

GUIDELINE FOR NAMING OF APT ACTIVITIES

(MC37, 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.