

EAP TASK FORCE

2nd Preparatory Meeting for the Almaty+5 Ministerial Conference Paris, 5-6 June 2005

Agenda Item 6:
ORGANISATIONAL ISSUES
Aziza Nasirova, EAP Task Force Secretariat



OECD  OCDE

ORGANISATIONAL ISSUES

OBJECTIVES OF THIS SESSION:

- **To inform delegations about the overall preparatory process and its key dates**
- **To help plan participation of delegations in the Ministerial Conference**
- **To highlight for discussion key organisational issues that would need further input and guidance from delegations**
- **Room Document 1 to support the discussion**

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TIMETABLE OF EVENTS, WEEK OF 14TH NOVEMBER

Mon 14 Nov	14:30 - 18:00	Ad Hoc Group on the Draft Min. Statement
Tue 15 Nov	09:30 - 13:00	3 rd Joint Meeting of the EAP TF and the PPC
	13:00 - 14:30	<i>Lunch</i>
	14:30 - 18:00	3 rd Joint Meeting of the EAP TF and the PPC
Wed 16 Nov	18:30 - 20:30	<i>Cocktail</i>
	09:30 - 13:00	3 rd Joint Meeting of the EAP TF and the PPC
	13:00 - 14:30	<i>Lunch</i>
	14:30 - 18:00	Roundtable Discussion on PPP
	18:30 - 19:30	<i>Welcoming Cocktail – Opening of the Conference</i>
	19:30 - 22:30	<i>Dinner Discussion for Ministers</i>

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TIMETABLE OF EVENTS, CONTINUED

Thu 17 Nov	09:30 - 13:00	Almaty+5 Ministerial Conference
	13:00 - 15:00	<i>Lunch Discussion for Ministers</i>
	15:00 - 18:00	Almaty+5 Ministerial Conference
	19:00 - 22:00	<i>Dinner Discussion for Ministers</i>
Fri 18 Nov	09:30 - 12:30	Almaty+5 Ministerial Conference - Closure
	12:45 - 13:30	Press Conference
	13:00 - 15:00	<i>Informal Lunch for Ministers</i>
	15:00 - 17:45	Concluding Session of the 3 rd Joint Meeting of the EAP TF and the PPC

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MEETING DYNAMICS

- **Seating arrangement**: one seat at the main table will be allocated to each Environment/Finance/ Water Minister and Heads of Delegations. The second (and possibly third) table to accommodate other participants.
- **Chair(s)** for the Ministerial Conference (Armenia and an EU member country?)
- **Keynote Speakers/ Interventions by other ministers**

ISSUES FOR DISCUSSION: How should the discussion be organised? Should we follow the Tbilisi model?

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MINISTERIAL LUNCHES AND DINNERS

- **Welcoming Reception – Opening of the Conference, 16 November** to be opened by the Prime Minister of Armenia;
- **Lunches and dinners** for ministers may provide an opportunity for further policy discussion.

ISSUES FOR DISCUSSION: Should meals be informal or working events?? If the latter, would any delegation be interested in hosting one of them?

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DOCUMENTATION

	1 st round of comments	2 nd round	3 rd round
Draft Annotated Agenda	Written comments on all documents by 30 June	Final versions to be circulated by 16 Sept.	N/A
Issues Paper			
Background Papers			
Draft Joint Ministerial Statement		Draft to be circulated on 29 July, comments by 16 Sept.	Revised draft to be circulated on 14 Oct for final discussion by Ad Hoc Group

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INVITATIONS AND REGISTRATION

- **A letter from Prime Minister of Armenia to EECCA Prime Ministers with a request to nominate, by mid-July, relevant EECCA Ministers;**
- **Official invitations to Donor and EECCA Ministers, high-level representatives of International Organisations and IFIs will be sent out by the Minister of Regional Government and Coordination (rank of Deputy Prime Minister) in the second half of July;**
- **Official Invitations to the representatives of the NGOs and the private sector will be sent out by the State Committee for Water Economy/EAP TF Secretariat**

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INVITATIONS AND REGISTRATION, CONTINUED

- Delegates will be requested to register for participation in the Conference by 3 October.

ISSUE FOR DISCUSSION: Could participants of this meeting indicate who will be representing their countries at the Ministerial Conference??

EAP TASK FORCE**POSTER EXHIBITION AND SIDE EVENTS**

- Information Stands during the Ministerial Conference – limited space, “first come, first served” rule applies!
- Excursions and site visits for Ministers and their delegations can be organised upon request;
- Side events may be organised in the Armenia Marriott Hotel (a 5 min walk from the venue). Please inform the EAP TF Secretariat as soon as possible if you are planning a side event. No side events should be organised during the plenary sessions of the Ministerial Conference.

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OTHER ISSUES

- **A Press Conference** will be held immediately after the closure of the **Ministerial Conference on the 18 November**. The Chair(s) of the Conference will inform the press about the outcome of the meeting
- **Security during the Ministerial Conference**: limited access to the Ballroom during the meeting (special badges); other security issues will be raised with the Ministry of Interior of Armenia;
- **Local Conference Secretariat** will start working in early July.

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SUMMARY OF ISSUES FOR DISCUSSION

- **How should the Conference discussion be organised? Should we follow the Tbilisi model?**
- **Should meals be informal or working events? If the latter, would any delegation be interested in hosting one of them?**

THANK YOU!!!

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