

4.10.4. Visa support systems

Local partners' support

When a conference visa is the only acceptable option for participants, support from a local partner becomes mandatory, as APC cannot provide invitations without having registration in the host country.

APC will sign MoUs with local trusted institutions that can provide the support to the event and the participants, mainly regarding visa, including the issuance of visa invitation letters. The APC Ops manager is responsible for supporting the convening point of contact to either identify an on-site resource person that can assist in verifying visa and immigration procedures, or identify a local partner (registered civil society organisation, visa services providers, organisations, institutions, lawyers) each time visa requirements and/or the size and complexity of the events would benefit from such additional support.

In these cases, the Ops manager is also responsible for developing the corresponding subcontract, MoU or a service sub-agreement and, once all elements of the ToR are agreed upon, inform the APC Ops director and get their clearance for finalising and signing the document. Once this is done, a copy will be stored in the appropriate repository by the APC HR officer.

[For MoU and event subcontract procedures please see here.](#)

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