

## 4.9.4. Information and communication

It is convening point of contact's responsibility to make sure all members of the coordination team are informed, consulted and updated on all aspects of the convening. APC systems and information coordinator is responsible for setting and maintaining an accurate and timely information flow as regards operations and logistics. In addition, they must provide support to the convening point of contact when and where necessary for direct communication with all participants, either one-on-one or via the agreed and shared communication and coordination channels (such as mm dedicated channels and convenings mailing list). This communication includes general announcement on logistics registration, risk assessment and mitigation plan, visa support, logistics advisory, and Signal travel buddy group.

As part of the logistics registration survey, participants are asked to provide all relevant details to book international travel, including passport details, departure and any other information relevant to this.

Once all information is compiled through the logistics registration survey, a communication loop is initiated with the participants to start assisting with their flight ticket booking, accommodation, visa documentation and any other relevant requirement.

In case of APC-wide convenings or APC co-led convenings, the APC Ops staff will support this communication for the members of their programme/team or for participants supported by their programme/team.

In cases of specific requests by participants such as accommodation for extra days and flight routes, etc., the Ops programme staff must refer to the APC procurement policy and travel policy to maintain compliance and establish clear communication with participants.

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Revision #2

Created 2026-03-26 09:25:10 UTC by shivani

Updated 2026-03-26 12:22:25 UTC by shivani