

AGREEMENT BETWEEN
THE GOVERNMENT OF THE REPUBLIC OF
SLOVENIA AND
THE UNITED NATIONS
AS REPRESENTED BY THE UNITED NATIONS ENVIRONMENT PROGRAMME
REGARDING THE ORGANISATION OF THE 23RD ORDINARY MEETING OF THE CONTRACTING PARTIES
TO THE
CONVENTION FOR THE PROTECTION OF THE MARINE ENVIRONMENT AND THE COASTAL REGION
OF THE
MEDITERRANEAN (THE “BARCELONA CONVENTION”) AND ITS PROTOCOLS
PORTOROZ, REPUBLIC OF SLOVENIA, ON 4-8 DECEMBER 2023

WHEREAS the United Nations Environment Programme (hereinafter referred to as “**UNEP**”), which carries out Secretariat functions for the Barcelona Convention, has accepted the invitation of the Government of the Republic of Slovenia (hereinafter referred to as “**the Government**”) to hold the 23rd Meeting of the Contracting Parties to the Barcelona Convention and its Protocols (hereinafter referred to as “**the Meeting**”);

WHEREAS the Contracting Parties to the Barcelona Convention and its Protocols, in the 22nd Meeting of the Contracting Parties, held in Antalya, Republic of Türkiye, on 7-10 December 2021, accepted with gratitude the offer by the Government of Slovenia to host the 23rd Ordinary Meeting of the Contracting Parties;

NOW THEREFORE, the Government and UNEP (collectively referred to as “**the Parties**”) have agreed as follows:

Article I
Date and place of the Meeting

1. The Meeting is scheduled to take place in **PORTOROZ, REPUBLIC OF SLOVENIA, ON 4-8 DECEMBER 2023** (opening on 4 December 2023), up to five days, with the exact final dates to be over a period confirmed by the Parties in advance of the event.

2. In the event that circumstances, and concerns arise as a result of the Covid-19 pandemic whereby:

- (a) UNEP and the Government mutually agree that the Meeting is unable to proceed as scheduled; or
- (b) either UNEP or the Government, upon 30 days minimum advance notice in writing to the other, requests a postponement or cancellation of the Meeting;

UNEP and the Government shall consult and mutually agree on the settlement of any matters arising as a result of such postponement or cancellation of the Meeting and, in the case of a postponement, the Agreement shall remain in force and be modified to stipulate the new dates of the Meeting, once mutually agreed, by exchange of letters between UNEP and the Government.

In the event of a postponement or cancellation of the Meeting pursuant to the preceding paragraph, UNEP shall not be liable to pay or compensate the Government for any goods, services or facilities procured, or costs incurred whatsoever, in relation to or resulting from the Meeting or pursuant to this Agreement.

Article II
Attendance at the Meeting

3. The participants of the Meeting (hereinafter referred to as “**the Participants**”) shall be invited by the Executive Director of UNEP, and shall include:

- (a) Representatives of Member States of the United Nations;
- (b) Representatives of the United Nations, its intergovernmental organs, and its specialized and related agencies;
- (c) Selected experts invited by the United Nations and the Government, and Members of selected non-governmental and other intergovernmental organizations;
- (d) UNEP members (officials and experts on mission); and
- (e) Other persons, institutions and/or organizations invited by UNEP and the Government, including but not limited to those who have standing invitation from UNEP to participate in conferences as observers.

4. In addition, the Executive Director of UNEP, shall designate officials to service the Meeting (hereinafter referred to as “**UNEP designated officials**”).

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5. The public sessions of the Meeting shall be open to representatives of information media accredited by the United Nations at its discretion after consultation with the Government.

Article III ***Premises, equipment, utilities and supplies***

6. The Government shall provide, at its own expense, the necessary premises, including conference rooms, office space, and related facilities as specified in Annex A to this Agreement (hereinafter referred to as “**the Premises**”). The Government shall, at its own expense, furnish, equip and maintain in good repair the Premises for the effective conduct of the Meeting. The conference rooms shall be equipped with WIFI, and for reciprocal simultaneous interpretation between five languages (English, French, Spanish, Arabic, and Slovenian if required by the Host Government). The conference rooms shall have facilities for sound recording in that number of languages as well as facilities for press, television, radio and film operations, to the extent required by the United Nations. The Premises shall remain at the disposal of UNEP 24 hours a day, from a minimum of one day prior to the Meeting until a minimum of one day after its close.

7. The Government shall provide on the Premises, an IT access point equipped as provided in Annex A for the use of Participants. Also, the Government shall provide on the Premises appropriate eating facilities on a commercial basis.

8. For the purpose of the Convention on the Privileges and Immunities of the United Nations, the Premises shall be deemed to constitute premises of the United Nations in the sense of Article II, Section 3, of the Convention, and access thereto shall be subject to UNEP’s authority and control. The Premises, including any information and communications facilities located thereon, shall be inviolable for the whole period during which the Premises are at the UNEP’s disposal. Persons empowered by Slovenian law to maintain public security and order may enter the Premises only at the request or upon explicit authorization of the UNEP whose staff shall, in such cases, provide them with the assistance required. The UNEP shall be presumed to consent to granting access in the event of a fire or other emergency warranting immediate measures of protection.

9. The Government shall bear the cost of all necessary utility services, including local telephone communications, of the secretariat of the Meeting and its communications by internet, telephone or telex with UNEP Headquarters. The Government, at its own expense, shall make arrangements for hospitality including tea and coffee breaks as specified in Annex A during the period of the Meeting, for Participants. The Government, at its own expense, and may organize side events as specified in Annex C during the period of the Meeting.

Article IV
Accommodation

10. The Government shall offer information on adequate accommodations in hotels at a reasonable proximity to the Premises and at reasonable commercial rates for UNEP to make available to Participants.

Article V
Medical facilities

11. The Government shall provide, within the Premises, medical facilities for emergency first aid appropriate for the number of Participants and UNEP designated officials. The Government shall ensure immediate transportation and admission to hospitals in case of serious emergencies.

Article VI
Transport

12. The Government shall provide information on the availability of transport, as well as location of Medical Centers and emergency numbers for UNEP to make available to Participants.

Article VII
Police protection

13. The Government shall furnish at its own expense such police protection as may be required to ensure the efficient functioning of the Meeting in an atmosphere of security and tranquility free from interference of any kind. While such police services shall be under the direct supervision and control of a senior officer to be provided by the Government, this officer shall work in close cooperation with a designated official of UNEP.

14. Security arrangements provided through such police services shall satisfy the United Nations Enhanced Minimum Operating Security Standards as applicable in the government.

Article VIII
Local personnel

15. The Government shall appoint a liaison officer who shall be responsible, in consultation with UNEP, for making and carrying out the administrative, communications, personnel and logistical arrangements for the Meeting and related events as required under this Agreement. The liaison officer shall lead a coordination team consisting of personnel provided by the Government, who shall work closely with UNEP designated officials.

16. The Government, at its own expense, shall provide local support personnel necessary for the effective functioning of the Meeting, who shall be placed under the supervision of the UNEP designated officials. The exact requirements in this respect shall be stipulated in Annex B. Some of these personnel shall be available at least 2 days before the opening of the Meeting and until 1 day after its close, as required by UNEP.

Article IX ***Financial arrangements***

17. The Government, in addition to the financial obligations provided for elsewhere in this Agreement, shall, in accordance with General Assembly resolution 31/140, section I, paragraph 5, bear the actual additional costs directly or indirectly involved in holding the Meeting in PORTOROZ, REPUBLIC OF SLOVENIA, rather than at Athens. Such costs shall be construed as the actual additional costs incurred beyond the total resources allocated to organize the COP 23, as per the approved Programme of Work and Budget 2022-2023 (COP 22 Decision IG. 25/19) and shall not exceed EUR 60,000 as reported in COP 22 Decision IG. 25/19. UNEP shall make the arrangements for the travel of UNEP members in accordance with the UN Staff Regulations and Rules and its related administrative practices regarding travel standard, baggage allowances, subsistence payments and terminal expenses.

18. The Government will pay for the actual additional costs incurred beyond the total resources allocated in the Programme of Work and Budget 2022-2023 as approved by COP 22; which will cover, inter alia, the costs of goods and services under Annexes A, B and C to this Agreement. The Government will make the payments of such additional costs directly to the providers of the relevant goods and services, as soon as possible but two months before the Meeting at the latest.

19. Within three months after the Meeting, UNEP shall give the Government a detailed set of accounts showing the actual additional costs incurred by UNEP and to be borne by the Government pursuant to paragraph 17. These costs shall be expressed in United States dollars, using the United Nations official rate of exchange at the time the payments are made. UNEP, on the basis of this detailed set of accounts, shall refund to the Government any funds unspent out of the deposit or the advances required by paragraph 18. Should the actual additional costs exceed the deposit, the Government shall remit the outstanding balance within one month of the receipt of the detailed accounts.

20. The final accounts shall be subject to audit as provided in the Financial Regulations and Rules of the UN, and the final adjustment of accounts shall be subject to any observations which may arise from the audit carried out by the United Nations Board of Auditors, whose determination shall be accepted as final by UNEP and the Government.

Article X

Liability

21. The Government shall be responsible for dealing with any action, claim or other demand against the United Nations, UNEP or its members arising out of:

- (a) Injury to persons or damage to or loss of property in the Premises; and
- (b) Injury to persons or damage to or loss of property caused by, or incurred in using, any transport services that are provided for the Meeting by or under the control of the Government; and
- (c) The employment for the Meeting of the personnel provided by the Government under paragraphs 15 and 16.

22. The Government shall indemnify and hold harmless the United Nations, UNEP and any of its members in respect of any such action, claim or other demand, except where the Government and the Secretary-General of the United Nations agree that such action, claim or other demand arises from the gross negligence or wilful misconduct of UNEP members.

Article XI

Privileges and immunities

23. The Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946, shall be applicable in respect of the Meeting. In particular,

- a) Representatives of States shall enjoy the privileges and immunities provided under article IV of the Convention;
- b) Officials of the United Nations, including UNEP, participating in or performing functions in connection with the Meeting shall enjoy the privileges and immunities provided under articles V and VII of the Convention; and
- c) All other Participants according to the Article II, Paragraph 3 shall enjoy the privileges and immunities accorded to experts on mission for the United Nations under articles VI and VII of the Convention.

24. The Representatives of the specialized and related agencies of the United Nations shall, as appropriate, enjoy the privileges and immunities provided by the Convention on the Privileges and Immunities of the Specialized Agencies, adopted by the General Assembly on 21 November 1947, or the Agreement on the Privileges and Immunities of the International Atomic Energy Agency of 1 July 1959.

25. Without prejudice to the preceding paragraphs, all Participants shall enjoy such privileges and immunities, facilities and courtesies as are necessary for the independent exercise of their functions in connection with the Meeting.

26. Personnel provided by the Government pursuant to this Agreement shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in their official capacity in connection with the Meeting.

Article XII
Right of entry and exit

27. All Participants and UNEP designated officials shall have the right of unimpeded entry into and exit from Slovenia in accordance with procedures established by applicable regulations. Visas and entry permits, where required, shall be dealt with promptly and free of charge.

28. The Government shall provide a letter to support visa and permit applications for all Participants and UNEP designated officials. The Government shall also make arrangements to ensure that visas and/or permits for the Meeting's duration are delivered to Participants and UNEP designated officials prior to their arrival.

Article XIII
Import and export

29. Pursuant to Article 2, Section 7 of the Convention on the Privileges and Immunities of the United Nations, the Government shall allow, free of prohibitions and restrictions, the temporary importation and exportation of all documents, publications, and equipment, for the Meeting. The Government shall waive any import or other duties and taxes on equipment and supplies required for the Meeting and shall issue without delay any necessary import and export permits for this purpose.

30. All persons referred to in paragraphs 3 to 5, shall have the right to take out of the Government at the time of their departure, without any restriction, any unexpended portions of the funds they brought into the Government in connection with the Meeting.

Article XIV
Freedom of entry/exit/transit and national health regulations

31. All persons referred to in this Agreement including all participants in the meetings, have the right of unimpeded entry into, exit from the premises of the Meeting. Also, with reference to this specific Meeting, participants and/or persons performing functions in connection with the Meeting shall be duly

informed of the applicable health regulations with regard to the COVID-19 outbreak that they will be expected to comply with, prior to their entry into the territory of the Government.

Article XV ***Settlement of disputes***

32. The Convention on the Privileges and Immunities of the United Nations of 13 February 1946 and the Convention on the Privileges and Immunities of Specialized Agencies of 21 November 1947 shall apply in respect of the Meeting.

33. Any dispute concerning the interpretation or the application of this Agreement, except for a dispute subject to Section 30 of the Convention on the Privileges and Immunities of the United Nations or of any other applicable agreement, shall, unless the Parties otherwise agree, be resolved by negotiations or any other agreed mode of settlement. Any such dispute that is not so settled shall be submitted at the request of a Party for a final decision to a tribunal of three arbitrators, one who shall be appointed by the Secretary-General of the United Nations; one by the Government; and the third, who shall be the Chairman, by the other two arbitrators.

34. If one Party does not appoint an arbitrator within three months of the other Party having notified the name of its arbitrator, or if the first two arbitrators do not within three months of the appointment or nomination of the second one of them appoint a Chairman, then such arbitrator shall be nominated by the President of the International Court of Justice at the request of a Party to the dispute. Except as otherwise agreed by the Parties, the tribunal shall adopt its own rules of procedure, provide for the reimbursement of its members and the distribution of expenses between the Parties, and take all decisions by a two-thirds majority. Its decision on all questions of procedure and substance shall be final and, even if rendered in default of one of the parties, be binding on all of them.

Article XVI ***Final provisions***

35. This Agreement may be amended by written agreement of the Parties. Such amendments shall enter into force in accordance with the procedures provided in paragraph 37 of this Article.

36. Annexes to this Agreement shall constitute integral part of this Agreement. Any amendment to the Annexes, mutually agreed upon by the Parties in writing, shall enter into force in accordance with the procedures provided in paragraph 37 of this Article.

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37. This Agreement shall enter into force upon the receipt by UNEP of written notification from Slovenia that all internal procedures for its entry into force have been completed. It shall remain in force for the duration of the Meeting and for such additional period as is necessary for its preparation and for all matters relating to any of its provisions to be settled.

IN WITNESS WHEREOF, the undersigned duly authorized by the respective Parties, have signed this Agreement.

DONE in Nairobi, on 6th October 2023 in two originals in the English language.

For the Government of the
Republic of Slovenia

For the United Nations Environment Programme

Uroš Brežan
Minister of Natural Resources and Spatial
Planning



Inger Andersen
Executive Director

6th October 2023

Version for 4 days 5 to 8 December

ANNEXI
List of Annexes

ANNEXI: List of Annexes

ANNEXA: List of meeting (good and service) requirements to be provided and covered by the Government of the Republic of SLOVENIA for the servicing of the 23rd Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols. Portoroz, Republic of SLOVENIA, on 05-08 December 2023

ANNEXB: Local staff/services to be provided free of charge by the Government of the Republic of SLOVENIA for the servicing of the 23rd Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols. Portoroz, Republic of SLOVENIA, on 05-08 December 2023

ANNEXC: Side events, hospitality, communication and documentation provided by the Government of the Republic of SLOVENIA: 23rd Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols. Portoroz, Republic of SLOVENIA, on 05-08 December 2023

ANNEXD: List of Other Meetings Service Requirements, provided by the Secretariat for the 23rd Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols. Portoroz, Republic of SLOVENIA, on 05-08 December 2023

ANNEXE: CoronaVirus (COVID-19)

ANNEXF: Cost comparison, including direct and indirect costs for UNEP, between holding the Meeting in Portoroz, SLOVENIA and holding it in Athens, Greece

ANNEX A

LIST OF MEETING (GOOD AND SERVICE) REQUIREMENTS TO BE PROVIDED AND COVERED BY THE GOVERNMENT OF THE REPUBLIC OF SLOVENIA FOR THE SERVICING OF THE 23RD ORDINARY MEETING OF THE CONTRACTING PARTIES TO THE CONVENTION FOR THE PROTECTION OF THE MARINE ENVIRONMENT AND THE COASTAL REGION OF THE MEDITERRANEAN AND ITS PROTOCOLS. PORTOROŽ, REPUBLIC OF SLOVENIA, ON 05-08 December 2023

MEETING ROOMS	
- <i>The Premises shall remain at the disposal of UNEP 24 hours a day, from a minimum of one day prior to the Meeting until a minimum of one day after its close (ref: Article IV, Par. 1).</i> - Minimum operational timings illustrated in each room/office/area as below. - Meeting venues preferred to have natural day light to the extent possible	
Plenary Hall (Meeting Venue A)	
Dates needed:	Equipment/Specifications (backup/contingency measure to be in place for equipment)
<u>5 Days:</u> 1 day for set-up: 04/12/23, from 08.00 AM 4 days for meetings: 05/12/2023 through 08/12/2023 inclusive - venue should be operational from 07.30 AM until midnight each day.	1) Audio Equipment (e.g. speakers, cabling, consoles for (260) participants) 2) Reciprocal simultaneous interpretation equipment between four languages: English, French, Arabic, Spanish (3 double and one triple booth) with headsets/receivers, microphones and monitors), which conform to the standards set by the Association of International Conference Interpreters (AIIC) 3) Sound system and facilities for sound recording from the floor (e.g. to MP3 files) 4) One or two projector(s) (min 5000 ansi lumen) depending on the room layout 5) One (1) or two (2) projection screen(s) (approximately 3mx4m)
Floor layout and furniture:	Meeting Venue A to accommodate approximately 260 delegates: 1. <u>220 participants classroom</u> seat style, equipped with tables, chairs (two seats/chairs allocated per desk for the classroom seat style arrangement)

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	2. <u>25 theatre style setup</u> (chairs) behind the classroom style setup. 3. 15 participants seating arrangements with desks and chairs of one vertical/side row (starting vertically from 1st classroom style row) for approximately 15 seats (i.e. left or right of the venue). <u>Additional setup arrangements</u> a. <u>Elevated (on stage) head table</u> to accommodate: <u>10 participants</u> (with second row of chairs, i.e. max 20 persons on stage) and 1 podium on stage Note: Head table set up to be arranged so as to ensure visibility to the projection screen(s) from the plenary (e.g. head table not blocking visibility) – depending on the height of the stage, adequate space to be ensured in the front before the classroom setup begin: ~4 meters	each (tbc-based on the setup)) for presentations and projection of video (incl. sound) should be available 6) Three (3) laptops a. One at the podium/head table (connected to the projector(s)) and b. On one of the secretarial support desks c. One for video conferencing (see below) (minimum laptop requirements: Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port/Intel PRO 1000+ Network Interface Card or equivalent Adapter), 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN); 7) One (1) Laser printer (B&W min 35ppm), shared (including toner and paper) connected on the laptop for secretarial support
	<u>For definition of venue's total capacity: the following spaces and setup shall be considered (additional to the above plenary configuration):</u> b. Space shall be allocated to accommodate and establish elevated interpretation booths next/close to each other to ensure ample visibility to the head table/projection screens.: i. 3 double interpretation booths ii. 1 triple interpretation booth iii. Technicians desk and equipment (approx. 2 desks next/very close to the booth) *minimum 2m free space in front of the booths to be ensured	8) LCD/LED screens: a. Two (2) LCD/LED screens: including frame/self-standing support (base) (minimum 50 inches each) for viewing of presentations from head table; b. One (1) LCD/LED (minimum 50 inches with USB port) screen positioned outside the venue for presenting the agenda c. Depending on the setup, additional two to four (2-4) LCD/LED screens (minimum 50 inches each) shall be ensured in the plenary including frame/self-standing support (base) for delegates as well as d. Four (4) x LCD/LED screens (min:19") in interpretation booths (one in each booth in order to follow the

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	c. Space shall be allocated to accommodate and establish the display of flagpoles and flags (25). d. Minimum 3 main vertical corridors to be ensured: for easier entrance/exit of all participants towards exit/emergency exit: i. 1 wide in the middle (approx.: 2-3 meters) ii. 1 in each side (left/right) and iii. 1 in the back -behind the theater style setup e. Space shall be allocated at the back of the venue (or elsewhere as appropriate and depending on the venue's setup) to facilitate establishment of Standing Video Cameras for possible Press Coverage. f. Space ensured for installation of standing LED/LCD monitor screens (without compromising corridor space): iv. in front of the head table, facing the head table v. in the middle of each side (left/right) of the venue to facilitate visual access to the presentation screen from the rear seats. vi. <i>additional screens may be inserted, depending on the venue's setup to facilitate visual access to the presentation screen.</i> g. Space shall be allocated and establishment of headset distribution desk at the entrance (inside or outside of	proceedings and presentations; 9) Wi-Fi internet access for all Participants in all rooms and common areas, with adequate bandwidth for downloading documents/accessing emails by participants; 10) Electrical sockets for all Participants' laptops at each table and in proximity to the theatre style setup seats; 11) Desktop Microphones a. Ten (10) head table conference microphones; b. One (1) podium microphone; c. 120: 110 for classroom + 10 for side row) Conference microphones for the floor (on average 1 per each 2 active delegates) 12) Two (2) Wireless microphones; 13) Two hundred and sixty (260) headsets/receivers 14) Personnel for headset/receiver distribution 15) Twenty-six (26) flag poles; 16) 26 Flags (approx. 1.5mx2m): a. 21 of contracting parties (countries), b. 1 for EU, c. 3 for UN, d. 1 host country 17) Ongoing coffee break arrangements outside/proximity to the venue for the meeting dates as per description at Hospitality Section, for 260 pax daily (except <i>only for half day (afternoon) on the last day</i>). 18) Glasses, water jugs (tap water if water is drinkable or mineral water) with frequent replenishment: (at least 3 servings a day)
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	the venue	19) Video Conferencing equipment (Main Venue) Video conferencing equipment which will allow connection to online platforms (e.g. MS Teams, Skype – platform profile/accounts will be provided by UNEP/MAP) for remote participation to the meetings. Two-way video/audio communication to be facilitated. Peripherals (e.g. cables) to setup accordingly and distribute the signal to the room’s screens and monitors/speakers shall be provided. Minimum specifications: i. Web presenter (min: HDMI streaming signal, HDMI connection (in/out), USB connection, Audio input/output) ii. HD Camera (min: full HD, optical zoom 30x, digital zoom 90x, MP4 output, HDMI/USB connectivity, 8 MP, 30 FPS) and iii. 3-way/pan and tilt head floor tripod, to support above camera, min 1.4m height iv. Video conferencing equipment shall be connected to the laptop (referenced above). Video output shall be presented through projector/monitors (specified above) and audio input/output through central audio equipment (also specified at above). Necessary cabling to be provided by the service provider.
Languages	h. Space shall be allocated and establishment of document distribution desk at the entrance (inside or outside of the venue) i. Space shall be allocated next to the head table stage for one desk with two chairs for secretarial support j. Space to be allocated either in the middle (left/right side of the room) or at the rear (behind the style setup) of one desk with 2 chairs for secretarial support Languages Spoken in 'Meeting Room A' through simultaneous interpretation: English, French, Spanish, Arabic.	

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Working Group (Meeting Venue B)		Equipment/Specifications
Dates needed: 4 Days: 1 day for set-up: 04/12/2023, from 08.00 AM 3 days for meetings: from 05/12/2023, 09.00 through 07/12/2023 inclusive - Venue should be operational, from 07.30 AM until midnight every day.	Audio Equipment (e.g. speakers, consoles for 40 participants) - Reciprocal simultaneous interpretation equipment between two languages: English, French (two double interpretation booths with headsets/receivers, microphones and monitor), which conforms to the standards set by the Association of International Conference Interpreters (AIIIC), Sound system and facilities for sound recording from the floor (to MP3 files); One (1) projector (min 3,500 ansi lumen) connected to: One (1) laptop at the head of the U shape (with minimum laptop requirements: Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter), 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN); One (1) projection screen for presentations (minimum 2mx3m) and projection of video signal should be available;	
Floor layout and furniture: - Meeting Venue B to accommodate approximately 40 participants: - U Shape/Classroom style setup depending on the venue's layout,		

Parties' Initials:

	equipped with tables, chairs (double row i.e. a row of chairs behind each side of the U shape); • Head table for 5 (5 chairs at front row and 5 chairs on back row); • 1 Large table for document distribution; • 2 Large tables for headsets distribution; • Space for 2 double interpretation booths (elevated, if possible).	7) Three) monitors LCD/LED screen (minimum 50 inches) including frame/self-standing support (base) for viewing of presentations from head table the side of the U shape and 8) Two (2) LCD/LED screens (min 19") in interpretation booths; 9) Wi-Fi internet access for all Participants in all rooms and common areas, with adequate bandwidth for downloading documents by participants; 10) Electrical sockets for all Participants' laptops at each table; 11) Microphones 4 head table conference microphones; 16 Conference microphones for the floor (1 per each 2 active delegates) 12) 1 wireless microphone; 13) Forty (40) headsets/receivers 14) Personnel for Headset/receiver distribution 15) Two (2) flag poles and two (2) UN flags. 16) Glasses, water jugs (tap water if water is drinkable or mineral water) with frequent replenishment (at least 2 starting afternoon of 1st day and at least 3 each following day)
Languages	Languages Spoken in 'Meeting Venue B' through simultaneous interpretation: English, French.	

Parties' Initials:

Venue for Side Events (Meeting Venue C)		Equipment/Specifications
Dates needed: <u>5 Days:</u> 1 day for setup: 04/12/2023, from 08.00 AM 4 days for meetings. - From 05/12/2023, from 07.30 AM through 08/12/2023 - venue should be operational, until midnight each day.		Audio Equipment (e.g. speakers, consoles, for 50 participants), - Five (5) desktop microphones on head table and - Two (2) Wireless Microphones; - One (1) projector (min 3,500 ansi lumen), - One (1) projection screen (2mX3m) and, - One (1) laptop (with minimum: <i>Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter),, 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN</i>); Wi-Fi Internet access with adequate bandwidth for downloading documents; - One (1) LCD/LED screen (minimum 50 inches) including frame/self-standing support (base) for viewing of presentations from head table. - One (1) LCD/LED screen (with USB port): including frame/self-standing support (base) (minimum 50 inches): outside the venue
Floor layout and furniture: Meeting Venue C to accommodate approximately 50 participants: - Elevated head table and chairs of 7 participants. 50 participants, theatre style <u>Notes:</u> - Meeting Venue A could also be used as spare for the last day only (morning session) for side events for 50 participants. - Head table set up to be arranged so as to ensure visibility to the projection screen(s) from the plenary (e.g. head table not blocking visibility) – depending on the height of the stage, adequate space to be ensured in the front before the theater setup begins: ~ 4 meters		

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		for presenting the agenda
		10) Power extension cables to ensure connectivity of 7 participants on head table; and for additional 10 participants in the audience; 11) Glasses, water jugs on the head table (tap water if water is drinkable or mineral water) with frequent replenishment: (for 2- 4 hrs daily e.g. 13.00-15.00 (and/or 18.00-20.00) - at least 3 servings a day)

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OFFICES		
Office A (Report Writers)		Equipment/Specifications
Dates needed:	<u>6 Days:</u> 1 day for set-up: 04/12/2023 from 08.00 AM 4 days for meetings and 1 day after the meeting from 05/12/2023 through 09/12/2023 inclusive - Office should be operational 24hrs each day.	1) Two (2) laptops with minimum: Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter),, 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN; Internet connection with adequate bandwidth for downloading documents ; Laptops connected to: 2) One (1) Laser printer (B&W min 35ppm), shared (including toner and paper) and, 3) Power extension cables to ensure connectivity of 10 participants; 4) Ongoing coffee break arrangements in the room for the meeting dates as per description at Hospitality Section, for 8 pax daily. 5) Glasses, water jugs (tap water if water is drinkable or
Floor layout and furniture:	Office 'A', close to the meeting Venue A and Office Bii, to accommodate the team of [8-10] report writers and [2] English Language secretaries, typists. This office should be equipped with: -12 Large tables -12 Chairs	

Parties' Initials:

	mineral water) with frequent replenishment: (at least 3 servings a day and 1 service for evening session)
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Office Bi (Secretariat)		Equipment/Specifications
Dates needed:	<u>5 Days:</u> 1 day for set-up: 04/12/2023 from 08.00 AM • 4 days for meetings. from 05/12/2023 from 07.30 AM through 08/12/2023 inclusive • venue operational until midnight each day. • Close to the meeting Venue A	1) Two (2) laptops with minimum requirements: Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter), 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN); Internet connection with adequate bandwidth for downloading documents Laptops connected to: 2) One (1) photocopy machine minimum printing capacity of 35 ppm, B&W, printing double face, with sorter and stapler, including toner and paper; (Scanning, Printing Photocopying Functionality is needed); 3) Power extension cables to ensure connectivity of 10
Floor layout and furniture:	Office 'Bi, to accommodate the Secretariat (10 participants). Equipped in total with: • 7 tables/desks • 1 round table • 10 chairs,	

Parties' Initials:

	participants; 4) Ongoing coffee break arrangements in the room for the meeting dates as per description at Hospitality Section, for 10 pax daily. 5) (tap water if water is drinkable or mineral water) with frequent replenishment: (at least 3 servings a day)
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Office Bii (Conference Paper Preparation Team)		Equipment/Specifications
Dates needed: • <u>6 Days:</u> • 1 day for set-up: 04/12/2023 from 08.00 AM. • 4 days for meetings from 05/12/2023, from 07.30 AM through 09/12/23 inclusive and 1 day after the meeting • Office should be operational 24hrs each day. • Close to the meeting Venue A, Office A and Office Bi		1) Five (5) laptops with minimum requirements: (Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter),, 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN);Internet connection with adequate bandwidth for downloading documents and Minimum two Laptops connected to: 2) One (1) Laser printer (~35 ppm, B&W), shared (including
Floor layout and furniture:	Office Bii', to accommodate Document Preparation team (Bii), eight (8) participants.	

Parties' Initials:

	Equipped in total with: 8 tables/desks and, 10 chairs;	toner and paper), All laptops to be connected to: 3) Two (2) heavy duty photocopy machines (minimum printing capacity of 50 ppm, B&W each), printing double face, with <u>sorter and stapler</u>, including toner and paper, (Scanning, Printing, Photocopying Functionality is needed). Photocopy Machines to be connected to laptops in secretariat; 4) Five (5) 22-inch LED/LCD screens connected to the 5 laptops above 5) Power extension cables to ensure connectivity of 10 participants; 6) Ongoing coffee break arrangements in the room for the meeting dates as per description at Hospitality Section, for 10 pax daily. 7) Glasses, water jugs (tap water if water is drinkable or mineral water) with frequent replenishment: (at least 3 servings a day and 1 service for evening session)
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Parties' Initials:

Office 'C' (Consultation meetings/Interpreters/Declaration)		Equipment/Specifications
Dates needed:	<u>5 Days:</u> 1 day for set-up 04/12/2023 from 08.00 AM. 4 days for meetings from 05/12/2023, from 07.30 AM through 08/12/2023 inclusive.	1) One (1) laptop with minimum requirements: (Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter),, 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN) Laptop connected to: 2) One (1) Projector min 3500 ansi lumen 3) One (1) projection screen min (2x2), internet connection with adequate bandwidth for downloading documents). 4) Power extension cable to ensure connectivity of 20 participants; 5) (tap water if water is drinkable or mineral water) with frequent replenishment: (at least 3 servings a day)
Floor layout and furniture:	Office 'C' to accommodate parallel consultation meetings/declaration (approximately 20 participants). This office should be equipped with tables, 20 chairs in U shape.	

Parties' Initials:

Office 'D', (Senior Management office)		Equipment/Specifications
Dates needed: <u>5 Days:</u> 1 day for set-up: 04/12/2023 from 08.00 AM (setup to be concluded as early as possible: meetings will start in the afternoon of the 06 December 2021). 4 days for meetings from 05/12/2023, from 07.30 AM through 08/12/2023 inclusive, - venue operational 24hrs each day		1) Internet connection with adequate bandwidth for downloading documents 2) Power extension cable to ensure connectivity of 6 participants 3) Ongoing coffee break arrangements in the room for the meeting dates as per description at Hospitality Section, for 6 participants daily (including set up date) 4) (tap water if water is drinkable or mineral water) with frequent replenishment: (at least 2 servings a day: morning/afternoon) 5) One (1) laptop with minimum: <i>Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter),, 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet, Shared Drive through LAN/WAN; Internet connection with adequate bandwidth for downloading documents ;</i> Laptops connected to:
Floor layout and furniture: - Office 'D' If possible, close to the main meeting room, to accommodate the Executive Director of UN Environment and MAP Coordinator. This office (maximum 6 participants) should be equipped with: - Two (2) desks-tables, - Two (2) armchairs, - One sofa - One (1) meeting table with 10 chairs		

Parties' Initials:

		6) One (1) Laser printer (B&W min 35ppm), shared (including toner and paper)
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Office 'E', (MAP Officers/RACs/Consultations/Press)		
Dates needed:	5 Days: 1 day for set-up: 04/12/2023 from 08.00 AM 4 days for meetings from 05/12/2023, from 07.30 AM through 08/12/23 inclusive. - venue operational until midnight each day	Equipment/Specifications - Power extension cable to ensure connectivity of 12 participants - Wi-Fi Internet access with adequate bandwidth for downloading documents
Floor layout and furniture:	Office 'E', if possible, close to the main meeting venue A to accommodate MAP officers including the Directors of the regional Activity Centers. This office should be equipped with one meeting table with 12 chairs.	

Office 'F', Delegation Consultations		
Dates needed:	4 Days: 1 day for set-up: 04/12/2023 from 08.00 AM (setup to be concluded as early as possible: meetings will start in the afternoon of the 06	Equipment/Specifications Power extension cable to ensure connectivity of 20 participants

Parties' Initials:

	December). 3 days for meetings from 05/12/23, from 07.30 AM through 07/12/23 inclusive, - venue operational until midnight each day.	2) One (1) Projector min 3,500 ansi lumen connected to: 3) One (1) laptop with minimum requirements: <i>(Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter),, 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet)</i> 4) One (1) Projection screen min (1.5mx1.5m) 5) Wi-Fi Internet access with adequate bandwidth for downloading documents 6) (tap water if water is drinkable or mineral water) with frequent replenishment: (at least 2 servings a day: morning and afternoon)
Floor layout and furniture:	Office 'F', equipped with tables and chairs and the necessary facilities for the press/delegation meeting(s) in U shape setup for 20 participants.	

Office 'G', Heads of Delegations		Equipment/Specifications
Dates needed:	<u>2 Days:</u> 1 day for set-up: 06/12/2023 from 08.00 AM.	1) Power extension cable to ensure connectivity of 25 participants

Parties' Initials:

	1 day for meetings: 07/12/23 from 07.30 AM operational until midnight	2) Ongoing coffee break arrangements in the room as per description at Hospitality Section, for 25 pax daily
Floor layout and furniture:	Office 'G', to accommodate Delegates/Heads of delegations/Representatives and President of the Bureau (maximum 25 participants). This office should be close to the Main Meeting Venue A and should be equipped with • sofas, • coffee tables, • chairs and • coffee station for 25 participants.	3) Wi-Fi Internet access with adequate bandwidth for downloading documents 4) Ongoing coffee break arrangements in the room for the meeting dates as per description at Hospitality Section, for 25 participants 5) (tap water if water is drinkable or mineral water) with frequent replenishment: (at least 2 servings a day: morning/afternoon)

AREAS/OPEN SPACES		
Area 'A'/Reception		Equipment/Specifications
Dates needed:	<u>5 Days:</u> • 1 day for set-up: 04/12/2023 from 08.00 AM. • 4 days for activities from 05/12/23, from 07.30 through 08/12/23 inclusive.	1) Wi-Fi Internet access with adequate bandwidth for downloading documents. 2) Power extension cable to ensure connectivity of 4 participants 3) One (1) laptop with minimum requirements: (Intel i3 with 4 USB ports, 8 GB RAM, LAN Port, Intel PRO 1000+ Management Adapter Network Interface Card, 80 GB hard
Floor layout and	Area 'A', outside the Main meeting room A, equipped with:	

Parties' Initials:

furniture: • Three (3) tables, • Three (3) chairs, to be used for the reception of Participants.	disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet) 4) Two (2) LCD/LED screens (with USB port)-connected to the laptop: including frame/self-standing support (base) (minimum 50 inches each): 1 for presenting the agenda and 1 for the list of Venues/Video
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Area 'B' / Exhibitions/Exhibition Booths		Equipment/Specifications
Dates needed: 5 Days: • 1 day for set-up: 04/12/2023 from 08.00 AM. • 4 days for activities from 05/12/23, from 07.30 through 08/12/23 inclusive.		1) Space for 10 Exhibition booths (6m2 each) shall be allocated, possibly in the common areas and close to the main meeting venue. 2) Wi-Fi Internet access with adequate bandwidth for downloading documents shall be ensured.
Floor layout and	Area 'B' to accommodate exhibitions/exhibition booths.	The booths rental will be optional and an ad hoc

Parties' Initials:

furniture:		service, itemized costs shall be established prior to the meeting. For each booth: - Display wall panel (to hung/pin material), - Electricity Plugs., - LCD/LED screens, - Tables and Chairs - Power extension cable to ensure connectivity of 40pax: 10 booths (~4 per booth)
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Area 'C': Accreditation and Photo Badge Issuance Desk (to be confirmed, subject to UNDSS recommendation)		Equipment/Specifications
Dates/Time:	<u>5 Days:</u> 1 day for set-up: 04/12/2023 from 08.00 AM. 4 days for meetings from 05/12/2023, from 07.30 through 08/12/2023 inclusive.	To be confirmed subject to UNDSS recommendation: 1) 3 Laptops with minimum requirements: Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter),, 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse,
Floor	Area to be allocated in visible, main, access point to the conference	

Parties' Initials:

layout:	areas/meeting rooms. Desk with 3 queuing positions. 3 Desks with chairs for Accreditation & Registration.	USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Badge creation software, Connected to Internet, with: 2) Three (3) x Digital cameras for color pictures (minimum 5 Mpixels) connected to the two laptops above 3) Laptops Connected to three (3) shared color laser printers (min: 10ppm, A4 BW) that can also print/produce hard-case color badges (incl. toner) 4) Laptops loaded with badge creation software 5) 300 compatible badges and ribbons + 50 spare 6) Wi-Fi Internet access with adequate bandwidth for downloading documents. 7) Power extension cable to ensure connectivity of 8 devices
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IT access point :		Equipment/Specifications
Dates needed:	<u>5 Days:</u> • 1 day for set-up: 04/12/2023 from 09.00 AM. • 4 days for meetings From 05/12/23, from 07.30 through 08/12/23 inclusive.	• Two (2) laptops with minimum requirements: Intel i3 with 4 USB ports, 8 GB RAM, Ethernet LAN Port (Intel PRO 1000+ Network Interface Card or equivalent Adapter), 80 GB hard disk drive SATA or better, VGA card with a minimum of 256 MB, 14" LCD color monitor, USB Mouse, USB 2 Keyboard 105 Keys US layout, MS Windows (US English version), MS Office 2010 (US English), English Keyboard, Antivirus software installed, Skype installed, Connected to Internet connected to: • One (1) laser printer (25ppm, B&W) incl. toner and paper
Floor layout and furniture:	Two (2) Desks with two (2) chairs each.	

Other (indicative)
• Wi-Fi connection in all areas of the venue with adequate bandwidth (for downloading/exchanging documents and accessing emails) and to allow simultaneous access to all meeting's laptops indicated above and to all participants (2 devices on average for each participant) • Digital recording equipment to record the proceedings of the meetings in the main meeting room A and B (Floor and sharing of media (CD/DVD/USB key) following the proceedings) • Glasses, water jugs (tap water if water is drinkable or mineral water) with frequent replenishment • Secured network infrastructure to be provided. All the Laptops (number of Laptops as above mentioned) where "LAN/WAN shared drive" is indicated should be connected through secured network infrastructure in order for them to be connected to the LAN and to access internet. • All laptops should have access to Internet

Parties' Initials:

- 28 Flag Poles (as per above requirement) and flags
- 300 badges for participants (plus 50 spare) and equipment to produce color photo badges during the meeting. (Badges to include photo of participant in line with security and access provisions; Special equipment for photo registration to be also provided at registration desk for ad hoc registrations) Setup of area as per Accreditation section above
- Security and Access provisions in line with UN security specifications. Security Personnel and Infrastructure in line with UN Security requirements

Stationery (to be available from 04/12/2021, at 08.00).

Stationery required for the proper functioning of the meetings:

- Pads, A4: 400 for the delegates (and in all rooms)
- Pens: 400 blue for participants (and in all rooms)
- Reams of photocopying paper: 50 reams (500 sheets per ream)

Optional:

- Hand staplers and corresponding staples: 5
- Large stapler and corresponding staples: 2
- Staple removers: 3
- Scissors: 2
- Punches: 2
- Rolls of scotch tape: 5
- File folders, plastic: 10
- Boxes of large paper clips: 5

Notes:

- a) Setup should start on 04/12/2023as at 08.00 AM and should be concluded preferably by mid-day.
- b) Offices and venues should be ideally in the same floor or in close proximity to each other.
- c) Restricted access to the offices and venues should also be foreseen (through e.g. limited access points or through established security checks at key points),

Parties' Initials:

Version for 4 days 5 to 8 December

as appropriate.

A **First Aid Station** shall be available from 05/12/2023, from 08.00h, through 08/12/2023 inclusive.

Hospitality

Ongoing coffee break (min: tea/coffee/juice/cookies/water) to be available in Coffee Stations for all meeting days and for all participants. Stations should be established - **in proximity** - to the Venues and offices stated above, whereas stations shall be established -**in-** certain rooms as specified explicitly above. (05/12/2023, from 08.00h, through 08/12/2023 inclusive.).

Parties' Initials:

ANNEX B

LOCAL STAFF/SERVICES TO BE PROVIDED FREE OF CHARGE BY THE GOVERNMENT OF THE REPUBLIC OF SLOVENIA FOR THE SERVICING OF THE 23rd ORDINARY MEETING OF THE CONTRACTING PARTIES TO THE CONVENTION FOR THE PROTECTION OF THE MARINE ENVIRONMENT AND THE COASTAL REGION OF THE MEDITERRANEAN AND ITS PROTOCOLS. PORTOROZ, REPUBLIC OF SLOVENIA, ON 05-08 December 2023

Tentative Availability: 04 - 08 December 2023

- Liaison officer responsible for organizational arrangements for the duration of the meeting as well as for two (2) days prior to the meeting and one (1) day after the meeting;
- Clerks/hostesses English and/or French speaking for the period of the meeting for registration and IT access point;

Technical Staff in support of requirements in Annex A

- Adequate technical personnel and sound technicians to operate the simultaneous interpretation and recording equipment for the duration of the meeting;
- Staff to circulate and collect headsets/receivers/headphones
- Electrician available for the period of the meeting and setup day;
- Photocopy technician to be available on a 24 hours stand-by basis for the period of the meeting and setup date;
- Computer technician/engineer to be available on a 24 hours stand-by basis for the period of the meeting and setup date;
- Cleaners, Caterers and other personnel required for the proper functioning of the meeting present during the meeting;
- Security and medical Personnel
- Personnel to handle accreditation badge production system

ANNEX C

SIDE EVENTS, HOSPITALITY, COMMUNICATION AND DOCUMENTATION PROVIDED BY THE GOVERNMENT OF THE REPUBLIC OF SLOVENIA: 23rd ORDINARY MEETING OF THE CONTRACTING PARTIES TO THE CONVENTION FOR THE PROTECTION OF THE MARINE ENVIRONMENT AND THE COASTAL REGION OF THE MEDITERRANEAN AND ITS PROTOCOLS. PORTOROZ, REPUBLIC OF SLOVENIA, ON 05-08 December 2023

1. Side Events

The Government, at its own expense, may organize any side events such as workshops, exhibitions etc. for the enlisted Participants after consultation with UN Environment. The Government has the right to make any change on the side events organized by it, in particular as regards content, number of participants and timing, in consultation with UN Environment.

2. Hospitality

In addition to hospitality indicated in annex A, the Government may provide and cover the costs of activities related to further hospitality.

3. Communication and Documentation

The Government may provide at its own expense:

- Adequate equipment and technical and/or support personnel for photography and visualization of the activities;
- The appropriate promotional materials and supplies like documents, tools, films etc. introducing the efforts of the Republic of SLOVENIA on the protection of the marine and coastal environment.

ANNEX D

LIST OF OTHER MEETINGS SERVICE REQUIREMENTS, PROVIDED BY THE SECRETARIAT FOR THE 23rd ORDINARY MEETING OF THE CONTRACTING PARTIES TO THE CONVENTION FOR THE PROTECTION OF THE MARINE ENVIRONMENT AND THE COASTAL REGION OF THE MEDITERRANEAN AND ITS PROTOCOLS. PORTOROZ, REPUBLIC OF SLOVENIA, ON 05-08 December 2023

1. Document Translation Services for pre-session, in-session, post-session meetings. (EN<>FR; EN>AR; EN>ES)
2. Simultaneous Interpretation Services in Four Languages (EN<>FR; EN<>AR; EN<>ES) for Main Venue (Plenary Hall) and during 05/12/2023-08/12/2023.
3. Simultaneous Interpretation Services in Two Languages (EN<>FR) for Working Group (Meeting Room B) and during 05/12/2023-08/12/2023.
4. Report Writing Services during 05/12/2023-09/12/2023
5. Travel Arrangements for Delegates, Keynote Speakers, MAP Staff

ANNEX F
COST COMPARISON, INCLUDING DIRECT AND INDIRECT COSTS FOR UNEP, BETWEEN HOLDING THE MEETING IN SLOVENIA AND HOLDING IT AT ATHENS, GREECE.

COST COMPARISON IN EURO*

		A	B
No	Cost Description	Meeting Costs for UN (Athens)	Meeting Costs for UN (Portoroz)**
1	Venues	€ 35,000	€ 0 – in kind
2	Coffee Break	€ 25,000	€ 0 - in kind
3	Interpreters	€ 150,000	€ 130,000
	Report Writers		
4	Doc. Translations	€ 90,000	€ 90,000
5	A/V and conference equipment	€ 20,000	€ 0 - in kind
6	Stationery	€ 1,000	€ 0 - in kind
7	Communication/Design	€ 8,000	€ 8,000
8	Security + exploratory visits	€ 1,000	€ 7,000
	Total (A)	€ 330,000	€ 235,000
10	Secretariat Travel (25 pax/6 days)		€ 65,000
11	Delegate Travel (25 pax/5 days)	€ 0 – paid by Contracting Parties (equivalent of 65,000)	€ 0 – in kind
	Total (B) - Travel	€ 0	€ 65,000
	GRAND TOTAL	€ 330,000	€ 300,000

*PSC not included

**Items offered by the Host Country in kind are considered as zero cost for UNEP