


RWANDA FOOD AND DRUGS AUTHORITY		Department/Division/ Directorate	Administration and HR
Document Type: <b>Standard Operating Procedure</b>			Doc. Number : <b>DFC/SOP/00</b>
	Title: EVENT MANAGEMENT	Revision Number :	
		Revision Date: :	
		Effective Date :	
		Review Due Date :	

## 1.0 Purpose

This SOP provides guidance and clear steps on how Rwanda FDA shall organize events aligned to its programmatic mission of promoting safety, quality and public health.

## 2.0 Scope

This SOP covers tasks and steps undertaken by Rwanda FDA to realize events related to the key outlined program interventions starting from the time an event is announced and preparations launched up to the time the same event is concluded and all service providers paid.

## 4.0 Definitions and Abbreviations

- SOP: Standard Operating Procedure
- Rwanda FDA: Rwanda Food and Drugs Authority

## 5.0 Responsibility


Director of Administration and Human Resources, Public relation office and Finance unit are responsible for the implementation of this SoP.

## 6.0 Principles

It is important to note that although content details of different Rwanda FDA events (training, campaign, workshop – consultative or validation) may vary the general framework of event management remains applicable. As such, Rwanda FDA event organizer shall:

- **Developing a plan for the event:** Develop an event concept note, which shall specify its purpose; objectives; and clarify the event dates and venues; provides a clear timeline.
- **Have a team set:** Includes an overview of the types of facilities (e.g. hotels), individuals (e.g. trainers, musical groups) who envisaged to play a role in the event; an outline of key roles and responsibilities to consider; recruitment issues, and some legal obligations (e.g. sound management). It is to identify first internally who among staff can help coordinate or play any other role in the event before looking outwards for additional support.

Title/ Name	Author	Checked by			Authorized by	Page 1 of 4
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- **Develop a budget for the event:** Develop a detailed budget keeping notes on the assumptions used) and outlining what each budget line constitutes, include items such as, Value Add Taxes, gift aid...etc.
- **Mobilize funds if needed:** Although it is assumed that such events are already part of Rwanda FDA annual plan, and that sufficient budget has been set aside, it is not unusual for unplanned events emerging due to emerging priorities to arise; or for a need for additional funds to be identified at the time when the event is being planned. It is important to identify how such needs can be covered by talking to partners, or private players who could provide cash as well as in-kind support for the event.
- **Develop a program for event and promote/communicate about the event:** Includes general points to consider when structuring your event program, sending out invitation, advertising via media as needed.
- **Deliver the event and hold a post event debrief:** Deliver the event. But at the same time, prepare for something unexpected. At the conclusion of the event, hold a post-event debrief.

## 7.0 Distribution

- 7.1 Director General
- 7.2 Heads of Departments
- 7.3 Chief of Finance Office
- 7.4 Division Managers, Directors


## 8.0 Materials and equipment

Approved SOP

## 9.0 PROCEDURES

Steps Stage	Task/ activity	Time/ duration	Responsibility of	Data sources; tools, forms and templates
1	Including events in the action plan	End June	End-User, Planning Unit	Concept note


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Steps Stage	Task/ activity	Time/ duration	Responsibility of	Data sources; tools, forms and templates
2	Requesting Budget	2 days	End-Use/ Division Manager/ Designee staff	Approved FDA Budget, Concept note, needed invitation
3	Disseminate the event	5 days before the event	End-user	Concept note, Approved Invitation
4	Booking event place if needed	5 days before the event	Logistics officer	Notification letter, email or phone call
5	Preparation of purchase order	1 day	Finance Office	Concept note, Approved Invitation and contract
6	Issuing the Purchase Order to the service provider.	1 Day	Logistics	Purchase Order
9	Coordination of event on scheduled date	Event duration	End User, Logistic Office	Event Plan
10	Event report	5 days after the event	End user, Logistic Office	Report

### 11.0 Document Revision History

Title/ Name	Author	Checked by			Authorized by	Page 3 of 4
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Date of revision	Revision number	Author(s)	Changes made and/or reasons for revision
16/11/2020	0	QMS Specialist	First issue


  
**RWANDA FDA**  
Rwanda Food and Drugs Authority

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