

PLANNING FORM FOR MEETINGS (Rev. 6 March 2009)

From:	To:
I. BASIC INFORMATION	
1. Workplan, product, activity numbers and title <i>(Clarify in a separate sheet if the product can not be indicated)</i>	
2. Operational officer	
3. Title of meeting, venue and dates	
4. Type of meeting <i>(Definitions attached)</i>	
A. Advisory meeting <i>(Please tick)</i>	
<input type="checkbox"/> Expert committee meeting	<input type="checkbox"/> Consultation
<input type="checkbox"/> Study group meeting	<input type="checkbox"/> Scientific/Technical working group meeting
B. Meetings for exchange of information <i>(Please tick)</i>	
<input type="checkbox"/> Symposium	<input type="checkbox"/> Seminar
<input type="checkbox"/> Conference	<input type="checkbox"/> Workshop
	<input type="checkbox"/> Group Training
II. TECHNICAL INFORMATION	
5. Justification <i>(To be attached, if necessary)</i>	
<i>a. Give clear and precise statement of the problem being addressed:</i>	
<i>b. Provide background on sequence of activities undertaken in the past in relation to this problem, including similar meetings held before on the subject, and state how the proposed activity is related to the work plan. There should be strong technical justification for the work and the financial resources.</i>	
<i>c. Give reasons why (i) the proposed activity is the most appropriate method to achieve results, (ii) proposed timings and level (e.g., country/intercountry) are the most appropriate. (Use separate sheets, if necessary)</i>	
<i>d. State reasons for the selection of venue considering geographical balance and expenditure (per diem, local cost, etc.).</i>	
6. General objectives	

7. Specific objectives (to be taken as expected output of the activity)

- 1.
- 2.

8. Tentative agenda (to be linked to the specific objectives)

- 1.
- 2.

9. A. List of working papers for the tentative agenda items (Definition attached):

Title of working paper	To be prepared by:	Target date for completion (dd-mm-yyyy)
1.		
2.		
3.		
4.		

B. List of reading materials (Definitions attached) to be provided in the folder::

- 1.
- 2.
- 3.

C. List of references/websites for further reading:

- 1.
- 2.
- 3.

10. RD's opening address (Please tick)

Required

Not required

*Bi-regional activity

Intercountry activity

If required, DOC edited version to be submitted to RD by (date) dd/mm/yyyy

11. (a) Number of participants / to be invited from each country:

Bangladesh	Bhutan	DPR Korea
India	Indonesia	Maldives

Myanmar	Nepal	Sri Lanka																				
Thailand	Timor-Leste	Total =																				
<p>(b) Selection criteria for participants</p> <ol style="list-style-type: none"> 1. 2. 3. <p>(c) Special invitees/temporary advisers (with short CV) Observers</p> <ol style="list-style-type: none"> 1. 2. 3. 																						
<p>12. Observers</p> <ol style="list-style-type: none"> 1. 2. 3. 																						
<p>13. Other agencies, including NGOs, to be invited:</p> <ol style="list-style-type: none"> 1. 2. 3. 																						
<p>14. WHO technical staff support (Regional Office/HQ/Other Regions)</p> <ol style="list-style-type: none"> 1. 2. 3. 																						
<p>15. a) WHO Country Office staff Participation (including WR and Temporary Staff) <i>(Indicate name, designation, capacity at the meeting, funding)</i></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Designation</u></th> <th><u>WCO</u></th> <th><u>Capacity</u></th> <th><u>Funding</u></th> </tr> </thead> <tbody> <tr> <td>1. Dr.</td> <td></td> <td>(secretariat / participant)</td> <td></td> <td>(WCO or RO)</td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(b) Selection criteria for WHO Country level staff</p> <ol style="list-style-type: none"> 1. 2. 3. 			<u>Name</u>	<u>Designation</u>	<u>WCO</u>	<u>Capacity</u>	<u>Funding</u>	1. Dr.		(secretariat / participant)		(WCO or RO)	2.					3.				
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2.																						
3.																						

16 a. Form for assessment of effectiveness/performance of Group Educational Activities: (attached) [Please tick]

Will be used

Will not be used If not, Why?

(the consolidated one page finding of the assessment of effectiveness MUST be furnished on completion of the activity to DAF/DPM/DRD as appropriate)

b. Follow-up of the outcome, if any:

III. ADMINISTRATIVE REQUIREMENTS

(to be completed by Operational Officer)

17. Space/location

Total number of participants to be accommodated in the plenary room:

Number of rooms for group work:

Space for secretariat required: Yes No

Number of office rooms required for consultants/faculty:

Others (Please specify):

18. Photo coverage

Inaugural Function Yes No

Group Photograph Yes No

Photo coverage on subsequent days Yes No

19. ICT Services

Cyber Café set-up Yes No Printing Yes No

Laptop Configuration Yes No Teleconferencing Yes No

Blackberry Configuration Yes No Videoconferencing Yes No

Internet access Yes No Bulk CD replication Yes No

If yes, how many? _____

Helpdesk Technician required at venue? Yes No

Hiring of photocopiers/printers Yes No If yes, how many? _____

Telecommunication costs (For SIM cards for mobiles, Blackberry and laptop + Internet)

20. Secretarial requirements *(if held outside SEARO, funds will have to be identified and full justification provided)*

21. Miscellaneous (with budget breakdown)

1. Transport
2. Lunch
3. Dinner
4. Reception

IV. FINANCE

	Provision	Comments by BFO	Comments by DRD-DPM/RD
22. Budgetary provisions			

Updated 6 March 2009

STANDARD BASIC PROVISIONS *(as attachment)*

(Common to all meetings and need not be discussed in Planning Committee)

1. This planning form should be used for the following purposes:
 - As a guide for the Planning Committee
 - To record the minutes of the Planning Committee. When minutes are written, only the final decisions should be recorded. Additional points, which are not already given in the form, may be recorded in box 22 "Miscellaneous".

Minutes of the Planning Committee, cleared by RA/Operational Officer and Director concerned, should be forwarded to RD through ASO and BFO, and DRD-DPM, for review of the recommendations of the Planning Committee and approval.

2. All expenditures must be individually costed and miscellaneous expenditure should not exceed 2% of the total budget.
3. Tea and coffee with seasonal fruits may be served twice a day for the duration of the activity and charged to the meeting component of the project budget, up to a maximum of US\$ 125.
4. All lunches and dinners provided by WHO should be costed separately and resultant reduction in per diem shown in the budgetary breakdown.
5. Only one reception per meeting is allowed with a maximum costing of 5% of the per diem per participant and must be separately costed and shown in the budgetary breakdown.
6. Travel arrangements for participants and consultants will be made by ASO.
7. Stationery should be kept at the minimum. On receipt of the list of stationery from the Operational Officer, appropriate arrangements will be made by ASO to provide them.
8. Conference bags should only be given under exceptional circumstances upon written justification and approval by DPM.
9. If WHO documents and publications are to be distributed to participants, IMD should be provided with a list of documents required and informed at least three months in advance. IMD can also arrange to display publications at the venue, if required.
10. For activities to be held in SEARO, ASO will reserve meeting space in the WHO building. For those to be organized in Delhi or NCR, ASO will arrange a suitable venue with conference facilities. If the activity is to be held outside SEARO, the host government will provide conference space at an agreed location. Technical units not to negotiate directly with hotels.
11. PIA will issue press releases upon clearance by the Technical Unit, Director concerned and DPM and DRD.
12. If the activity is held in SEARO, FIN will arrange to disburse the per diem direct to the participants, and if held outside SEARO, FIN will, in consultation with the Operational Officer, make suitable arrangements for payment to participants.
13. If the activity is held outside Delhi and Helpdesk technician's presence is required at the venue, TU should make provisions for travel and boarding and lodging expenses for him.

A TA should be issued for insurance purposes with capacity as APW holder.

Classification of Meetings

I. Policy Meeting in WHO

(Example :Global Cabinet Meeting , Regional Committee Meeting)

II. Advisory Meeting*

- Expert Committee Consultation
- Regional Consultation
- Study Group
- Scientific/Technical Working Group

- Other Scientific and Technical Committee

III Meetings for Exchange of Information - Group Educational Activities (GEAs)*

- Symposium
- Seminar
- Conference
- Workshop
- Group training

* *Planning Form is necessary*

PS: *Definitions are attached. Also available in SEAR Hand-Book, Part IX, Section 2 (IX.2), Annex C - Planning Form for Meetings.*

Definitions

A. **Advisory Meetings** - To advise the Organization on the planning and implementation of its programme or on research needs.

- **Expert Committee** - This is a meeting of experts to review the latest knowledge and make technical recommendations on the subject of interest to the Organization. Examples are ACHR, High Level Task Force Meeting etc.
- **Study Group** – This is similar to Expert Committees but concerned with a more limited aspect of an emergent problem or a very specialized subject, *e.g. To study efficacy of anti-malarial drugs and resistance to anti-malarial drugs.*
- **Regional Consultations** –

If SEARO invites all the countries of the Region, this will be called Regional Consultation, irrespective of whether all the countries participated or not.

If SEARO does not invite all the countries but only a limited number of countries, this will be known as an Intercountry Consultation.
- **Scientific/Technical Working Group** – This group plays a role for research comparable to that of Expert Committees and Study Groups for the Organization's programme in general. Examples are Research Coordination Meetings, Meetings of Investigators, Meetings of Directors of WHO Collaborating Centres, etc.
- **Other Scientific and Technical Committees** - Meetings which are not included under the above categories but are advisory in nature including informal consultation with consultants/TAs leading to recommendation on particular topics fall under this category. These may discuss specific programme matters, *e.g. Elimination of Leprosy/Lymphatic Filariasis, etc.*

B. **Meetings for exchange of Information: Group Educational Activities (GEAs)**
- To promote the exchange of technical and scientific information and knowledge.

GEAs can be classified on the basis of their objectives and the manner in which they are organized. Besides, the definition as mentioned below should be kept in view in classifying GEAs.

- **Symposium:** A symposium is a meeting of specialists often representing different disciplines who meet to exchange ideas and experience. It is essentially an exploratory meeting designed to discover the contribution different disciplines can make to the solution of a specific problem or set of problems. The proceedings of a symposium may be published in book form, as a report or reproduced in the Bulletin of the World Health Organization, or a report on the symposium may be published in the Technical Report Series.
- **Conference:** A conference is usually larger than a symposium and is concerned more with broad strategic approaches to problems than with their scientific or technical aspects. Another type of conference that is convened periodically is to revise international recommendations (e.g., the International Health Regulations or the International Classification of Diseases). The participants in a conference may be designated government representatives. The proceedings of a conference may be published, in whole or in part, or a report on the conference may be published in the Technical Report Series.
- **Seminar:** A seminar is a meeting at which participants familiarize themselves with the state of knowledge in a particular field with the assistance of experts. It is not a formal course of instructions but an educational device in which the participants learn, with proper guidance, from each other, and it is not normally expected to result in a formal report for wide distribution. A summary of the proceedings may be prepared, however, for limited distribution, mainly to the participants.
- **Workshop:** A workshop is an educational device intended mainly for those already employed in a particular field. The emphasis is on free discussion, exchange of ideas, demonstration of methods, and practical application of skills and principles. A workshop is not normally expected to result in a formal report for general distribution.
- **Group Training:** It is defined as training of participants in a specific field of study. Example: Trainers Training on Safe Blood Transfusion.

Definitions in relation to Box 9 of the Planning Form

- **Working Paper:**
 - i. Primarily relates to one or more agenda items of any meeting.
 - ii. A formal document consisting of relevant information in full on the subject agenda.
 - iii. It succinctly brings out background information relevant to the subject, present status, issues and proposed interventions.

- **Reference material:** This consists of more technical information/knowledge from authentic sources, having a direct bearing on issues under consideration, viz. - speeches, texts, previews, working documents, resolutions/decisions, minutes.
- **Reading materials:** This includes publications linked to the subject either directly or indirectly.