

Security Clearances

Personnel planning must also take into consideration the need to have persons security cleared prior to taking up their assignments in the organizing office. There are often few such personnel readily available outside the capital region. An advance arrangement with the relevant security agencies to obtain priority treatment for Summit-related clearances, is absolutely essential.

Careful attention must be paid in this regard, to the selection and clearance of temporary help. In the final weeks and days prior to the summit large numbers of people will be brought into the organizational effort. It is critical that a strong relationship exist between the summit office and temporary help agencies to ensure early selection of staff, so that clearances can be obtained well in advance of the summit and prior to the start of the training program.

Training and Orientation

It is important that a coordinated training and orientation program is instituted well ahead of the arrival of the support and liaison staff. Approximately two to three months prior to the summit, an additional staffing assistant and training officer will be required. It will be their responsibility to interview candidates (a lengthy, time-consuming process), and give briefings on the summit and general orientation. Shift schedules will need to be established and the availability of candidates for positions and shifts confirmed.

The training officer will coordinate and prepare all of the training and orientation, and should write a Staff Handbook. This orientation and training will allow for the smooth integration of large numbers of support staff into the organizational force.

The general orientation program for all staff should include a welcome from the Executive Director (on video if he/she is unavailable for all training sessions), and briefings on the office organization, the background for the summit, and the summit Official Programme. All "first-time" personnel should be formally and fully briefed on security requirements.

Specific training programmes will be required for each category of assistants brought on staff: accommodation assistants, logistic assistants, delegation liaison officers, senior liaison officers, and the media relations officers. Those directors giving briefings should be given lots of advance warning about the dates and times of the orientation sessions to ensure their participation.