

Glossary

Convening

For the purpose of this manual, any event, meeting, workshop, gathering – online or on-site or hybrid – that requires bringing people together for a common goal is a convening. These can be convenings that are either organised by APC programmes/teams or are co-organised by APC programme/team staff with members, associates and partner organisations, or convenings that APC participates in or is represented in by staff, members, associates and partners. This participation can be individual, as a team, or as a delegation of multiple teams, members, associates and partners.

APC-wide convenings

APC-wide convenings are those where a large APC delegation participates. This delegation is made up of but not limited to staff, members, associates and partners. APC-wide convenings are organised under a common and collaborative strategic agenda and are attended by most of the staff from the APC programmes as well as the Network Development (NetDev), Communications (Comms), Operations (Ops) and Organisational Development teams. Some members participate with the help of the Member Engagement and Travel Fund (METF), while others find their own funds or other travel support, and some partners are supported by APC programmes themselves. Examples include RightsCon, the Internet Governance Forum (IGF) and the Global Gathering.

APC-led

APC-led or organised convenings are primarily and fully organised/hosted by APC programmes, teams and staff. Examples include Feminist Tech eXchange (FTX), community gatherings, regional gatherings, project inception meetings, staff meetings and so on.

APC co-led

APC co-led or organised convenings are hosted in collaboration with either members or partners or other external collaborators such as government institutions or the United Nations, etc. Examples of APC co-led convenings include the African School on Internet Governance (AfriSIG), consortium meetings and the like.

Online

An online convening is conducted entirely virtually, allowing participants to join from anywhere in the world and from multiple time zones, using video conferencing platforms like BigBlueButton (BBB). Some examples in APC's context are online workshops, team meetings and webinars.

On-site

An on-site convening takes place at a physical location where all attendees are present in person in single time zone.

Hybrid

We understand hybrid convenings as that have both on-site and online participants and/or speakers, and where participation and engagement are mediated through and by technology. A hybrid event has elements of both on-site events and online events by design.

Convening coordination team

The convening coordination team is made up of cross programmes/teams members involved in organising the convening as well as Ops, Tech and Comms members. A convening coordination team is formed to steer the entire programme – from start to finish – collaboratively, where all these roles are required to contribute in making the convening happen.

Convening point(s) of contact

Convening point(s) of contact in the context of this manual refers to the programme/team staff person(s) responsible for leading the convening. This person can be the cost centre holder but not necessarily. They are responsible for coordinating the overall process, lead a strategy when there is one, liaise with other organisers, act as point of contact or delegate to others contact with external collaborators, create or review terms of reference (ToR) for services and consultants, and do risk assessment. They are also internally the point of contact for Ops, Tech, Monitoring, Evaluation and Learning (MEL), Resource Mobilisation (ResMob) and Comms staff members. The role of convening point(s) of contact can be shared with other people depending on the nature and size of the convening.

Cost centre approver

Cost centre approvers are staff members authorised to sign off on budget allocation and venue decision for the event. The cost centre approver and the convening point of contact can be the same person but not necessarily.

Ops core team

The Ops core team is made up three staff members at the time of writing this version of the manual – operations manager, convening lead and information and systems coordinator.

Ops programme staff

Each programme team has a dedicated staff member responsible for looking after operations requirements of the programme that include administrative and logistics roles. This member works closely with the Ops core team for all convenings that require collaboration.

On-site logistics coordinator

For convenings where on-site support is required – such as venue/accommodation scoping, working with local vendors or partners and travel agencies and other such logistical tasks – the organising team may hire an on-site logistics person.

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