CONTENTS

I.	INT	RODUCTION	1
п.	THE BASICS		
	A	Organizing the Task Force	5
		The Summit Office	5 6
		Executive Office The Directors	6
	В	Divisions	9
		Conference and Site Preparations	10
		Logistics, Transport and Protocol	12
		Liaison and Coordination	14
		Security	16
		Media Facilities and Services	18
		Host Broadcaster	20
		Special Activities and Programmes	21
		Administration and Finance	23
	С	Staffing	
		Staff Selection	25
		Security Clearances	26
		Training	26
		The Staff Handbook	27
		Volunteers	27
	D	Budget	28
		Managing the Budget	29
		Private Sector Contributions	30
	E	Administration	
		Procurement	31
		Official Gifts Programme	31
	F	Public Affairs and Media Relations	32
		Communications Plan	32
		Media Spokesperson	33
		Publications	33
	G	Critical Path	35