

UNWDF 2020, task list, responsible parties and timeline (V. 7 Feb 2019)

tasks	responsible party	timeline/comments
Host country agreement		
1	Development of the draft document, initial review by OLA and Security UNSD	2019 Draft Aug/Sept submit to OLA and Security Oct
2	Liaise with the host country on the draft document	UNSD/Host country
3	Clearance from OLA and Security	UN
4	Signing of the official HCA	UN and host country
Security		
5	Security assessment	UNDSS
6	Deployment of UN Security to the venue	UNDSS
7	Liaise with the host country	UNDSS
8	Costing of the deployment	UNDSS
Programme		
9	Programme and its development (including the call for proposals, review process and final selection)	UNWDF Programme committee and the HLG, organized by the UNWDF Secretariat
10	Convey programmatic needs to the host country	UNWDF Secretariat
UNWDF website		
11	Develop, update, and maintain	UNSD
12	Provide the local logistical information to UNSD	host country
13	Local website	host country
UNWDF App		
14	develop UNWDF App	UNSD
General invitations		
15	To UN Missions in NY	UNSD
16	To heads of NSOs	UNSD
17	To high-level speakers	UNSD and/or host country in coordination
Registration		
18	System (Indico)	UNSD
19	Liaise with host country for needed inputs (such as information they need for visa/badges/etc.)	UNSD
20	Agree upon total number of participants and ratio of international to local	UNSD/host country
21	Provide UNSD with information on registration	host country
22	Approval of international participants	UNSD
23	Approval of local participants	host country
24	Visa assistance letter to all international participants	host country
25	Onsite distribution of badges at the UNWDF	host country
26	Onsite walk-ins - vetting, badge distribution	host country/UNSD
Communication		
27	Overall communication strategy	UNSD/consultants, UN DPI, DESA communication team
28	Organization of social media campaigns (twitter chats, etc.)	UNSD, UNDPI, in coordination with various partners
29	Local arrangements for press briefings	host country
30	Production of promotional material	host country
UNWDF Logo		
31	Development of UNWDF 2020 logo and guidelines	UNSD/Graphic Design Unit

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Venue		
32 Procuring the venue	host country	
33 Communicating the available space to UNSD	host country	2019
34 Assigning the venue space to the programme	UNSD/UNWDF Secretariat	May 2020
35 Providing catering services	host country	at the event
Exhibition space		
36 Space (includes approx. 20 booths)	host country	
37 Assignment of space, communication to the exhibitors	UNSD/UNWDF Secretariat	mid-2020
38 Communication with exhibitors on tech specs	host country	
Presentations		
39 Collection and dissemination to the venue meeting rooms	host country	late September and October 2020
40 Provide to the UNWDF Secretariat for inclusion on the website	host country	October 2020
41 Upload to the website	UNSD/UNWDF Secretariat	as soon as available
Media Zone		
42 Provisions of space	host country	discussions with UNSD started, depending on space
43 Coordination of logistics/build/IT requirements	UNWDF Secretariat/host country/partner organization	late 2019/early 2020, ongoing
44 Scheduling	UNSD/UNWDF Secretariat	mid-2020, ongoing