

Event Title _____

Date _____, College/Organization/Institute _____

| Sl. No 1 | Activity | Action point |
|----------|---|--------------|
| a | Purpose | |
| b | Expected outcomes | 1. 2. |
| c | Details of the meeting | |
| 2 | RGOB APPROVAL AND OTHER INTERNAL PROCEDURES | |
| a | Royal University of Bhutan | |
| 3 | INTERNAL CONSULTATION AND COORDINATION | |
| a | Lead Agency/Ministry to undertake preconference consultations | |
| | Consultations with stakeholders by lead Agency/Ministry | |
| 4 | COORDINATION | |
| a | Lead Agency/Ministry to coordinate all arrangements | |
| 5 | SERVICES OF THE PROTOCOL DEPARTMENT | |
| a | Use of state guest house | |
| b | Use of protocol officers | |
| c | Use of convention centre (Banquet Hall) | |
| d | Use of ceremonial lounge/VIP lounge at Paro Airport | |

