GUIDELINE FOR NAMING OF APT ACTIVITIES

Guideline 14 (MC-37, Vientiane, 2013)

Source Document: MC-37/OUT-07 (Rev.1)

GUIDELINE FOR NAMING OF APT ACTIVITIES

Guideline 14 (MC-37, Vientiane, 2013)

1. Introduction

The 34th Session of the Management Committee tasked the Ad-Hoc Correspondence Group for GA Preparations and APT Rules (CGMC) to prepare a draft guideline on the naming of APT activities within its Work Programme.

2. Naming conventions for APT activities in the Work Programme

For consistency, activities under the Work Programme should be named as follows:

	Formal / Ad hoc	Regular/ Series /Non recurring	ToR / Working Methods	Formal Output Docs	Structure/ Office bearers
Workshop/Seminar	Ad hoc	Non-continuous	None	None	None
Workshop	Ad hoc	Series	None	None	Possible
Symposium	Ad hoc	Non-continuous	None	None	None
Forum	Established by MC or GA	Continuous	Yes	Dependent on Working Methods	Yes
Forum	Ad hoc	Non-Continuous	Unlikely	None	None
Group	Established by MC or GA	Continuous	Yes	Dependent on Working Methods	Yes
Programme	Established by MC or GA	Continuous	Yes	Dependent on Working Methods	Yes

3. Application of these guidelines

The above list is not an exhaustive list but is meant to provide an indication on how activities may be named. It is intended to guide the Secretariat and/or Work Programmes for proposing activities for the approval of the Management Committee.

4. Interpretation of these guidelines

Interpretation of these guidelines is the responsibility of the Secretary General.