

4.6.3. Resource persons' subcontracts and agreements

Resource persons are individuals or teams contracted for the implementation of specific services such as on-site logistics, programme design and facilitation, documentation, tech facilitation and tech support, interpretation and captions among others. The convening point of contact is responsible for the agreement or terms of reference (ToR), determining the duration of the services being provided and the payment schedule.

In the case of APC-wide convenings and whenever Ops core team support is requested, the Ops manager will help identify the service providers as well as develop the ToR for resource persons and support throughout the contracting process. Once terms and conditions are shared and accepted, the contract or agreement is forwarded to the operations director for approval and to the human resources officer for provide the agreement number and once signed for storing in the dedicated repositories.

The Ops director is the authorised person to sign all subcontracts to both individual or other service providers on APC's behalf. The only exception is the venue contract, which is signed by the Finance manager.

- [Sub-contracts for event share2 repository](#)
- [Sub-contract for events workflow handout](#)

Revision #3

Created 2026-03-26 09:21:15 UTC by shivani

Updated 2026-04-06 08:42:32 UTC by shivani