

3. LIAISON AND COORDINATION

Mandate and Responsibilities:

- coordination of relationships/cooperation with other government departments
- coordination of relationships/cooperation with other levels of government
- liaison with participating governments including:
 - preparation of the Aide Memoire, and
 - handling all advance visits
- recruitment and training of liaison officers
- manning liaison desk and communications centre in operations centre

Possible Organization: (see organization chart on next page)

Within the Liaison and Coordination division there is an obvious division between Liaison and Coordination, each headed by a manager, one of whom would be the deputy. If there is long lead-time, the Coordination section will be established first, since it is important that good relationships and cooperation be developed at an early stage between the host organization and other governmental entities, particularly provincial/state and municipal governments in the summit location. The main work load of the Liaison section occurs much later in the preparatory process, and it may make sense to place the liaison function within the Coordination section in the early stages. This combined section would therefore handle coordination with other government departments and levels of government, and initiate the liaison with participating government embassies. Working closely with other sections within the organization, the preparation of the Aide Memoire (see Appendix B) is done by this unit, as well as the handling of all of the first round of advance visits. The initial recruitment of liaison officers will be started within this section.

Later, the senior staff person responsible for liaison would become the manager of the Liaison section when it is established separately and staffed approximately two months prior to the summit. It would be this section's responsibility to prepare the liaison officer programme, to train the officers, to handle the major liaison load in the weeks prior to and during the summit, and to man the liaison officer desk in the Operations centre.