

The Young African Leaders Summit Planning Checklist

Here is a list of decision points, key questions, and commentary to guide us through the next steps.

DECISION POINT	KEY QUESTION	COMMENTARY
Planning Team	Can we handle all the roles needed with internal staff, or do we need to outsource?	ACI Uganda is delighted to host the first ACI continental event, The Young African Leaders Summit. ACI Uganda promises to provide a team of volunteers and staff who will work in arranging and organising for this summit. However, due to the global culture presence of participants to this event, we welcome all ACI Chapters or ACI regions to send in atleast one staff or volunteer to be part of the organising committee. Some of the organisers/volunteers will be involved from start to finish, some only for specific tasks.
Agenda Design	What's the end we want to achieve?	<p>Summit Summary</p> <p>The participants in this 4- 5 days summit will be ACI leaders from Africa and other other ACI regions worldwide, CSOs leaders in line with ACI work, donor agencies and government officials in Uganda.</p> <p>The focus of this summit will be to equip Youth leaders with knowledge, skills and inspirations in the fight against corruption in the world. Participants will be charged with the task of brainstorming on how best ACI can work in putting an end to corruption.</p> <p>The summit will be pro-active with workshops, questions, group works, questions, interactive and debates to reflect more closely the ACI vision and mission.</p> <p>The sessions are to include an overview of the ACI Principles and curriculum design tools and a demonstration of how these are useful to putting the efforts of the Youth Leaders to making corruption history in the world.</p>
Participants	Who is needed, and how many participants are needed?	We target close to 40 participants in this summit, with close to 20 participants being local ACI members/leaders and the CSO member representatives, while the other 20 will be ACI leaders from different NCs or Regions to give the summit the super quality leaders participating.

		Participation will be through both invitation to some people, and to others, it will be through merit[competing through essay writings & story sharing about Corruption as a global infection]
Funding	Will funding be provided for participants?	You need to provide a clear answer to participants on this question and have the financial and administrative structures in place to support the funding decision. Options include completely funding all participants, subsidizing some or all participants, or having participants pay their own way.
Location	What setting is needed to support the agenda design?	Environment matters. Consider carefully the kind of energy and interaction needed for your summit: Is a retreat setting needed to spur contemplative thinking and to keep participants together, or is a high-energy or high-recognition city location desired? The best location to achieve the desired outcomes may not be the most convenient for travel.
Timing	What is the best timing for the summit?	Summits are time intensive. Consider what's on the association's calendar and what's going on in the world. Is it an election season? Is Congress or the state legislature in session? Is there an event that ties into the summit or conflicts with it?
Orienting Participants	How can you get everyone on board with the summit's purpose and prepared to engage in constructive dialogue?	Your many constituencies and affiliates must be on board with any major initiative. Communicate internally to secure member support for your purpose and priorities before including key influencers outside your organization. And, since the beauty of a summit is different perspectives, you need some method for creating shared understanding before the summit. Readings, environmental scans, backgrounders, issue papers, and online forums are possible tactics.
Communications and Use of Technology	What message(s) do we need to have in place before, during, and after the summit, and what is needed to capture and convey the message(s) effectively?	You will need a variety of clear and engaging communications. Audiences will include, but may not be limited to, invitees, participants, staff, elected leaders, members, and the press. Plan in advance to capture the summit content in useful formats for your post-summit communications, such as audio and visual files and graphic recordings. Carefully consider whether using technology is helpful or distracting in meeting summit goals. Sometimes going low tech can be the best decision.
Logistics	What else is needed to execute the summit?	A good summit design can unravel if event administration does not go smoothly. Deadlines need to be realistic, with the right things happening at the right times. Logistical

considerations include the invitation process, participant registration and materials, and speaker support.