how many spouses will be attending the summit. Through the Aide Memoire (Appendix B) the organizers can obtain some initial information. However, if the spouse of the Host (or ministers, if involved) will be in attendance, a formal invitation to their opposite numbers is not only very appropriate, but can be used to encourage other spouses to be present..

The responsibilities of the Spousal Programme section are as follows:

1. to prepare an inventory of possible activities for submission to the Host spouses' office, and then to develop a detailed programme based on this input
2. to evaluate the costs of each activity prior to submission and to maintain cost controls, working closely with Finance
3. to develop detailed scenarios, working with Plans and Programmes
4. to prepare complete briefings for the Host spouse's office, if necessary
5. to prepare the Spousal Programme booklet
6. to implement and manage each activity

This Programme offers a great opportunity to highlight the best of national and local culture (ie. museums, the visual and performing arts, economic and education themes). However, a balance between official functions and free time (for shopping, private activities) should be maintained.

Advance preparations are vital. In some cases, a Spousal Programme event can require as much advance planning as any summit event involving leaders, create as many logistical problems, and depending on the spouse(s) in attendance, generate as many security requirements. The site selection process for all spousal events should take into consideration the same criteria as for the Official Programme events. The site selection for both the Official Programme and the Spousal Programme must be closely coordinated to avoid logistical complications and possible over-taxing of security resources.