

**GUIDELINES FOR HOSTING APEC MEETINGS**  
(Updated and Noted by BMC in March 2004)  
(Approved by Senior Officials at SOM II, Pucon, June 2004)

These guidelines provide host economies of APEC meetings with pointers on possible requirements and suggestions on how these requirements might be met. The guidelines consist of general information applicable to all APEC fora meetings and specific notes for Ministerial Meetings. The sections in italics refer to the Ministerial Meetings only.

**APEC AS A GROUPING OF ECONOMIES**

APEC is a grouping of economies. Therefore, other than the APEC logo, it is inappropriate to use anything, such as flags, emblems or anthems, which may imply the “political status” of any member economy, and/or to identify participants or delegations in conjunction with the meeting. Furthermore, it is essential to use accepted APEC nomenclatures (both spoken and written), during the course of the meeting and in all related documents, including the preparation phase. The members of APEC should be referred to as “member economies” or “members” or “economies”. For details, please refer to *the APEC Publication Policy*.

**PRELIMINARY ARRANGEMENTS**

**1. Hosting Procedures**

Once agreement has been made to host a meeting, the host economy is expected to move as quickly as possible to decide on the location and exact dates and inform all appropriate APEC contact points. Information on all APEC contact points is available in the APEC Secretariat. The host economy is also expected to issue an official invitation to all APEC members, APEC Secretariat and APEC Observers (ASEAN Secretariat, Pacific Economic Cooperation Council - PECC and Pacific Islands Forum - PIF) at least eight weeks before the meeting. It should be noted that invitations to the APEC Observers are sent to the respective organisations directly. It should also be noted that hosts of APEC meetings should **not** invite any guests, other than those approved ones, to the meetings without going through appropriate approval procedures. Please refer to the *Consolidated Guidelines on Non-Member Participation in APEC Working Group Activities*.

*For Ministerial Meetings, again, the host economy is expected to issue an official invitation to all APEC members, APEC Secretariat and official APEC Observers. It should be noted that the APEC Ministerial Meetings are **only** open to APEC members, the APEC Secretariat, and APEC observers, unless an exception is sought and agreed by consensus of member economies through their SOM contact points. The responsibility for determining the location, dates and issuing formal invitations is that of the host economy’s own Conference Secretariat. Liaison with the APEC Secretariat and respective Missions in member economies in setting up the details of the meeting can be useful.*

For Working Group (WG) meetings, the host economy can choose if it would prefer to inform the Chair/Lead Shepherd of the WG and ask him/her to notify all WG contact points. This can be done, if required, through the APEC Secretariat. The APEC Secretariat should be informed accordingly.

## **ADMINISTRATIVE ARRANGEMENTS**

### **1. Hotel Arrangements**

The host economy is expected to arrange block bookings with a range of room rates to offer participants a choice at appropriate hotel(s) within or close to the meeting location. Normally, these preferential rates should be applicable from a few days before the meeting until a few days after the meeting. Information concerning the hotel(s), rates, other pertinent information, and hotel reservation forms should be forwarded to the APEC contact points and the APEC Secretariat at least eight weeks before the meeting (at the same time the invitations are issued to all member economies). It is normal practice that the host economy books directly with the hotels concerned or channels bookings through a host organization depending on local preferences. It is also acceptable for the host economy to request participants to make bookings directly with the designated hotels. (A word of warning - despite a lot of encouragement, many participants leave their bookings until very late, sometimes causing considerable inconvenience for the host economy). Giving a deadline is helpful to participants and the host and should reduce inconvenience.

The host economy is responsible for preparing a list showing the hotel accommodation for the different delegations of the economies. This is particularly necessary if delegations are staying in more than one hotel.

The host economy may wish to make special arrangements to facilitate the check-in of the participants to the hotel. The host economy may also wish to arrange for meeting documents, notices and local tourism material to be provided at the reception or in the participants' hotel rooms on arrival. It is quite acceptable for the host economy to publicise local tourist attractions and other pertinent local information to participants in such a way as to encourage them to stay on at their own expense or return at some future time.

*For Ministerial meetings the host economy should provide hotel accommodation and local transportation for the Ministers and spouses, the Executive Director (ED) and/or the Deputy Executive Director (DED) of the APEC Secretariat, and the heads of the Observer delegations (ASEAN Secretariat, PECC and PIF), which should all be, in principle, to the same standard. For the annual APEC Ministerial Meeting, the host economy may wish to provide these facilities to the ED and DED of the APEC Secretariat.*

### **2. Administrative Circular**

An Administrative Circular providing a general overview of the meeting should be prepared by the host economy in coordination with the chairperson and the APEC Secretariat. This Administrative Circular should be sent out to the relevant APEC contact points in advance of the meeting and be available on arrival for delegates. The Administrative Circular will include the following information: responsible host economy contact persons, meeting venues, liaison officers (if applicable), registration/accreditation information, arrival/entry formalities, transportation arrangements, accommodation arrangements, delegates' facilities (including common delegation room, individual delegation offices, meeting secretariat office and support, medical facilities), media arrangements (if applicable), document reproduction and distribution procedures, dress code, general local information (including information on venue city, currency, climate, electricity supply, time zones) and other information as

annexes (including draft program, accommodation contact details and rates, document reproduction request forms and Power Point submission forms, as applicable).

An annotated Agenda is normally prepared by the chair of the meeting to be sent out in draft to all member economies in advance of the meeting for comment. Once comments have been received, the annotated Agenda would be amended and circulated to all member delegates in good time before the meeting.

*These arrangements also apply to Ministerial Meetings.*

A Delegate's Handbook should be prepared with pertinent information from the above list such as meeting program and venues and other administrative and technical arrangements. This delegate's Handbook should be provided to the delegates of the participating APEC economies just prior to the meeting or on arrival.

### **3. Airport Arrival**

Depending on the complexity of airport arrival formalities and possible language difficulties for some APEC members, it is useful to consider operating a "welcome desk" at the airport for participants on arrival. *For Ministerial Meetings, it is highly recommended to do this.*

It is the responsibility of the host economy to determine whether it can provide transportation from and to the airport for participants. If this is not provided, it is necessary to give clear advice on airport entry formalities and on obtaining transport to and from the hotel in the Administrative Circular or in the advance information provided by the host economy. *For Ministerial meetings, it is customary that all Ministers and Heads of Delegation (including APEC Secretariat, ASEAN Secretariat, PECC and PIF) are to be provided with a car and driver and all local transportation costs are covered.*

### **4. Host Economy Secretariat and Common Delegation Room**

A Host Economy Secretariat should be established with a list of persons for policy and logistical matters (meeting room reservations, documentation, information and communications technology and transportation) The location and operating hours of the Host Economy Secretariat offices should be stated. It is customary that a Common Delegation Room be provided, offering the following services: an ample number of computers with high-speed Internet connection, an ample number of laser printers, a high speed copying machine with sorter, pigeon holes for the distribution of documents to member economies, the APEC Secretariat and the official Observer delegations. *For the Ministerial Meetings, it is customary for the hosts to provide a Press Centre.*

### **5. Meeting Registration**

Prior to the commencement of the meeting, a registration desk should be set up in the Conference Centre/venue, staffed by the host economy's Conference Secretariat staff. During registration, identification badges (with the title of the meeting, names of the delegation and individual participant and photograph), agenda and program papers, a participant registration form (to be returned), and other relevant literature should be given to the registered participants. Adequate staff, adequate time and adequate space are needed for delegate registration prior to the meeting commencement, to ensure there are no unnecessary delays.

## **6. Meeting Rooms (Plenary, Bilateral and Small Groups)**

The host economy is responsible for arranging and paying for suitable meeting room(s) and morning and afternoon refreshments. In addition to the plenary meeting room, it is useful to have small meeting rooms available to accommodate smaller drafting groups or special issue groups as required. The host economy is responsible for arranging and paying for the plenary meeting room(s), the small group meeting rooms, a conference secretariat room, the conference support staff and conference equipment (computer work stations, photocopying machines, printers, etc.).

*For Ministerial Meetings, each member economy's delegation may request a delegation room with basic furniture, equipment, telephone, fax machine, computers and printers. This equipment will be paid for by the individual delegations. On request, rooms for bilateral meetings will be designated and are usually made available on a first-come first-served basis as required. The name of the Conference Secretariat contact person should be indicated in the Administrative Circular for booking purposes.*

*For Ministerial Meetings, a list of delegation rooms should be provided to all delegations in the Delegate's Handbook or subsequently as the information becomes available. Requirements for room space, basic office equipment and billing arrangements for the rooms need to be conveyed to the delegations in the Administrative Circular.*

Delegations may wish to arrange for their own furniture and equipment. If delegations wish to do so, they should inform the host economy in advance. Delivery arrangements for economies' delegation rooms need to be explained in the Administrative Circular.

It is likely to be necessary for the meeting rooms to be available beyond normal working hours. The Conference Secretariat should be open the day before the meeting and stay open from early each morning to late each evening to meet delegations' requirements. Conference Secretariat staff are also needed outside of normal office hours to help in the preparation of report(s) and other matters. Often late night work is required and staff of the Host Economy Secretariat are expected to be aware of this and able to provide the necessary assistance as required.

If at all possible, the plenary meeting room(s), small meeting room(s) and Host Economy Secretariat office are expected to be located on the same floor and in close proximity. Information on meeting rooms for different subgroups or activities should be provided by the host economy in the Administrative Circular or in the Delegate's Handbook before or on arrival.

## **7. Liaison Officers**

*For Ministerial Meetings only. A liaison officer should be assigned to each delegation to provide registration information, Program Guidance and, all documentation as well as informing ministerial staff about the administrative and protocol arrangements.*

## **8. Travel Arrangements**

It is optional whether the host economy arranges and pays for the travel of the delegates from the airport to the hotel and return. Travel from hotel(s) to the meeting venue should be

arranged and clear directions should be given on timetables, pickup and delivery points, frequency of trips and expected time of arrival at hotel or at the meeting venue. If the meeting is held in the hotel where the delegates are staying, this may not be necessary. This information and other information about taxis or other means of local transportation should be provided in the Administrative Circular and in the Delegate's Handbook before or on arrival.

## **9. Information Services**

Information counters to assist delegates obtain information pertinent to the APEC meeting should be established and information on their location should be included in the Administrative Circular and Delegate's Handbook.

## **10. Interpretation Services**

*This relates to Ministerial Meetings only. Information on the location of the interpretation services, mode of accessing them, use etc. should be included in the Administrative Circular and at the Conference Secretariat on arrival. It has been the practice for the costs of the interpretation infrastructure (booth, electronic equipment etc.) to be paid by the host economy and the cost of the interpreters (fees, expenses etc.) to be paid by the economy requiring the interpretation services.*

## **11. Late Registration and Accreditation**

A set of procedures for late registration should be set up, including information on the location, telephone number and operating hours. This information should also be part of the Administrative Circular.

## **12. Medical Services**

Information on the provision of medical services should be provided in the Administrative Circular and in the Delegate's Handbook. This may not be necessary for WG meetings.

## **13. Press Accreditation, Briefings and Coverage**

Press accreditation and Briefings are the responsibility of the host economy. *For Ministerial Meetings, a Press Centre should be set up and information on its location, operating hours, services (press conference rooms and press briefing rooms), process of accreditation, process for requests for interviews should be provided in the Administrative Circular and Delegate's Handbook.*

*For Ministerial meetings, the APEC Secretariat is prepared to broadcast press advisories to a global network of news organisations and to place the pre-meeting advisories and concluding statements on the APEC Secretariat website (<http://www.apec.org.sg>). The APEC Secretariat is also prepared to support all APEC meetings with basic APEC information such as the Update of Activities brochure and other relevant outreach material at no cost to the host economy. The host economy shall facilitate the duty-free importation of such materials.*

## 14. Security Arrangements

All participants should wear their identification badges and where applicable their access overpasses while at the meeting venue and at all social functions. Security arrangements should be explained in the Administrative Circular and Delegate's Handbook.

### EQUIPMENT AND STAFF

#### 1. Equipment

- Microphones - To facilitate the smooth running of the meeting, the public address system in the plenary rooms should be in good condition. Microphones should be installed at the conference table, one for the Chair and preferably one per every two participants at the table, or at least one per every two neighbouring delegations.
- Word Processors - The number of word processors/computers to be made available depends to some extent on the numbers of participants. The word-processing software widely used in APEC are Microsoft XP Professional with anti-virus program and auto recovery system. It is essential that the APEC contact points and the APEC Secretariat be advised of which software will be used, at least four weeks before the meeting so that all are aware of the system to be used in preparing documents for the meeting. Delegates may bring their own Notebook computers and may request additional power outlets and/or Local Area Network (LAN) cables or wireless Internet connections. This is up to the discretion of the host economy. However, it is advisable to request that delegates' Notebook computers be registered and checked for viruses and updated anti-virus programs prior to plugging into the LAN.
- LCD projector, screen and laser pointer - should be available in meeting rooms. If requested, slide projector equipment, overhead projector and white boards should also be provided.
- Printers - At least one laser printer is expected to be connected to the word processors to produce documents quickly.
- Photocopiers - While the number of photocopiers required depends on the number of participants and the volume of documents to be copied, one high-capacity photocopier, with feeder and sorter, is essential. While everything will be done to encourage participants to bring adequate copies of papers they wish to circulate, or to circulate them in advance of the meeting, there might still be considerable demands for copying. It is useful to have backup available in case of equipment break down. The requirement for copying can be reduced by limiting the number of copies to each delegation or utilising innovative solutions such as the Less Paper Meeting System. For the latter, details may be obtained from the APEC Secretariat.
- Telephones - There should be telephone(s) available at the meeting venue. The host economy may wish to restrict access to international calls to keep costs down.
- Faxes - Fax machines should be available in the Common Delegation Room for use by the delegations. These are normally free of charge for local faxes not for DID fax. *At Ministerial Meetings, each delegation room should be equipped with a fax machine, if*

*requested. All communication costs in the delegations' rooms are the responsibility of the individual member economy.*

## **2. Staff**

The Conference Secretariat staff are needed, at a minimum, to:

- handle registration of the delegates
- act as runners in the meeting room(s) to assist in distribution of documents, and undertake other duties as required (at least one)
- handle photocopying and document production (at least one)
- operate word processors and printers (at least one)
- provide information on meeting activities, venues, timetables etc., as required
- provide delegates with meeting documentation and material
- provide technical assistance as required
- provide general support and other duties

## **3. APEC Secretariat**

The APEC Secretariat generally attends all APEC fora meetings and provides advice and assistance on APEC procedures, documentation, preparation of Summary Records and other issues, as required. Office space for the APEC Secretariat should be provided and paid for by the host economy. The APEC Secretariat will send information to the host economy on required office space and the basic furniture, equipment (computers, printer, fax, stationery etc.) prior to the meeting. The hosts normally provide the equipment to the APEC Secretariat free of charge.

The level of policy and logistical support provided by the APEC Secretariat to the individual APEC Year host economies, including for Sectoral Ministerial Meetings, and logistical requirements for the Secretariat's Office at Senior Officials Meetings and related meetings appears as **Annex A, B and B1**.

*At the Ministerial Meetings, it is customary that the Executive Director or the Deputy Executive Director and the Director (Program) responsible for the Ministerial Meeting participate. The Executive Director or the Deputy Executive Director should be accorded treatment and courtesies equivalent to Ministers and be provided with an opportunity to give a short presentation on APEC developments affecting the issues under discussion.*

At WG Meetings, the APEC Secretariat normally provides only one person to give support and general policy advice to the chair and WG members throughout the meeting. Special invitations can be extended to the Executive Director or the Deputy Executive Director and members of the Secretariat's specialist staff such as the Communications Team or Finance. The APEC Secretariat is happy to work closely at all times with the host's Conference Secretariat staff in ensuring the success of the meeting. The APEC Secretariat has contact lists for all the different APEC fora, the chairs and convenors of the Committees, sub-committees and the APEC Observers. The Secretariat is also able to provide value-added services in the communications and outreach area.

## **MEETING ARRANGEMENTS:**

### **1. Seating**

APEC meetings usually use a “hollow circular, oval, rectangle or square” for seating depending on the shape of the meeting room and the number of participants.

Plenary meetings usually allow for at least 2 seats at the table for each delegation present, two seats for the chair, one or two seats for the APEC Secretariat depending on who attends, one seat for each invited representative of other APEC fora, 'observer' (ASEAN Secretariat, PECC and PIF) 'approved guest' and invited speaker(s). Plenty of additional seating is required around the room behind delegation table seating to enable additional delegation members to sit close to delegation members at the table.

*For Ministerial Meetings, there would be, at least, three seats for the chair, two seats for each APEC member economy and the APEC Secretariat, and one seat for each official Observer at the table.*

The seating of members around the table should be in the following APEC order:

AUSTRALIA  
BRUNEI DARUSSALAM  
CANADA  
CHILE  
PEOPLE'S REPUBLIC OF CHINA (CHINA ALSO ACCEPTABLE)  
HONG KONG, CHINA  
INDONESIA  
JAPAN  
REPUBLIC OF KOREA  
MALAYSIA  
MEXICO  
NEW ZEALAND  
PAPUA NEW GUINEA  
PERU  
REPUBLIC OF THE PHILIPPINES (PHILIPPINES ALSO ACCEPTABLE)  
RUSSIA  
SINGAPORE  
CHINESE TAIPEI  
THAILAND  
UNITED STATES OF AMERICA (USA ALSO ACCEPTABLE)  
VIET NAM

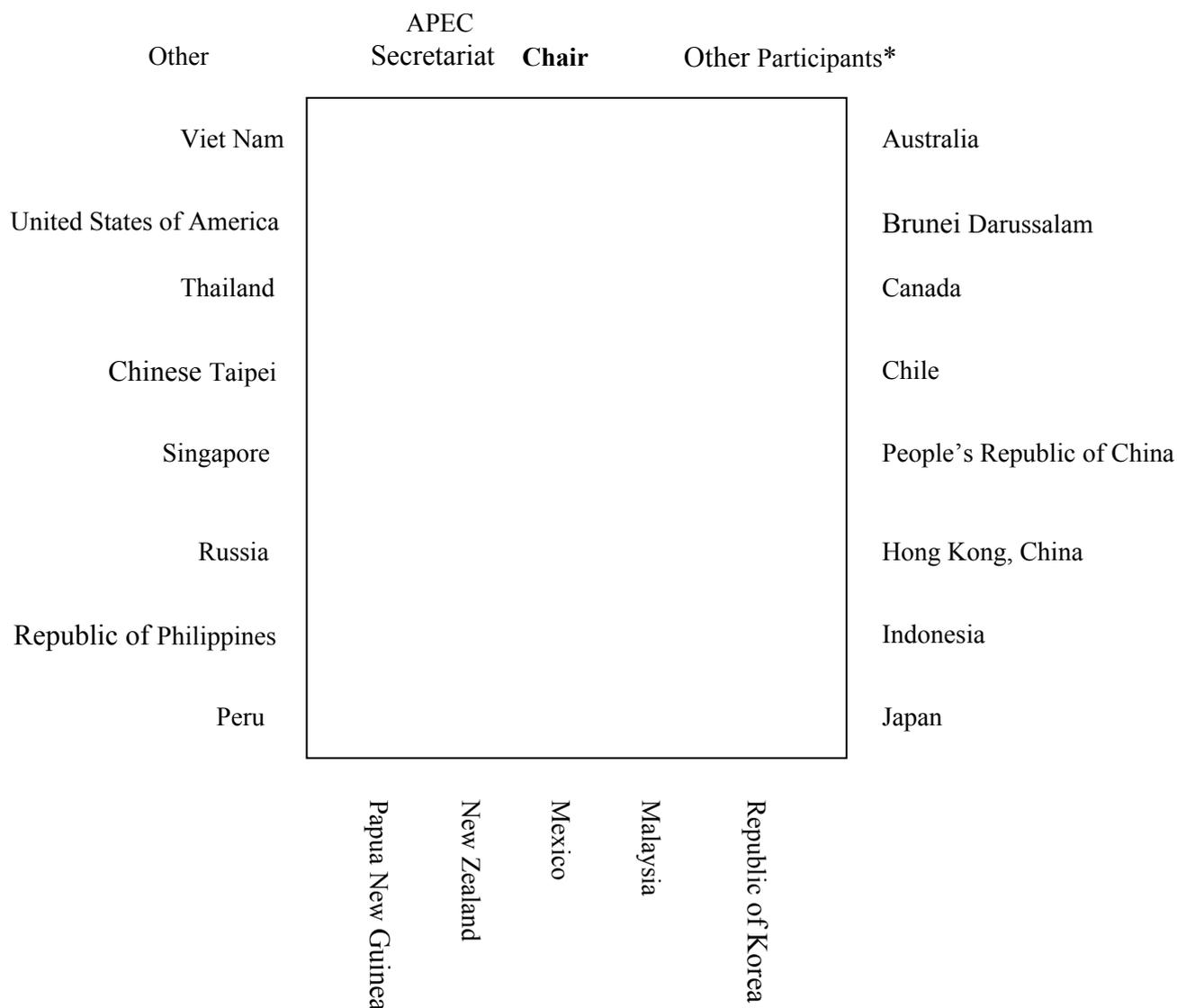
It is customary for the APEC Secretariat to be seated on the immediate right of the Chair. To facilitate dialogue among APEC member economies, it is desirable to have all other participants (invited representatives of other APEC fora, if any, invited speakers, if any, official Observers and approved guests, if any, the latter two categories in alphabetic order) seated on the left of the Chair and the right of the APEC Secretariat at the head of the table. For details, please refer to the sample-illustration of seating arrangement for APEC meetings at next page. The actual shape of the table (hollow circular, oval, rectangle or square) is subject to the shape of the meeting rooms.

## **2. Nameplates**

Nameplates should be available for the APEC members, APEC Secretariat, APEC Observers, invited speakers and any approved guests. Nameplates should also be available for the Chair (Co-Chair or Deputy Chair). With reference to signs of identification placed on the table, the name of the economy only should be used at all meetings. Under the current arrangements, any approved “guest” participant has a lesser status than the official Observers.

The Chair of the meeting should sit at the head of the table behind the nameplate of Chair. The APEC Secretariat is normally seated on the right hand side of the Chair.

*(Sample-Illustration of Seating Arrangement for APEC Meetings)*



\* Other Participants include representatives of other APEC fora (if any), observers (ASEAN Secretariat, PECC, SPF) and approved guests (if any).

**3. Language of the Meeting**

English will be the medium of communication throughout the meeting.

**4. Document Identification and Distribution**

Prior to meetings, Meeting Organisers should contact the APEC Secretariat for guidelines on documentation requirements. The guidelines will provide information on document identification codes, standard templates (e.g. Cover Page template, Document Classification List template) and the Document Reproduction Request Form among others. All documents to be tabled should be channeled through the Documentation Officer.

Reproduction and reproduction costs of papers not identified on the agenda should normally be the responsibility of the respective delegation. Distribution of all documents should be directed through the Documentation Centre.

The final report or Summary Record should be prepared by the Meeting Organiser with assistance, if required, by the APEC Secretariat and distributed by the Meeting Organiser before the end of the meeting. If this is not possible, the Summary Record needs to be sent out immediately after the meeting.

A complete set of documents should be collected by the Meeting Organiser in both electronic and hard copy. These should be given to a member of the APEC Secretariat as soon as possible after the end of the meeting for the APEC Secretariat archives. This is essential for the Secretariat to act as the collective memory for APEC.

Host economies and all APEC member economies are encouraged to circulate all documents by e-mail or websites, as far as possible and as confidentiality allows.

All website information about the meeting, including hypertext links, should be planned in advance in consultation with the APEC Secretariat, which maintains a central body of information about developments in APEC as well as background and key APEC documents.

## **5. Greeting Procedures**

*It is customary for Ministerial Meetings that senior host officials be available to greet arriving dignitaries.*

## **6. Chairing the Meeting**

The host economy may be asked to Chair or Co-chair the Meeting depending on the procedures of the particular APEC fora. *For Ministerial Meetings, the host economy is almost always the Chair and, in some cases, a Co-Chair is designated.* In Working Group Meetings, if the Host Economy is acting as the Chair, it would be useful to arrange for pre-meeting discussions with the WG Chair/Lead Shepherd and the APEC Secretariat to finalize Agenda items and scheduling of each item, to determine meeting protocols and procedures and outline expectations of the Chair and the Lead Shepherd.

## **OTHER ARRANGEMENTS:**

### **1. List of Participants**

The list of participants should normally contain participants' names, titles, address, fax and phone numbers, and e-mail addresses in protocol order for each delegation. The order of the list should be APEC members, APEC Secretariat, APEC official Observers and guests, if any. The process of drawing up the list of participants can be greatly assisted if APEC contact points provide this information on their initial registration material. The host economy can then draw up a draft list of participants before participants arrive. The draft can be amended and circulated to the participants after registration. Once comments and corrections are received, a final list of participants can be prepared for circulation.

## **2. Hospitality**

It is customary for the host economy to provide drinking water at the table during the meeting, and morning and afternoon refreshments for the participants.

It is not necessary for host economies to provide hospitality to participants. Nonetheless, host economies often choose to provide working lunches during the meeting and host a dinner and/or reception for participants (sometimes in conjunction with local business sector representatives). It is entirely up to host economies to decide how to show their hospitality, if they wish.

The host economy may also wish to consider arranging for a group photograph to be taken, or some photos during various activities, and have these as a souvenir or have them available for sale to participants. Usually, the host economy sends a copy of the photo to the APEC Secretariat for archival and public relations' purposes.

## **3. Field Trip**

Field trips are more commonly associated with WG Meetings, but occasions have arisen when field trips have been arranged for Ministerial Meetings. The host economy may consider arranging a field trip on the last day of the meeting, which might also be combined with some sightseeing. Although this is not a requirement, some WGs have been following this practice in the last few years. Since the field trip is usually considered as part of the meeting (some WGs even adopt summary conclusions of the meetings after the field trips), the host economy is expected to bear the relevant cost for the trip.

If a field trip is undertaken, the host economy is responsible for preparing the Program for participants and providing information on scheduling, venues and transportation.

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## Annex A

### **APEC Secretariat Support to the Host Economy**

The APEC Secretariat is the core support mechanism of the APEC process. The Executive Director of the Secretariat is responsible to Senior Officials through the SOM Chair and manages the Secretariat in line with priorities established by Leaders' and Ministers' tasking directions to Senior Officials.

In general, the APEC Secretariat has provided the following support to APEC host economies, as Chair of both SOM and Ministerial Meetings in a given year.

#### **SUPPORT TO MEETINGS**

##### **For APEC Ministerial Meeting (AMM):**

- Provide comments on the draft agenda
- Provide comments on the draft Joint Ministerial Statement
- Provide advice to the Chair on various substantive and logistical matters before and during the meeting, including on participation, procedures, document numbering system, and meeting room arrangements
- Provide recommendations on public access to meeting documents
- Provide background documents on different issues
- Provide draft papers on different issues, including the annual CTI, EC and ECOTECH Reports
- Provide outlines of discussion after the AMM

##### **For relevant Sectoral Ministerial Meetings (SMM) to be held in the APEC Host Economy:**

- Provide comments on the draft agenda
- Provide comments on the draft Ministerial Statement
- Provide advice to the Chair on various substantive and logistical matters before and during meetings, including on participation, procedures, document numbering system, and meeting room arrangements
- Provide recommendations on public access to meeting documents
- Provide relevant background documents on different issues
- Provide draft papers on different issues

##### **For Senior Officials Meetings (SOMs):**

- Compile the annual Tasking Statement from the preceeding year's AELM and AMM
- Provide draft agendas
- Provide detailed notes and draft Chair's Summary Record on a daily basis
- Provide recommendations on public access to meeting documents
- Provide advice to the SOM Chair on various substantive and logistical matters during meetings, including on participation, procedures, document numbering system, and meeting room arrangements
- Provide background documents on different issues

- Provide draft papers on different issues, as required

### **For Joint Fora Meeting (JFM)**

- Provide draft agenda
- Provide draft summary conclusions at the end of the JFM
- Provide advice to SOM Chair on various substantive and logistical matters during the meeting, including on participation, procedures, document numbering system, and meeting room arrangements
- Provide recommendations on public access to meeting documents
- Provide background documents on different issues

### **Other Meetings Held at the Margins of SOM**

- Liaise with Convenors/Chairs of relevant APEC fora which meet at the margins of SOM
- Advise SOM Chair of dates and meeting room requirements for these meetings (sample attached)
- Provide support to the relevant meetings, as required by the Convenors/Chairs

### **Media Support**

- Implementation of the Communications and Outreach Strategy
- Other support such as uploading press advisories concerning major APEC meetings to APEC Secretariat website, providing advice and assistance on media arrangements and information distribution to media

### **Other Support**

- Provide electronic support to meetings (e.g. web-based documentation support)
- Provide advice on any APEC related issues to SOM Chair
- Provide support to the host economy for the submission of the IAP Peer Review process yearly project
- Maintain and update contact details of SOM/Committees/Working Groups for use by the SOM Chair and provide liaison between SOM Chair and APEC fora (as appropriate)

## **Annex B**

### **General Logistical Requirements for the APEC Secretariat at Meetings in the APEC Host Economy**

- Accommodation reserved at the meeting venue for all APEC Secretariat staff attending the meeting (one person per room, breakfast to be included in accommodation tariff)
- Equipment and furniture requirements and basic stationery supplies for APEC Secretariat Office (**Annex B1**)
- Transportation to be provided to the Executive Director and Deputy Executive Director as per Heads of Member Economy Delegations and Heads of Official Observer Delegations
- Two twelve-seat minibuses to be provided to the APEC Secretariat staff for transportation
- Liaison officer and local volunteers to be provided to the APEC Secretariat delegation
- Where access to meetings is limited to those with overpasses/access passes, the APEC Secretariat will be provided with overpasses/access passes as follows:
  - for SOM meetings, all Secretariat professional staff are to be provided with overpasses/access passes;
  - for the AMM and Sectoral Ministerial Meetings, the Secretariat is to be provided with at least twice the amount of overpasses issued to member economies.
- Access to the AELM Retreat will be provided to the APEC Secretariat Executive Director (ED) and Deputy Executive Director (DED)
- Access to the AMM Retreat will be provided to the ED + 1 and DED + 1
- Access to the SOM Retreat will be provided to the ED + 1 and DED + 1
- To facilitate contact between the host economy and the APEC Secretariat, mobile phones are provided to the Executive Director, Deputy Executive Director, Special Assistant to the Executive Director, Director (Communications and Public Affairs) and Media Adviser/Communications Specialist

## Annex B1

### **Equipment and Furniture Requirements for APEC Secretariat Office SOM/MRT/AMM/AELM\_Meetings**

Request for one Working Room and one Meeting Room, preferably adjoining one another that is able to accommodate a 20-25 people delegation.

#### **Equipment**

<b>Quantity</b>	<b>Equipment</b>
<b>For: Secretariat Working Room</b>	
4	Personal Computers (English software) - with Microsoft XP Professional - with anti-virus programme - with Internet access (at least 512 megabytes per second) - with Auto Recovery System
10	LAN lines and configuration of all APEC Secretariat Notebook computers
2	High Speed Laser Printers
1	Heavy duty, high speed, 20-bin photocopier - with stapling facilities - double sided copying
1	Fax Machine/telephone line with <i>International Direct Dialing</i> - with User's Manual
2	Telephone sets connected to telephone line for local calls - with Telephone Directory Book
	Adequate additional lighting for working

<b>For: Plenary Room (for SOM meeting only)</b>	
3	Personal Computers (English software) - with Microsoft XP Professional - with anti-virus programme - with Internet access (at least 512 megabytes per second ) - with Auto Recovery System
1	High Speed Laser Printer
6	LAN lines and electrical outlets for Notebook computers

## **Furniture**

<b>Quantity</b>	<b>Furniture</b>
<b>For: Secretariat Working Room</b>	
4	Desks for Workstation
8	Chairs for Workstation
3	Tables for documents and stationery items
6	Chairs
3	Wastepaper bins
1	“Pigeon Hole” with 25-30 slots <i>(Note: If no proper “Pigeon Holes” available, document trays/magazine holders are also acceptable.)</i>
1	Whiteboard
	Adequate additional lighting for working

<b>For: Secretariat Meeting Room (adjoining Working Room)</b>	
1	Meeting Table large enough to have 20 chairs around the table
25	Chairs for Meeting Table
	Adequate additional lighting for working

## **Basic Stationery Items for Overseas Meetings**

<b>Details</b>	<b>Quantity Required</b>
Scissors – medium size	2 pairs
Stapler - size B10	2 items
Staples - B10	2 boxes
Stapler - size B8	3 items
Staples - B8	2 boxes
Glue	3 tubes
Pencils	1 dozen
Pencil Sharpener	1
Erasers for pencil	5 pieces
Big Binder Clips (Large)	2 dozen
Big Binder Clips (Small)	2 dozen
Paper Clips (Large)	3 boxes
Paper Clips (Small)	3 boxes
Masking Tape	2 rolls
3/4” Scotch Tape	4 rolls
Tape Dispenser	2
3M Post-It-Notepads (Medium)	5 pads
3M Post-It-Notepads (Small)	5 pads
Telephone Message Pads	2 pads
Empty Diskettes	6 boxes
Plastic folders	2 dozen

<b>Details</b>	<b>Quantity Required</b>
Brown envelopes - A5 size	1 dozen
Brown envelopes - A4 size	2 dozen
Brown envelopes - F4 size	2 dozen
Ball pens – blue	2 dozen
Ball pens – black	1 dozen
Ruler - 12"	2 items
Ruled Writing Pads (A4 Size)	20 pads
Shorthand pads	6 items
A4 size paper (for printing and photocopying)	15 reams
Highlighters – yellow	5 items
Permanent Ink Markers – black	2 items
White Board Marker	2 item
Tippex (white-out/liquid paper)	3 bottles
Rubber bands	Some
2 Hole Puncher (Large)	1 item
2 Hole Puncher (Small)	1 item