

# 4.3. Roles involved in convening cycle

- [Roles involved in convening cycle](#)

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APC has developed a standard chart of roles template that can be adapted and adjusted according to the specificity of the convening. Once this chart is completed, the Ops core team will add everyone to the event form ticket providing additional space beside the MM convening channel, for direct communication and coordination that can be managed either through [Redmine](#) or directly through Thunderbird email client.

The benefit of having a dedicated space only for the convening coordination team is the creation of a thread or virtual loop where all information is available to everyone and decisions and conversations can happen away from the “noise” of the Mattermost channel, as some of the more crowded events can be overwhelming or too dispersive.

The [chart of roles](#) contains two templates, one for planning and the other implementation of the programme schedule and other related tasks. The following table shows all APC teams that can contribute to the planning of the convening and general tasks. The convening point of contact can add or strike out the team involved or the task, adapting them to the nature and the size of the event they are coordinating.

Team	Name	Overall Role	Specific Tasks
Convening coordinators	[insert name(s)]	Overall coordination of Strategy, Programme and Operations	Oversight and facilitation of developing of event strategy in line with APC strategic Plan
			Consolidate all input and feedback and finalised strategy
			Coordinate APC Programs schedule and content
			Facilitate Chart of roles and creation of the coordinaiton cross-team
			Liaison with Convening Organizers for event not lead by APC
			Co-convene meetings of coordination team and/or larger group for focused discussions
			Facilitate consolidation of Risk Assessment and Mitigation plan
PROGRAMMES	[name(s)]	SEJ	Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary
			Provide and share Budget Cost Centers and any other relevant financial informaiton for Side Events
			Contribute to Risk Assessment and Mitigation Measures
	[name(s)]	Local Access	Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary
			Provide and share Budget and information of Side Events
			Contribute to Risk Assessment and Mitigation Measures
	[name(s)]	WRP	Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary
			Provide and share Budget and information of Side Events
			Contribute to Risk Assessment and Mitigation Measures
	[name(s)]	SfV	Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary
			Provide and share Budget and information of Side Events
			Contribute to Risk Assessment and Mitigation Measures
CANDI	[name(s)]	NetDev Coordination Focal Point	Follow-up with members on sessions presented/approved
			Follow up with members on Side events they are attending or organizing
			Support Valeria in organising the orientation for members
	[name(s)]	Coordination of Communications	Coordinate Member Exchange Travel Fund support for members to participate in [insert convening name]
			Coordinate development of Communications Plan for based on Strategy and priorities documents
			Coordinate development of materials and publications for [insert convening name]
		Oversight Comms coordination of team requirements for publications, materials, business cards, etc, working with Comms on deadlines (assign a member of Comms team)	
		Provide and share Budget and information of Side Events for Comms&Netdev	

<b>Operations</b>	[name(s)]	Systems and Information	Lead on Participants Registration
			Coordinate the Logistic Advisory
			Coordinate Signal Buddy and Safety Group
			Coordinate Information flow
			Assist and support on Flight Booking and other logistics tasks when necessary
	[name(s)]	Convening lead	Lead Budget Forecasts
			Logistic Main Sheet and Folders setting
			Lead on Venue identification and selection   Review Venue comparisons
			Assist Participants in direct communication (flight , accomodation, ...)
			Provide information to participants on Insurance, Reimbursment ...
	[name(s)]	Operational oversight	Create Perdiem of events lead by Programs/Team Logistic coor
			Coordinate with Finance and do the event financial reconciliation
Liase and share responsibilities with Convening Coordinator for APC Wide Events			
Assist and support on sub-contracting and procurement rules			
Lead Risk assessment and implementation measures for APC Wide events, support CONvening Coordiantors to develop one for all other events			
Tech	[name(s)]	Tech coordination	Lead on VISA MoU and support
Finance	[name(s)]	Finance coordination	Convening evaluation of Operations
MEL	[name(s)]	MEL Coordination	Coordinate the technical arrangements related to APC's remote participation
ResMob	[name(s)]	ResMob Coordination	Appoint Tech Team members for specific sessions
Strategic Leadership	[name(s)]	Risk Assessment	Coordinate Finance team engagment
			lead design of comprehensive evaluation of the event and its process
			lead identifcaiton of key monitoring and data collection for events
			Lead developement of focused resmob strategy or talking points for funders/donors
			Risk assessment and Mitigaiton Measures final sign off