

Convening platforms, tools and repository

[Please also see section on all links to convening resources - 5. OPS \(people and systems\) key links and repositories](#)

APC convening coordination and related workflow happen across a set of platform and tools:

- **Redmine:** [Events scheduling form](#) and/or [individual travel form](#)
- **Mattermost:** Event-[dedicated channel]BBB: Real-time meeting dedicated room
- **Share2:** Event-[dedicated sub-folder]
 - [APC logistics main repository](#) organised by event [year] (repository for all operations and administrative documentation)
 - APC projects or APC event (repository for calls, programme, schedule, strategy)
- Event-dedicated Signal group
- Email and encryption for all formal administrative activities: signature of subcontracts with resource persons, venue contract, MoU and partnership.
- **NetSuite:** For all financial purchase orders

APC Logistics Mainsheet

[The APC Logistics Mainsheet](#) is the instrument where all logistics details related to an event in one place are compiled. The sheet is set up by the convenings lead or OPS programme staff once the convening is confirmed.

The chapters included in the Logistics Mainsheet are:

1. Event timeline
2. Event budget
3. Cost comparison between locations and/or venue options
4. Participants' registrations

5. Consolidated participants' list
6. Flight booking details
7. Accommodation rooming list
8. Participants' per diem schedule
9. Airport shuttles' arrival and departure schedule (if organised by APC).

The event timeline will be discussed and agreed with the programmes/teams involved in the convening's planning and will be added to the APC Logistics Mainsheet.

The Ops core team will support the convening point of contact and Ops programme staff throughout the process, from planning to reporting, and in compliance of the convening timeline.

Data management

APC's convening data are stored in APC own infrastructure and workspaces. Sensitive data such as passport details are stored in protected folder and regularly deleted in line with APC's data retention policy. Access via public link always has an expiry date.

For a more in-depth understanding of principles, practices and provisions that guide convening data cycle, please refer to [APC Data Retention Policy](#), [APC Security Policy](#), [APC Data Policy](#) and [APC Privacy Policy](#).

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