

7. SPECIAL ACTIVITIES AND PROGRAMMES

Mandate and Responsibilities:

- delegates' services
- the spousal programme
- recruitment and assignment of "volunteer programme"
- guest list(s) and invitations for public events
- any other special programmes, outside the Official Programme: (eg. the development of a programme for youth involvement on margins of summit)
- any special summit-related events, (eg. a gala, trade show, presentations)

Possible Organization: (see organization chart on next page)

The Special Activities and Programmes division can be separated into four different sections, each with its own manager reporting directly to the Director. One of these managers should be designated the Deputy. An additional section could be added, if a decision is made by the summit host to have any special summit-related events.

- i. the Delegate Services section is responsible for the development and management of delegates' services and (if desired) extra-curricular programme.
- ii. the Spousal Programme section is responsible for the development and management of the spousal programme, including site selection and budget control, working closely with the Plans and Programmes and Finance divisions.
- iii. the Volunteer services section is responsible for the development and management of a programme for the use of volunteers during the summit, working very closely with the staffing division within the Administration and Finance division.