

NGO COMMITTEE ON AGEING (NY)

PROGRAM PLANNING SUBCOMMITTEE

Terms of reference

I. Goal

The goal of the Program Planning Sub-Committee is to convene at least 6 program meetings per year, excluding the celebration of the International Day of Older Persons (UNIDOP) * for the NGO Committee on Ageing.

Chair's duties

The Chair of the Sub-Committee is responsible for:

1. Program meetings presented by the COA;
2. Convening meetings of its members, confirming responsibilities and supervising its work;
3. Preparing a plan of action for each year, including an estimate of any expenses expected, for approval by the Executive Committee;
4. Preparing progress and annual reports for submission to the Executive Committee.

II. Responsibilities and activities

The Sub-Committee's responsibilities and activities include:

1. Recommending and developing content and format for program meetings;
2. Identifying, inviting and communicating with speakers;
3. Organizing location for the event, including arrangements for virtual meetings as and when decided;
4. Preparing, in collaboration with the Chair of the NGO COA, the agenda for each program meeting;
5. Preparing flyers and notifications, to be sent out by the Corresponding Secretary;
6. Keeping records of topics and speakers for future reference;
7. Preparing talking points to assist NGO COA members when attending United Nations intergovernmental meetings and related side/parallel events;
8. Preparing annual report on events organized by NGO COA for inclusion in UNIDOP package of information;
9. Providing relevant information for inclusion on the NGO COA website.

III. Membership

The Sub-Committee members shall include a Chair/co-Chair, other members of NGOs, who are members of the NGO Committee on Ageing, as well as interns.

*The UNIDOP is organized by a separate committee.

As approved on 9 June 2020