Message from the Director

Dear Colleagues,

It is a pleasure to provide you with an update on the activities of the Administrative and Technical Cooperation (ATC) Division. The ATC Division is dedicated to enhancing the work of the Organization by coordinating administrative and technical support services to its various departments.

The division has several key responsibilities, including:

1. **Conference and Meetings Services**: This section is responsible for managing conferences and meetings held within the Organization. It ensures the smooth running of these events, from planning to execution, by providing logistical support, interpreting, and translation services.

2. **Language Services**: The Language Section is responsible for ensuring effective communication in all four official languages of the Organization. This includes translation, proofreading, and interpreting services.

3. **Printing Services**: The printing services section oversees the production of publications and documents. This includes designing and printing business cards, folders, and other materials.

4. **Communications**: The communications section is responsible for disseminating information about the Organization’s activities through various channels, including news releases, newsletters, and social media.

The DCMM Center, which is a part of the ATC Division, has been serving the Organization for 25 years. It is the nerve center of all communications and logistics, providing support for meetings held at the headquarters.

I am proud to announce that the DCMM Conference Section has recently released its new website, featuring a user-friendly interface for conference services. The website allows visitors to request services, view past events, and download meeting materials.

We hope to empower you with an integrated Event Management System (IDMS) that will provide a comprehensive solution for all your meeting needs. This system will streamline the planning process, from scheduling to execution, and will ensure that each event is a success.

I hope to see you at our upcoming events and encourage you to utilize the services provided by the DCMM Center. Together, we can continue to enhance the work of the Organization.

Sincerely,

[Director’s Name]