

# Roles involved in convening cycle

APC has developed a standard chart of roles template that can be adapted and adjusted according to the specificity of the convening. Once this chart is completed, the Ops core team will add everyone to the event form ticket providing additional space beside the MM convening channel, for direct communication and coordination that can be managed either through [Redmine](#) or directly through Thunderbird email client.

The benefit of having a dedicated space only for the convening coordination team is the creation of a thread or virtual loop where all information is available to everyone and decisions and conversations can happen away from the “noise” of the Mattermost channel, as some of the more crowded events can be overwhelming or too dispersive.

The [chart of roles](#) contains two templates, one for planning and the other implementation of the programme schedule and other related tasks. The following table shows all APC teams that can contribute to the planning of the convening and general tasks. The convening point of contact can add or strike out the team involved or the task, adapting them to the nature and the size of the event they are coordinating.

| Team                   | Name            | Overall Role   | Specific Tasks  |   |
|------------------------|-----------------|--|---|---|
| Convening coordinators | [Inser name(s)] | Overall coordination of Strategy, Programme and Operations | Oversight and facilitation of developing of event strategy in line with APC strategic Plan  |   |
|                        |                 |  | Consolidate all input and feedback and finalised strategy   |   |
|                        |                 |  | Coordinate APC Programs schedule and content  |   |
|                        |                 |  | Facilitate Chart of roles and creation of the coordinaiton cross-team   |   |
|                        |                 |  | Liaison with Convening Organizers for event not lead by APC   |   |
|                        |                 |  | Co-convene meetings of coordination team and/or larger group for focused discussions  |   |
|                        |                 |  | Facilitate consolidation of Risk Assessment and Mitigation plan   |   |
| PROGRAMMES             | [name(s)]       | SEJ  | Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary<br>Provide and share Budget Cost Centers and any other relevant financial informaiton for Side Events<br>Contribute to Risk Assessment and Mitigation Measures |   |
|                        | [name(s)]       | Local Access   | Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary<br>Provide and share Budget and information of Side Events<br>Contribute to Risk Assessment and Mitigation Measures  |   |
|                        | [name(s)]       | WRP  | Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary<br>Provide and share Budget and information of Side Events<br>Contribute to Risk Assessment and Mitigation Measures  |   |
|                        | [name(s)]       | SVV  | Engage with strategy and provide inputs + identify program lead for [insert convening name] if necessary<br>Provide and share Budget and information of Side Events<br>Contribute to Risk Assessment and Mitigation Measures  |   |
|                        | CANDI           | [name(s)]  | NetDev Coordination Focal Point   | Follow-up with members on sessions presented/approved<br>Follow up with members on Side events they are attending or organizing<br>Support Valeria in organising the orientation for members<br>Coordinate Member Exchange Travel Fund support for members to participate in [insert convening name]  |
|                        |                 | [name(s)]  | Coordination of Communications  | Coordinate development of Communications Plan for based on Strategy and priorities documents<br>Coordinate development of materials and publications for [insert convening name]<br>Oversight Comms coordination of team requirements for publications, materials, business cards, etc, working with Comms on deadlines (assign a member of Comms team)<br>Provide and share Budget and information of Side Events for Comms&Netdev |

|  |           |                         |   |
|--|-----------|-------------------------|---|
| <b>Operations</b>  | [name(s)] | Systems and Information | Lead on Participants Registration   |
|  |           |                         | Coordinate the Logistic Advisory  |
|  |           |                         | Coordinate Signal Buddy and Safety Group  |
|  |           |                         | Coordinate Information flow   |
|  |           |                         | Assist and support on Flight Booking and other logistics tasks when necessary     |
|  | [name(s)] | Convening lead          | Lead Budget Forecasts   |
|  |           |                         | Logistic Main Sheet and Folders setting   |
|  |           |                         | Lead on Venue identification and selection   Review Venue comparisons             |
|  |           |                         | Assist Participants in direct communication (flight , accomodation, ...)          |
|  |           |                         | Provide information to participants on Insurance, Reimbursment ...                |
|  | [name(s)] | Operational oversight   | Create Perdiem of events lead by Programs/Team Logistic coor                      |
|  |           |                         | Coordinate with Finance and do the event financial reconciliation                 |
| Liaise and share responsibilities with Convening Coordinator for APC Wide Events   |           |                         |   |
| Assist and support on sub-contracting and procurement rules  |           |                         |   |
| Lead Risk assessment and implementation measures for APC Wide events, support CONvening Coordinators to develop one for all other events |           |                         |   |
| Tech   | [name(s)] | Tech coordination       | Lead on VISA MoU and support  |
|  |           |                         | Convening evaluation of Operations  |
| Finance  | [name(s)] | Finance coordination    | Coordinate the technical arrangements related to APC's remote participation       |
| MEL  | [name(s)] | MEL Coordination        | Appoint Tech Team members for specific sessions                                   |
| ResMob   | [name(s)] | ResMob Coordination     | Coordinate Finance team engagement  |
| Strategic Leadership   | [name(s)] | Risk Assessment         | lead design of comprehensive evaluation of the event and its process              |
|  |           |                         | lead identifcaiton of key monitoring and data collection for events               |
|  |           |                         | Lead developement of focused resmob strategy or talking points for funders/donors |
|  |           |                         | Risk assessment and Mitigaiton Measures final sign off                            |

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