

2. LOGISTICS, TRANSPORT AND PROTOCOL

Mandate and Responsibilities:

- accommodation for all delegations and staff
- overall coordination of accreditation policy/delivery
- arrivals and departures for VIPS/delegates
- coordination of all transportation arrangements, (working with the security organization)
- protocol arrangements/advice

Possible Organization: (see organization chart on next page)

The Logistics, Transport and Protocol division can be separated into three sections, each headed by a manager who reports to the Director of the Logistics division.

- i. Logistics, (possibly headed by someone who could act as the deputy to the Director), is responsible for the arrivals and departures, coordination of the transportation arrangements and dispatch of delegation/media vehicles and buses, including securing and dispatch of all administrative transport before, during and after the event.
- ii. Accommodation and Accreditation is responsible for the accommodation for all delegations and staff, the accreditation policy and its delivery.
- iii. Protocol section provides protocol advice and assists in handling those parts of the Programme which have protocol components (except hospitality). It is headed by the senior Protocol officer.