

PROCEDURE FOR HOSTING AN AFRIMETS GENERAL ASSEMBLY

A. INTRODUCTION

The General Assembly (GA) is the principle decision taking mechanism of AFRIMETS and crucial for its proper operation and development. A country that wants to host the GA and working group meetings should take into account the following:

1. The window in the international calendar for the AFRIMETS GA is July. The country must be able to host the GA during the month of July.
2. The country must have the capability to host both the GA and the associated Working Group (WG) meetings. A venue is thus needed that can accommodate around 120 people for the GA, and with 5-7 smaller rooms for the WG meetings. The country may indicate if it can only host the GA and 2-3 WG meetings, the other WG meetings will then be held somewhere else in AFRIMETS.
3. It is understood that most of the costs of attending the GA will be carried by the individuals that attend. The host country must as a minimum have funding available for:
 - a. Transport of the delegates to and from the airport
 - b. Lunch for EXCOM and WG delegates during the WG meetings and the GA delegates during the GA
 - c. One dinner for the GA delegates
 - d. The host must provide the venue(s)
 - e. The host must provide translation for the GA (sponsors may be approached to assist)
4. The accommodation chosen must include more than one price option and transport must be readily available, or be provided from the hotels to the venue.
5. It is understood that all facilities chosen must be of a sufficient quality to ensure the comfort of the delegates to meaningfully participate in the meetings, but must be cost effective to allow the maximum number of delegates to attend.
6. As it is normally not possible to provide all documents in print, the hotel and venue must have wireless internet access.

B. The Offer

1. AFRIMETS strives to involve all the sub-regions and the GA is preferably rotated amongst the SRMOs. There is however no strict rule other than that the GA should not be hosted in succession by two countries of the same sub-region.
2. The aspiring host must inform the Chair of AFRIMETS at least 2 years in advance of its intention to host and must:
 - a. Write a letter to the Chair of AFRIMETS one month before the EXCOM preceding the GA
 - b. Indicate in which city the meetings will be hosted
 - c. Indicate if the offer includes the WG meetings

- d. Approach donors if funding will be sought
3. One year in advance, at the preceding GA, give a presentation to the GA indicating the exact date, venue, accommodation options and estimated costs, which WGs are planning to meet and which sponsors are involved.

C. Final Procedure

1. Latest in December of the preceding year confirm the date, venue and hotel with the Secretariat and inform the Secretariat. The Secretariat then:
 - a. Sends out the notice of the meeting with a general letter of invitation
 - b. Prepares letters of invitation for VIPs and forward to the Chair to send out to the VIPs
 - c. Sends out the registration form with a deadline not later than 4 months before the meeting
 - d. Prepares letters of invitation for the registered delegates and send out
 - e. Informs the host of the names and origin of the registered delegates and who needs visas, for the host to prepare and send out letters
2. The host must send letters for visa purposes to all participants at least 4 months before the meeting

D. Important issues to remember for the meeting

1. The host must ensure that there are printing facilities to print important documentation for the attendants
2. Admin support must be provided to assist with registration and general assistance during the meetings
3. The venue must include a projector, screen, tables and enough power points
4. The translators must be briefed about the business of AFRIMETS before the meeting. The contact details must be provided to the Secretariat so that important documents can be forwarded to the translators before the meeting.