



2014 Year of Agriculture and Food Security in Africa, Marking 10th Anniversary of the Adoption of CAADP

Logistics Sub-Committee

Report to the Steering Committee of 26th February 2014

Composition: The Logistics sub-committee will be composed of the following members:

- AUC CAADP Senior Advisor, Chair
- A representative of NPCA, Member
- Representatives from relevant AU Service Departments/Directorates, Members

1st Logistics committee Meeting 14 February 2014, AUC 3rd floor, 10:00 – 12:00

Agreed on the roles and responsibilities as follows

Facilitate content and Development and Process Facilitation

- Background Document Preparation
- Process Design (e.g Agenda)
- Preparatory Meeting Week
- Meeting Facilitation
- Post Meeting Reporting
- Post meeting follow up with participants
- Pre-meeting preparation

Facilitators

- Design of Background Document (content contribution)
- Identifying authors and Review
- Process Design (agenda, venue, facilities and materials)
- Templates for Pre-meeting work
- Meeting Facilitation
- Review of Post meeting report
- Resource person preparation (speakers, logistics, interpreters, moderators and facilitators)

Technical Support Team

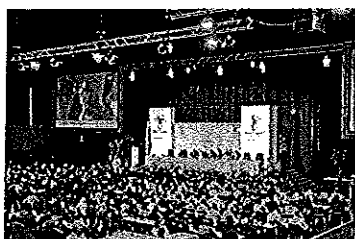
- Background document (research, writing, layout, printing guidance and circulation)
- Distribution and follow up on prework, compilation)

- Facilitation support
- Meeting Documentation (rapporteurship, compiling report and photography)
- Post meeting report
- Post meeting follow up with participants
- Resource persons preparation

Logistics Team

- Venue booking and organizing Lead-AU
- Hotels
- Transport (From and to the airport, ticketing, tour of Durban, local support...)
- Protocol
- Visas
- RSVPs/Registration, guest list
- Accreditation and badges
- Communications
 - Media
 - Press release
 - Website ...
- Interpreters/translation
- Decoration
- Catering
- Entertainment / Gala and dinner
- Secretariat room
- DSA payments
- Liaison facilitators and logistics
- Business meeting
- Security
- Exhibition and setup

2. Preparations of the CAADP PP Durban International Convection Centre



a.

- Invitations Sent
- Responses being obtained and information notes prepared.
- Registration on website <http://pages.au.int/caadpyoa/events/10th-caadp-partnership-platform-meeting>

A. Participants	Number
AUC	20
NPCA	8
CAADP Focal Persons	40
Permanent Secretaries	5
Ministers of Agriculture	10
RECS (IGAD, EAC)	4
ADWG Members	20
Special Org eg FANRPAN	8
Women Farmers	10
Farmer Organizations	10
Youths in Agriculture	10
Media	15
Non State Actors (CSOs)	10
Parliamentarian	20
Private Sector	10
Sub total Sponsored	200
DPS and Self Sponsored	300
Total	500
Registered	300

Activity	Responsible	Comments
Memos to AUC Departments (procurement, conference etc)	AUC	Budget yet to be cleared
AUC internal approval	AUC	
Meeting Venue	AUC	DICC, negotiation still on-going
172 Tickets & DSA	AUC	AUC Sponsored
28 Tickets & DSA	NPCA	NPCA sponsored
Invitation Letters	NPCA	NPCA
Hotels	NPCA	Hotels identified (Southern Sun and Hilton) Booking yet to be confirmed by NPCA
Catering	AUC	Provider identified through DICC
Facilitators	AUC	PICO Team Hired and at post
Interpreters	AUC	DICC to provide
Printing	NPCA	NPCA
Name tags, Pens, Notepads etc	NPCA	Details required
Folders/Briefs / Documentation	NPCA	Details required
Activity	Responsible	Comments
Rapporteurs	AUC	AL to identify AUC

Audio Visual	AUC	AUC communication to confirm requirements
Gala Dinner and Journalists awards	AUC	Procurement of Service providers
Flight bookings and management	AUC	Need to request AUC Travels to nominate dedicated Travel Adviser
Local Transport(Hotel to venue	NPCA	NPCA
Protocol	NPCA	AUC Protocol and NPCA
Event Coordination	AUC	Contract yet to be signed Need to identify local support staffs.

3. Ministerial

- Process has started
- Awaiting endorsement of the Agenda, etc

4. Summit Heads of States (21-27 June 2014 Malabo

- All members states will undertake exhibitions
- Contacts have already stated

5. Requests for Consideration by Steering Committee

Request that SC endorses change of name from Logistics to Operations Committee