

Generic checklist for official MRC overseas visitors (to Cape Town - adaptable to other centres)

N.B.: This is a generic/simple checklist containing just the basics for a straightforward visit to MRC Cape Town. Each individual visitor(s) programme should have a specific checklist tailored to that visit, and this generic checklist will need to be amended accordingly and expanded where necessary - particularly for visitors to other MRC offices around South Africa. This is not prescriptive: don't feel you have to do everything as listed below; but it may serve as a guideline or a template for your own checklist. Please feel free to contact the Office of International Affairs for assistance.

Visitor name:

Date(s) of visit:

Invited by:

Project codes:

Proposal cleared by management:

Purpose of visit:

Details of financial arrangements and who is responsible for what:

Visitor Details: Name and contact details, special requirements (diet, customs, gifts, family), CV.

Itinerary: (if not entirely arranged by MRC, get details and add to main itinerary).

Send initial correspondence to prospective hosts to brief them and set up appointments.

Send initial correspondence to visitor to confirm details.

Visitor travel arrangements: Visa, flights, transfers, accommodation, ground transport (expand in detail).

Inform Consulate/Embassy of visitor in South Africa, and South African representative in visitor country of origin of the pending visit.

Inform Office of International Affairs of pending visit (carole.roberts@mrc.ac.za).

Other Meetings? Schedule within context of visitor itinerary and draw up separate checklists, programmes.

Logistics - contact Operations, Corporate & Public Affairs Directorate, Finance, President's office, etc, with specific requests for services/involvement:

E-mail to Tobeka Zazini (x0387) re driver, with itinerary details.

Security: inform security officers of arrival of visitors (x0248).

Reception/Switchboard: (x9) inform Rachel Oliver and Gloria Beneke of visitors.

E-mail to President's Office (Bronwen George x240) re booking of EMC Room or Boardroom.

E-mail to Brian Seymour (x0487) re arrangement of tables, chairs at venue.

MRC4 to Molly Rossouw (x0236) re tea/coffee (pre-e-mail Molly the details at least a week before).

Contact the IT helpdesk via the Intranet for technical support with presentations, or other IT support needed.

Contact the Conference Centre (Robert Ganesh, x0882) re venues and catering for workshops, other

meetings to be held in the MRC Conference Centre, also for Auditorium, banquet rooms, meals.

E-mail to Joseph Smal (x0510) regarding hoisting of appropriate flag on appropriate day.

If Joseph doesn't have the required flag, find out if local Consulate/Embassy can loan one, arrange with Tobeka Zazini to collect and return one, or with Joseph Smal to buy one (only if we are entering into agreements with people/institutions in the country concerned, not for informal visits.)

E-mail to Brian Seymour regarding parking if large vehicle expected.

Art work bookings? Invitations, menus, other stationery or documents requiring MRC corporate identity: contact Gail Wilford (x0274) for booking - note: do this well in advance.

Media/Public Relations: CV and itinerary and mandate to Julian Jacobs for media (x0241), and if local stakeholders involved inform Sarah Bok (x0827).

Photographer booked - date, time, place, prints? - Allen Jeffthas (x0355)

Photos sent to visitor: Photos labelled and sent back to Allen.

Per diem/honorarium: contact Finance for latest details, check webpage.

Final details:

Detailed itinerary of all visitor activities, logistics, contact details.

Gifts (ensure that appropriate gift is given - if unsure, check with relevant Consulate/Embassy).

File for visitor with final itinerary, annual report, MRC News, maps, agreements, ethics guidelines, other publications.

Nametags, placetags - if needed for meetings, workshops, etc.

Last thing to be done:

FINAL ITINERARY: LATEST VERSION with all updates must be sent to the visitor(s), their host(s) and person accompanying, and to all people they are visiting, if possible by a week before the visitor arrives:

Itinerary sent to

Visitor(s): on (date). Person accompanying. Hosts?

After visit:

Thank hosts.

Thank all who assisted, contributed, participated etc.

Thank visitor for official gifts.

Source: Office of International Affairs, SA MRC; carole.roberts@mrc.ac.za, tel 021 938 0359.

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