

4.12.1. Logistics Advisory

To create a safe and welcoming space, APC has included in its registration survey explicit mention of APC principle of participation, code of conduct, and policy on harassment. At the end of the registration survey, all participants are asked to expressly sign and confirm they will respect and take responsibility for their behaviour.

During each convening, a care and well-being team is formed to ensure a response process in case a participant experiences discomfort or if a participant engages in harassing behaviour. The care and well-being team is the acting anti-harassment team and has the responsibility to confidentially review and respond to any participant who might experience harassment or inappropriate behaviour. The team will prioritise discriminated and marginalised people's safety over privileged people's comfort.

For health and other emergencies, the point person is the acting on-site logistics person.

Whenever possible, the APC practice is to inform local APC members, allies and activists friends that APC is having an convening in their country. And whenever possible, we invite them together with local civil society members and friends to our public convenings.

Logistics advisory

The systems and information coordinator is responsible for creating and maintaining the Logistics Advisory Template. Disseminating the advisory will be done either by the systems and information coordinator for the convening they curate and support, or by the Ops programme staff. They will also provide capacity to Ops programme staff to produce the logistics advisory for convenings they organise.

The logistics advisory is a collaborative effort involving the Ops core team and the on-site logistics coordinator (when applicable), and the convening lead will gather the necessary information about the country and city where the even take place that are relevant for the logistics advisory.

The advisory should include all information that will help participants organise and prepare for the convening.

Standard logistic advisory sections

All logistic advisory needs to contain a standard set of information which explains and presents APC procedures and best practices. These are:

- Information on travel documents, per diem, reimbursement, travel insurance, accommodation and local transportation.

- Signal travel buddy group
- Well-being and care; anti-harassment practices
- On-site team and contact details for emergency.

Logistics Advisory Template

Accommodation, meals, special requirements

As part of the registration survey described above, the Ops core team will make sure that participants' needs for accessibility, accommodation, meals and dietary requirements or other special requirements are negotiated with the hotel and are also shared with programmes and agenda facilitators to ensure the most welcoming and caring experience for all participants.

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