1. Intended users and update policy and history

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Intended users

The intended users are Convening Coordination teams. The Convening Coordination teams are recurrent yet temporary teams that are constituted for the purpose of organising a convening.

Key roles involved in a Convening Coordination team are Ops core team and Ops programme staff who are responsible for facilitating and co-leading the coordination of the convening cycle.

Ops core team and Ops programme staff along with Managers and Coordinators are expected to be knowledgable and able to provide guidance to their colleagues in the use of this manual.

Because APC's role as a convener is distributed among all programmes and teams, staff need to make themselves familiar with the policies, systems and procedures that the manual describes and explains.

For anyone involved in leading or co-leading a convening, Ops core team is the to-go space for support, capacity and guidance. Staff can also request assistance and support via logistics@apc.org

Update policy for convening manual

The update cycle of this convening manual will happen in July every year. An internal timeline will be developed together by Ops core team and Ops programme staff.

Update history

Version year	Version number (Month, Year)	Notes
2025	V.1 (May, 2025)	APC Convening Manual created
2025	V.1.3 (October, 2025)	proofread, updated URLs