

MINISTERIAL CONSULTATION ON DISPLACEMENT IN THE GREAT LAKES REGION ROADMAP TO EVENT			
Republic of Uganda, 05-07 March 2019			
Items / Activities	Responsible	Timeline	Team members responsible
Substantive issues			
<i>Liaison with Host Authorities</i>			
Designation of focal points	OSESG, O/UNRC and MoFA Uganda		
Establish Inter-departmental Task Team chaired by host country	MoFA Uganda		
Master of Ceremony	MoFA Uganda		
Secretariat (note taking, reporting and finalising reports and communique)	OSESG, ICGLR and MoFA Uganda		
<i>Media/Communication Tools</i>			
Communique/Press Statement	Secretariat and MoFA Uganda		<i>OSESG/MoFA/UNDP Uganda Communications</i>
Media Alert	Secretariat and MoFA Uganda		<i>OSESG/MoFA/UNDP Uganda Communications</i>
Media Coordination & Focal Point	Secretariat and MoFA Uganda		<i>OSESG/MoFA/UNDP Uganda Communications</i>
Media Accreditation	Host Country		<i>OSESG/MoFA/UNDP Uganda Communications</i>
Social Media	Secretariat and MoFA Uganda		<i>OSESG/MoFA/UNDP Uganda Communications</i>
Posters, Banners & Photos on Site	Secretariat and MoFA Uganda		<i>OSESG/MoFA/UNDP Uganda Communications</i>
Displacement Related Pictures	OSESG in consultation with Host country		UNHCR
Exhibition by refugees	UNHCR		UNHCR
Logistical/Administrative issues			
<i>Liaison with Host Authorities</i>			
Liaison with UNRCO	OSESG		Ongoing
Medical Facilities	Host country		
Confirmation of Participants	OSESG		Ongoing
Transmission of Letters of Invitation and Agenda	OESG and Host country	18-Jan-19	Done
Transmission of Administrative Note	OSESG and Host country	15-Feb-19	Done
Follow up on Invitations to confirm attendance by HoS	OSESG and MoFA Uganda		
Provision of language support (interpretation (English, French, Portuguese, Arabic), translation and	OSESG		Ongoing
Confirmation of Hotel	OSESG		Procurement almost finalised
Participant info package (Incl Map)	OSESG and MoFA Uganda		
Allowances for government officials	OSESG		MoFA Uganda to advise
<i>Conference Package and Services offered</i>			
Venue	OSESG		Procurement almost finalised
Conference Room & Set Up (Flags, Nametags, etc)	Host country State Protocol		
Secretariat Room	OSESG		Done
Media Room/VIP Lounges/Breakout Rooms	OSESG		Done
Media Room	OSESG		Done
Communication and sound system for the duration of the meeting	OSESG		Done
Internet/Wi-Fi at the venue	OSESG		Done
Secretariat Equipment (Desktop Computers, Printing and Photocopying (Heavy Duty)	OSESG		UNDP Procurement (MFI)
Conference Materials (Pens, Notebooks, Folders)	OSESG		OSESG
Registration Desk	OSESG and MoFA Uganda		
<i>Travel arrangements, Protocol, Security and Transport</i>			
Arrangements for all participants (reception & transport) upon arrival and at departure	OSESG and MoFA Uganda		UNRCO to arrange with OSESG
Visas acquisition facilitation	MoFA Uganda		Letter required
Follow-up on flight details	OSESG - Dinah		Ongoing, 5 countries received

Follow-up on hotel bookings	OESG - Dinah		Logistical note sent
VIP Management (Arrival & Departure)	MoFA Uganda		
Access and Security Badges for VVIP, VIP, Secretariat, Delegates & Observers (Diplomatic	MoFA Uganda in consultation with		
Venue Security	Host country to arrange		
Official Functions: Reception/Cocktail /VIP Dinner	Host country to confirm		Office of the Prime Minister to confirm