Promotion of ARAC Internal and Training Activities

CLASSIFICATION
This document is classified as ARAC Procedures Document.

AUTHORIZATION
Issue Nº: 01
Prepared by: TC
Date: June 2012
Revision Nº: 01
Approved by: General Assembly
Issue Date: March 2013
Application Date: Immediate
Document number: ARAC PR 014

Inquiries: ARAC Secretariat
E-mail: secretariat@arabarac.org

AVAILABILITY
Copies of this document in Arabic and English are available from the ARAC Secretariat, and on the ARAC website.

COPYRIGHT
ARAC holds the copyright of this document and it may not be copied for resale.

Original: English
1. Purpose
1.1. The purpose of this procedure is to ensure that information about ARAC internal activities or training related activities is properly distributed to all appropriate parties in sufficient time to enable all interested parties to participate.

2. Applicability
2.1. This procedure applies to ARAC internal activities or training related activities of the Secretariat, the committees and subcommittees and any other groups requiring this support.

3. Public Relations Activities
3.1. The Secretariat or any committee responsible for planning activities such as conferences, seminars, courses, and other training activities should submit the relevant information to the Advocacy and Communication Committee at least 3 months before the event. This timeframe will facilitate the early preparation of appropriate advertisements or invitation materials. All notices of upcoming activities will be circulated to the wider membership for their information and consideration, at least 2 months before execution, if not sooner.

4. Relevant Information to be provided
4.1. The information required by the Advocacy and Communication Committee for production of invitations to conferences, seminars, and/or courses would include, but not be exclusive to:
   • The Title/Name of the Activity,
   • The Associated parties, eg. UNIDO, AIDMO, Accreditation Body host,
   • The dates of the activities,
   • The language(s) of the activity,
   • The cost, if any,
   • The accommodation arrangements,
   • The host nominee in charge of logistics, (name, organization, full mailing address, telephone, fax numbers and e-mail).
   • The facilitator(s) information (name, organization, or representation if different, full mailing address, telephone, fax numbers and e-mail)
   • The topics to be considered
   • Financial support of participants, if any,
   • Criteria for participation,
   • Any other relevant information.
5. **Promotion Material Production and Circulation**

5.1. Once all relevant information has been received from the coordinating party, Advocacy and Communication Committee will produce the relevant material.

5.2. The completed documents will be sent to the Coordinating party, the facilitator(s) and any other relevant parties as identified by the Coordinating party for their comments and changes, for not more than a one week period.

5.3. Once all parties have agreed on the document, the Advocacy and Communication Committee will send the document to the Secretariat.

5.4. The ARAC Secretary will on receipt of the approved document, circulate it among the entire membership and any other interested parties.

6. **Exclusions**

6.1. Documents to be considered by the ARAC Membership or General Assembly, whether at a meeting or by correspondence, must be distributed exclusively by the ARAC Secretariat. For purposes of document control and efficiency, ARAC committees members should not directly send documents that are intended to be considered by ARAC full / associate / affiliate/ observer and interested parties members in their official capacity.

6.2. ARAC Secretariat also is responsible for distributing notices to the committees members relating to their regular meetings, such as draft agendas, working documents, resolutions, meeting reports and other documents.