

Strategic Direction Working Group: Building Capacity
Working document

HANDOVER FROM PREVIOUS HOSTS	<i>How long before the Conference were you informed that your authority will be the host? Was that sufficient time for preparations?</i>	<i>What assistance did you get from the former host?</i>	<i>What assistance did you provide to the host of the following Conference?</i>	<i>Do you have any other observation about optimizing the Conference host handover practices?</i>
24 th ICDPPC Cardiff 2002	↓			
25 th ICDPPC Sydney 2003	↓ 2 years Sufficient time	Some handover notes, hints and tips but very little	Dedicated staff member compiled full and detailed notes on all areas together with files from conference service provider	<ul style="list-style-type: none"> • Longer lead time for being notified of hosting • More' passing of the baton'
26 th ICDPPC Poland 2004	↓			
27 th ICDPPC Switzerland 2005	↓ 1 year Not sufficient	List of participants	List of participants	<ul style="list-style-type: none"> • Longer lead time for being notified of hosting • Host to be free to choose topics and set the agenda (at least for open sessions) • Translation should be provided at least in English, French and Spanish
28 th ICDPPC London 2006	↓ 11 months Not sufficient but original host - Argentina withdrew	List of participants and advice on logistical matters	n/a	n/a
29 th ICDPPC Montreal 2007	↓			

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30 th ICDPPC Strasbourg 2008	↓				
31 st ICDPPC Madrid 2009	↓	1 year Sufficient time	Minimum assistance related to financial and organisational /administrative questions	Provided maximum assistance through a 2 year twinning project. Assistance related to financial, admin, program etc.	<ul style="list-style-type: none"> • Optimise host handover practices by having a permanent website with detailed content of recent history of the conference
32 nd ICDPPC Jerusalem, 2010	↓	1 year Sufficient time	Intensive handover due to twinning programme. Also received budgeting info from Montreal (2007) and Strasbourg (2008)	Full handover notes, teleconferences and one face to face meeting	<ul style="list-style-type: none"> • Comprehensive manual • Closed session is a 'must have' • Steering Committee • Defined rules of proper representation • Rules on sponsorship • Translation • Forced participation of 2 representative from each conference member • Up to date website
33 rd ICDPPC Mexico City, 2011	↓				
34 th ICDPPC Uruguay 2012	↓	1 year Sufficient time	Great assistance of processes and sharing knowledge of preparing programme	Produced overview document summarising all organisation actions	<ul style="list-style-type: none"> • Conference website with key documentation for attendees
35 th ICDPPC Warsaw	↓				
36 th ICDPPC Mauritius 2014	↓				
37 th ICDPPC Amsterdam 2014			There may not be a formal process, but previous hosts have kindly provided our		

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		office with information requested on the organisation of their conferences.		
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