

Detail of Commitments: Local Personnel

The Government will provide the following local counterparts:

1. Protocol Officer

To coordinate with the Organization preparations for the opening, inaugural and closing ceremonies, speeches, receptions and various official visits, as appropriate.

2. Congress Executive

In coordination with the Organization, to supervise the physical conference arrangements and related services during the session.

3. Public Information Officer

A Lithuanian official with appropriate qualifications to act as counterpart to the Organization and to achieve extensive public information coverage in all media.

4. Transport Officer and assistants

In coordination with the Organization, to supervise all transportation arrangements and the drivers of the official cars.

5. Technical support

- two IT technicians to assist with all aspects of the setup (including computers, networks, printers, internet, lighting, audio/visual etc.) during conference hours, preferably with experience with networking and desktop management
- one IT technician to assist with all aspects of the setup (as above) available on 30 min. callout, 24 hours/day.
- three technicians to assist with multi-media equipment, document reproduction, etc.

Committee documents are reproduced on a continuous basis throughout the week. However, the technicians should be warned of eventual evening and night work, particularly on Wednesday, 16 September 2015 when the report of the session has to be printed during the night.

6. Interpretation

Sound and interpretation technicians, as required, to operate the equipment in coordination with the Organization's technician.

7. Enquiry desk

Staff to be provided to ensure adequate support for delegates with their enquires f.ex. travel.

8. Hostesses

As required, for the Regional Committee Welcome Desk at Vilnius Airport and for the excursions and social programme that may be part of the programme.

9. Security Officer

Official counterpart to undertake and supervise security arrangements according to security guidelines applicable for UN conferences.