

Procedure for organizing the sessions (draft)

1. Programme of the Summit (draft)

Mon. 3 Dec.		Tue. 4 Dec.	
11:00	Opening	AM	Plenary 2 -Keynote Speech by Head of Govt. (Water Champion Panel) <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Sessions (Optional) </div>
	Memorial Speech		
PM	Plenary 1 -Keynote Speech by Head of Govt. (Water Champion Panel) <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Sessions (Optional) </div>	PM	Priority Theme Meeting <div style="display: flex; justify-content: space-around; font-size: small;"> Theme A Theme B Theme C </div>
			Closing
	Welcome Reception		Farewell Cocktail

12/1-12/5 Open Event (a series of events in Japan)

*Open Event: one A4 page summary to be submitted (option)

2. Sessions

(1) Holding a Session

Theme and organizer of the sessions will be selected by the Secretariat of the 1st Asia-Pacific Water Summit, according to the application from applicants (invitees only) and determined by the Steering Committee of the 1st Asia-Pacific Water Summit.

(2) Organizers of the Session

Selected applicants by the Steering Committee become the organizers of the session. Organizers are in charge of all the logistics and expenses related to the session.

(3) Form of the Session

Form of the session will be decided by the organizer's (9 rooms having seating capacity of 20-700 are available, although most of them have a 20-40 capacity.).

(4) Participants of the Session

Session participants are invitees of the Summit (a few staff members are allowed to join the respective session for administration purpose).

(5) Output of the Session

Objective of the Session is to lead concrete activities after the Summit. Organizers of the session are responsible for reporting output of the Session to the Secretariat of the 1st Asia-Pacific Water Summit.

(6) Status of the Session

Results of the session will be included in the Final Recommendation(s) of the Summit if appropriate.

3. Priority Thematic Meetings

(1) Holding a Meeting and Organizer

Theme of the meeting will be determined in a consultation process among lead organization (thematic), member organization and the secretariat. The organizer of the meeting will be the lead organizations.

(2) Form of the Meeting

It must be a discussion meeting not a presentation meeting.

(3) Participants of the Meeting

Same as the sessions.

(4) Status of the Meeting

Same as the sessions.