

5. MEDIA FACILITIES AND SERVICES

Mandate and Responsibilities:

- media logistics: arrangements for media access, coverage opportunities, pools and briefings
- media centre: design and management
- media accommodation and accreditation
- transportation for media, working with Logistics
- working with Security on access for, and movements of, the media
- information: written materials and media relations officers

Possible Organization: (see organization chart on next page)

The Media Facilities and Services division can be separated into three sections each headed by its own manager, one of whom should be a designated deputy Director.

- i. Accommodation and Accreditation section is responsible for all media accommodation and accreditation
- ii. the Information Services section is responsible for all written materials, the media relations officers (interviewing, training and scheduling), and the media's logistical requirements
- iii. the Media Centre section is responsible for the design and management of the media centre, working closely with the Conference and Site Preparations division.

While all three sections have specific areas of responsibility independent of the others, they will have to work closely with other sections within the summit organization doing related work.