Planning Meetings

The Arctic Winter Games International Committee (AWGIC) establishes a series of planning meetings with each Host Society and Chefs de Mission for each Contingent in advance of the Games. These include:

- Chefs, AWGIC and Host Society meetings
- AWGIC and Host Society meetings
- AWGIC Technical Director, Chefs and Host Society Conference Calls
- AWGIC Technical Director, Chefs and Host Society in person meetings at the Games.

The purpose and format of each of these is outlined below.

Chefs, AWGIC and Host Society

Purpose

The AWGIC schedules planning meetings with the Host Society and Chefs de Mission approximately 18 months and 6 months before the Games\(^1\), usually in the third week in October. These are commonly referred to as the M1 and M2 meetings.

The purpose of these meetings is to give the Host Society an opportunity to update the Chefs de Mission for each Contingent and the AWGIC on the activities it has undertaken in preparing for the Games and to receive input from both groups on this work.

Process

- The AWGIC will establish the dates of the M1 and M2 meetings in consultation with the Host Society and advise the Chefs of these.

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\(^1\) When the Games are hosted in Greenland only one Mission Meeting is held.
The Host Society will prepare a report on its progress in all major areas using the following template (with examples).

<table>
<thead>
<tr>
<th>Area</th>
<th>Projected Status</th>
<th>Actual Status</th>
<th>Future Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodations</td>
<td>From the AWG Staging Manual, summarize the activities that should have been completed by the date of the meeting, i.e. (for 18 months out) • Accommodation plans for both participant/coach quarters and mission headquarters in progress • Hotel plan developed for non-village accommodation requirements</td>
<td>Provide a summary of work completed and confirmed elements of the plan in this area.</td>
<td>If Actual Status is in line or ahead of the Staging Manual timeline provide a summary of future actions. If Actual Status is behind the Staging Manual timeline, indicate the corrective action being taken to catch up and provide a summary of future actions.</td>
</tr>
<tr>
<td>Security</td>
<td>From the AWG Staging Manual, summarize the activities that should have been completed by the date of the meeting, i.e. (for 18 months out) • Security office and check stations identified in draft accommodation plans for both participant/coach quarters and mission headquarters • Security and critical incident plan under development for review by AWGIC and Chefs de Mission</td>
<td>Provide a summary of work completed and confirmed elements of the plan in this area.</td>
<td>If Actual Status is in line or ahead of the Staging Manual timeline provide a summary of future actions. If Actual Status is behind the Staging Manual timeline, indicate the corrective action being taken to catch up and provide a summary of future actions.</td>
</tr>
</tbody>
</table>
ORGANIZING THE ARCTIC WINTER GAMES

- Security office and check station plans to be reviewed as part of draft accommodation plans for both participant/coach quarters and mission headquarters
- Security screening process in progress for both volunteers (including Host Society members) and security contractors

The Host Society may include other information in its report that it deems appropriate, i.e. schematic diagrams of the venues, services in the community etc. The report is to be provided electronically to Chefs and the AWGIC at least three weeks prior to the start of the meetings.

The Host Society should the review the Performance Standards identified in this manual and report on each at the appropriate point in the meetings, for example, Chefs must be provided with Host Society health and safety promotion plans at M2.

The M1 and M2 meetings will be scheduled as follows:

- Day 1 – Venue tour (It may be appropriate to have Sport Chairs and or other venue specific committee chairs present to Chefs / AWGIC during this tour.
- Day 2 – Participant Care and Comfort Review (Chapters 7.03 to 7.10, 7.13 to 7.28)
- Day 3 – Administration and Other Matters for Host Society and AWGIC Only (Finance, Fund Raising and other matters)

Note: The AWGIC President and Technical Director will review the agenda with the Games President and General Manager prior to its approval and distribution.
All meetings will be chaired by the President of the AWGIC with assistance from the President of the Host Society.

During the meetings the Host Society Committee Chair for each area should make a short presentation (5 minutes) on their activities and future actions. They may also ask questions of the Chefs and AWGIC if they are not clear on various matters. The Chefs and AWGIC may have questions for the Committee Chair.

The AWGIC President will provide a letter to the Host Society following up on each of these meetings.

Important Note – Issues related to Arctic Winter Games Policy are often raised during M1 and M2 meetings. While Chefs may have advice in these areas, the AWGIC will provide final decisions on all policy related matters. Once a policy decision has been made, further discussion on it will only be considered if the Host Society President makes a formal request to the AWGIC President.

The Arctic Winter Games Staging Manual and Technical Packages are the source of advice and policy on the Games. Host Society personnel are encouraged to continually refer to these documents and/or request clarification from the AWGIC Technical Director or President if they need additional information or clarification on various matters.

**AWGIC and Host Society**

**Purpose**

The AWGIC schedules separate planning meetings with the Host Society approximately 12 months and 2 months before the Games.

The purpose of these meetings is to give the Host Society an opportunity to update the AWGIC on the activities it has undertaken in preparing for the Games and to receive input on this work.

**Process**

- The AWGIC will establish the dates of these meetings in consultation with the Host Society. Additional meetings may also be scheduled with the Host Society as and when required by the AWGIC or the President of the Host Society.
The Host Society will prepare a report on its progress in all major areas using the template outlined in the previous section.

The Host Society may include other information in its report that it deems appropriate. The report is to be provided electronically to the AWGIC at least three weeks prior to the start of the meetings.

These meetings will be scheduled as follows:

- Day 1 – Participant Care and Comfort Review (Chapters 7.03 to 7.10, 7.13 to 7.28)
- Day 2 – Administration and Other Matters for Host Society and AWGIC Only (Finance, Fund Raising and other matters)

Note: The AWGIC President and Technical Director will review the agenda with the Games President and General Manager prior to its approval and distribution.

All meetings will be chaired by the President of the AWGIC with assistance from the President of the Host Society.

During the meetings the Host Society Committee Chair for each area should make a short presentation (5 minutes) on their activities and future actions. They may also ask questions of the Chefs and AWGIC if they are not clear on various matters. The Chefs and AWGIC may have questions for the Committee Chair.

The AWGIC President will provide a letter to the Host Society following up on each of these meetings.

The Arctic Winter Games Staging Manual and Technical Packages are the source of advice and policy on the Games. Host Society personnel are encouraged to continually refer to these documents and / or request clarification from the AWGIC Technical Director or President if they need additional information or clarification on various matters.
AWGIC Technical Director, Chefs and Host Society Conference Calls

Purpose

The AWGIC Technical Director schedules monthly conference call meetings with the Host Society and Chefs beginning approximately 21 months prior to the Games. The frequency of these increase to bi-weekly in the January before the Games.

The purpose of these meetings is to give the Host Society an opportunity to update the Chefs on the activities it has undertaken in preparing for the Games and to receive input on this work. The Technical Director also uses these meetings to provide Chefs and the Host Society with updates and receive input on the development of the Games Technical Packages and updates to the Staging Manual.

A post Games evaluation conference call will also be scheduled approximately one month after the Games for immediate feedback from the Chefs.

Process

- The Technical Director will establish the dates of these meetings in consultation with the Host Society and Chefs.
- The Technical Director will chair these meetings.
- The Host Society will prepare a verbal report on its progress for these meetings.
- The Technical Director will distribute meeting notes after each call.
AWGIC Technical Director, Chefs and Host Society Meetings at the Games

Purpose

The AWGIC Technical Director schedules daily in person meetings with the Host Society and Chefs beginning on the Thursday prior to the Games and continuing through to the day of the Closing Ceremonies.

The purpose of these meetings is to review important issues and activities that may arise on a daily basis at the Games. The Technical Director will chair these meetings.

Process

- The Technical Director will establish the time and location of these meetings in consultation with the Host Society.

- The Technical Director will establish the agenda for these meetings. Typically it includes the following items:
  - Arrival / Departure Information
  - Registration/Accreditation (problems and solutions)
  - Security Report (problems and solutions)
  - Medical Report (major issues and solutions)
  - Accommodations Report (beds, showers and other, major issues and solutions)
  - Food Services Report (problems, schedule, quality, quantity, solutions)
  - Transportation Report (problems, solutions)
  - Culture and Ceremonies (schedule, logistics, solutions)
  - Sport Technical (venues and competitions, schedules, issues, solutions)
  - Host Society – Other
  - Chefs – Other
  - AWGIC - Other

- The Technical Director will chair these meetings.

- The Host Society Committee Chair or Board Member in charge of these areas shall attend and deliver the report. The Host Society President and General Manager shall also attend and report as appropriate.
• Others attending these meetings include: Host Society personnel supporting the above volunteers and staff, other AWGIC members, Chefs de Mission and their Assistants, future Host Society representatives. These meetings are not open to the public or media.

• The following sub-group meetings will be held immediately following these daily meetings:
  
  o Food Services – Host Society Food Services liaison and Contingent Food Services representatives.
  o Medical Services – Host Society Medical Services liaison and Contingent Medical Services representatives.
  o Opening Ceremonies and Arrivals – Host Society Opening Ceremonies and Arrivals personnel and the appropriate Contingent Personnel (for each of the 3/4 days prior to Arrivals and Opening Ceremonies).
  o Closing Ceremonies and Departures – Host Society Closing Ceremonies and Departures personnel and the appropriate Contingent Personnel (for each of 3 days prior to the Closing Ceremonies and Departures).

The purpose of these meetings is share information; discuss logistical arrangements in greater detail than is required at the main morning meetings.