

AGREEMENT
BETWEEN THE GOVERNMENT OF THE REPUBLIC
OF LITHUANIA
AND
THE WORLD HEALTH ORGANIZATION

on the organization in Vilnius, the Republic of Lithuania of the
sixty-fifth Session of the WHO Regional Committee for Europe
14-17 September 2015

The Government of the Republic of Lithuania (hereinafter referred to as "the Government") and

The World Health Organization (hereinafter referred to as "the Organization"),

Desiring to give effect to the invitation of the Republic of Lithuania to hold the sixty-fifth session of the Regional Committee for Europe of the World Health Organization in Vilnius, from 14-17 September 2015 and the resolutions adopted at the sixty-third and sixty-fourth session of the Regional Committee.

Desiring to conclude an agreement for the purpose of determining the facilities and services and the legal status afforded to the Organization on the occasion of the holding of the sixty-fifth session of the Regional Committee for Europe (hereinafter referred to as "the Session"),

HAVE AGREED AS FOLLOWS:

ARTICLE I: Obligations of the Organization and of the Government

The Organization shall make available at its own expense for the Session the personnel necessary for the effective functioning of the Session.

The Government shall provide the local facilities and bear the expenses directly attributable to the holding of the Session in Vilnius, except for those which would normally be borne by the Organization if the Session was held at the WHO Regional Office for Europe, as specified in the subsequent Articles and in the attached Annexes I, II and III which constitute an integral part of this Agreement.

ARTICLE II: Facilities, Services, Premises and Equipment

1. The Government shall make available to the Organization, free of charge, for the duration of the Session such personnel, meeting and office premises, fixtures, furniture, equipment and supplies as are required by the Organization and specified in the enclosed Annexes II and III. The Session is understood to include associated meetings held within the timeframe given for availability of rooms as given in Annex II (e.g. meetings of the Standing Committee of the Regional Committee, briefing meetings with groups of Member States, press conferences etc).

2. The Government shall also provide, free of charge, suitably equipped offices for those officials of the Organization whose presence in the Republic of Lithuania, both before the opening of the Session and until the end of the day indicated in Annex II, is required by the Organization for the effective functioning of the Session.

3. The Government in accordance with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies will allow the temporary importation, tax-free and duty-free, of all necessary equipment, including technical equipment of accompanying representatives of the information media, and will waive import duties and taxes on supplies necessary for the Session. It will issue without delay any necessary import and export permits for this purpose.

4. The Government shall make arrangements to provide a programme for accompanying persons, social events, and official events outside the core programme of work of the Regional Committee.

5. The Government shall provide information for the Guide for Participants as early as possible in advance of the Session.

ARTICLE III: Accommodation

1. The Government shall take the necessary steps to reserve accommodation in hotels for representatives, alternates and advisers of Members of the Region, members of the WHO Secretariat, as well as the persons accompanying them.

2. The WHO Regional Office shall inform the Government of hotel accommodation requirements in good time; firm reservations will be confirmed by the deadline agreed upon between the Organization and the Government.

ARTICLE IV: Transport

1. The Government shall take the necessary steps to facilitate the arrival in the Republic of Lithuania and the departure from the Republic of Lithuania of all persons who are participating in an official capacity in the work of the Session and their accompanying persons.

2. The Government shall take the necessary steps so that a special reception desk at the Vilnius International Airport be set up in order to meet representatives, alternates and advisers of Members of the Region, officials of the Organization and other persons referred to in Article VIII.1 of this Agreement upon arrival and arrange transportation to their hotels as well as back to the airport on departure.

3. The Government shall make available to the Organization, free of charge, the vehicles necessary for local transportation of equipment, materials and documents required in connection with the Session. The Government shall be responsible for all expenses connected with such transport, such as the provision of petrol and servicing of vehicles.

4. The Government shall also make available to the Organization, free of charge, a special transport service between the official premises of the Session and the hotels where representatives, alternates and advisers of Members of the Region and members of the Secretariat will be accommodated. The timetable of this service will be established in consultation with the Organization

ARTICLE V: Communications

The Government shall take the necessary measures to provide all facilities required for the effective functioning of the Session as indicated in Annex II and shall meet the cost of communications made by the Organization, including communications sent by it for the purposes of the Session and containing matter intended for publication by the press or broadcasting.

ARTICLE VI: Legal Status

For the purposes of this Agreement, the Government shall apply the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies adopted on 21 November 1947 to which the Republic of Lithuania is a party, (with any reservation made by the Republic of Lithuania to the said Convention), and Annex VII adopted on 17 July 1948 thereof (hereinafter referred to as "the Convention"), as well as the provisions set forth in the following Articles.

ARTICLE VII: Inviolability and Protection of the Premises Placed at the Disposal of the Organization

1. The premises placed at the disposal of the Organization in connection with the Session shall, throughout the period they are being used by the Organization, be considered as the premises of the Organization and shall thereby enjoy the benefits of inviolability referred to in Section 5 of Article III of the Convention.

2. The premises of the Organization shall be placed under the control and authority of the Organization which shall have the exclusive right to authorize or prohibit entry thereto of any person and may also cause any person to be removed therefrom.

3. The Government shall take appropriate measures to ensure that the premises of the Organization are not disturbed by the entry of unauthorized persons or groups of persons, by disorder or by any unreasonable noise in the immediate vicinity thereof. To this end, the Government shall, as necessary, station police officers outside the premises of the Organization and take any other measure deemed by it to be necessary.

4. At the request of the Regional Director, the Government shall provide the necessary police officers to give assistance for maintaining order, if the need arises, within the premises of the Organization, and to expel any person who may disturb it and to provide general security services within the premises.

5. Intellectual property – material (recordings, minutes, reports, documents, etc.) to remain the legal property of the Organization.

ARTICLE VIII: Right to Enter and to Remain in the Republic of Lithuania and Legal Status of Participants in the Session

1. The competent authorities of the Republic of Lithuania shall in a timely fashion deal with the applications of visas, when required, of the following persons:

- a) Representatives, alternates and advisers of Members of the Region as well as observers of other States invited by the Organization to attend the session in accordance with established practice, who shall, while attending the Session, enjoy the privileges and immunities provided for in Article V of the Convention;
- b) Officials of the Organization, who shall, while acting in their official capacity in connection with the Session, enjoy the privileges and immunities provided for in Article VI of the Convention;
- c) Experts (other than officials) performing missions for the Organization, who shall, while acting in their official capacity in connection with the Session, enjoy the privileges and immunities provided for in Paragraph 2 of Annex VII to the Convention;
- d) Representatives of the United Nations and of the specialized agencies, and of international governmental and nongovernmental organizations with which, in accordance with Articles 69 to 71 of the WHO Constitution, the Organization has entered into relationships, and which are participating in the session, who shall be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity. This provision is without prejudice to the privileges and immunities that the Republic of Lithuania may have to apply to representatives of the United Nations, the specialized agencies and the international governmental organizations referred to above in compliance with relevant international agreements;
- e) Any other persons invited by the Organization to attend the Session in an official capacity, who shall be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity;
- f) Persons accompanying the persons referred to in sub-paragraphs a) to e) of paragraph 1 of the present Article.

2. An exhaustive list of the names of the persons referred to in paragraph 1. above and of the country and the Organization which they represent shall be forwarded by the Organization to the Government prior to the commencement of the Session.

3. Without prejudice to the special immunities which they might otherwise enjoy, the persons referred to under Articles V and VI of the Convention, and Paragraph 2 of Annex VII to this Convention, and under d)-e) of Paragraph 1. above, shall not throughout the duration of their functions or mission, including the time required by travel on the territory of the Republic of Lithuania, be subject to any measure of arrest or expulsion, for the conduct in the exercise of their function or mission.

ARTICLE IX: Foreign Exchange

Without prejudice to the provisions of Section 7 of Article III of the Convention, the Organization, may, by means of a bank account in the name of the Organization, transfer funds to the Republic of Lithuania for the purposes of the Session in the quantities required to cover the expenses of the Organization in the Republic of Lithuania and, at the end of the Session, transfer out of any such bank account or accounts established in the Republic of Lithuania, any balance of funds of the Organization not utilized in the course of the Session.

ARTICLE X: Liability

The Government shall hold harmless the Organization and its officials and shall be responsible for dealing with any action, claim or other demand against the Organization or its officials resulting from activities covered by this Agreement, except where such action, claim or demand arise from gross negligence or willful misconduct of the officials of the Organization.

ARTICLE XI: Intellectual Property

The Government assigns full copyright in any work created by it for the purposes of the Regional Committee to WHO, including any photography taken or recordings made. The Government shall further ensure that any author hired by it shall transfer copyright to it in order to fulfill its obligation under this clause, by inserting a clause to that effect in subsequent contracts.

ARTICLE XII: Settlement of Disputes

Any dispute regarding the interpretation or application of this Agreement shall be resolved through consultations or negotiations between the Government and the Organization.

ARTICLE XIII: Final Provisions

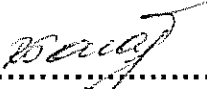
The Government and the Organization may agree, in writing, to amend this Agreement.

This Agreement shall enter into force on the date of its signature by the Government and the Organization and shall remain in force until the Government and the Organization have fulfilled all obligations arising from it. Whether these obligations shall be regarded as fulfilled shall be determined in consultation between the Government and the Organization.

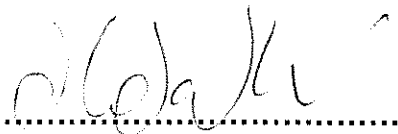
IN WITNESS THEREOF the undersigned, being duly authorized thereto, have signed this Agreement.

Done in Geneva on 19 May 2015 in two original copies in the English language.

For the Government
of the Republic of Lithuania


.....
Rimantė Šalaševičiūtė
Minister of Health
of the Republic of Lithuania

For the World Health Organization


.....
Zsuzsanna Jakab
Regional Director

OVERVIEW OF WHO REQUIREMENTS FOR THE HOLDING OF A SESSION OF THE REGIONAL COMMITTEE FOR EUROPE OUTSIDE COPENHAGEN

Amount to be paid by the Republic of Lithuania to the Organization for expenses normally not incurred by the Office when the Regional Committee is held in Copenhagen:

- Travel cost of Secretariat staff, including interpreters, temporary advisers, etc. (Average return air fare, per diem allowance and incidentals)	US\$ 290000
- Preparatory visits by WHO Staff	US\$ 30000
- Transportation and insurance costs: documentation, equipment, stationery, etc.	US\$ 25000
	<hr/>
Total amount to be paid to the Organization by 29 May 2015	US\$ 345000

Brief summary of conference facilities, equipment, personnel and services to be provided by the Republic of Lithuania (as detailed in attached Annex II)

- Conference hall (to seat 350-450 persons, U-shape table), meeting rooms and Secretariat offices
- Interpretation equipment necessary for 2-5 languages, microphones, headsets, sound technician;
- Recording equipment for producing a multilingual sound recording of the proceedings of the session;
- Photocopiers (heavy duty and standard), personal computers, laptops, laser printers, multi media equipment, furniture and office equipment for all offices and meeting rooms;
- Six official cars with drivers for use by the President, the Executive President, the Deputy Executive President, the Director General, the Regional Director and the WHO Secretariat;
- Local transportation for participants from/to airport, from/to congress centre and from/to receptions, etc.;
- Inaugural ceremony arrangements and reception hosted by the Minister of Health;
- Location for the reception to be offered by the Regional Director (*catering expenses covered by the Regional Office*);
- Services of a Conference organizer or the Republic of Lithuania's counterpart staff to handle local arrangements, including hotel bookings, etc.;
- Security services and officers within the meeting premises;
- Local casual labour and custodial staff;
- Communication costs (e-mail, internet, multi media, etc);
- Daily coffee breaks (one in the morning, one in the afternoon) and bottled water in Conference hall;
- Lunches.

Items which the Republic of Lithuania would normally provide, but which are optional

- One-day excursion to be offered on the day following the closing of the meeting (usually on Friday)
- Social programme for accompanying persons

With reference to the Agreement between the Republic of Lithuania and the Organization, the Republic of Lithuania will deposit an amount of US\$ 345.000 by 29 May 2015 in the WHO account:

Account number: 240-C0169920.3

Bank name: UBS AG

Bank Address: Case Postale 2600, CH-1211 Genève 2, Switzerland

SWIFT: UBSWCHZH80A

IBAN CH3100240240C01699203

Currency of account: US\$

Reference to be quoted: EURO RC65

This amount represents an average costing for travel and per diem of the Secretariat (calculated by taking the appropriate per diem for each capital city within the European Region, and the air fare between Copenhagen and each capital city), and other expenses related to holding the Regional Committee at a location outside of Copenhagen. If, at September 2015 the recalculation of the per diems and airfares indicates an amount higher or lower than US\$ 345.000, either the Republic of Lithuania will pay the extra cost or the Organization will refund any surplus to the Republic of Lithuania or shall dispose of it as instructed by the Republic of Lithuania. The contribution shall be used for the purposes indicated in Annex I and shall be administered in accordance with the Financial Regulations and Rules, and financial and administrative rules and practices of WHO.

Sixty-fifth session of the WHO Regional Committee for Europe
Vilnius, Lithuania, 14-17 September 2015

Annex II - Detail of Commitment
 Offices and equipment, Plenary hall, meetings rooms, conference and working spaces

Room	Function	Availability for set up and use - all rooms & equipment to be available as	how many persons in the office	Equipment required	Quantity
Meeting rooms					
1	Plenary hall (Hall 3)	10-17 September		<p>Seating U-shape with tables (approx. subject to final number of participants)</p> <p>Additional chairs with writing rests, approx. (approx., arrangement, number of seats and tables is subject to final number of participants)</p> <p>Head table and chairs: front row</p> <p>Head table and chairs: rear row</p> <p>Rapporteurs tables and chairs (right or left-hand side of head table)</p> <p>Resolutions table and chairs</p> <p>Tables + chairs for directors and VIPs (right- and left-hand side of front table)</p> <p>Speaker's podium with microphone and reading lamp</p> <p>Conference system microphones</p> <p>Wireless microphones</p> <p>Headsets (exact number is subject to final number of participants)</p> <p>Simultaneous interpretation booths (5 languages) to relevant ISO standards; sound recording equipment for 5 languages + floor.</p> <p>5 languages from local technicians audio mixer (separated, by XLR cable) DVI-I signal for ppt (computer signal, ENG) from local technician to the webcast technician by cable</p> <p>4m² space for webcast equipment, plus one chair close to local technician for Webcast technician</p> <p>Projection screens, size appropriate for the room, size 6x7.5 m width, 16:9</p> <p>Additional LCD/Plasma screens to face delegation (46-50 inch, resolution at least 1920x1080). All the screens of the same brand and size.</p> <p>Plasma/LCD screens in front or head table (to feedback image to head table), (46-50 inch, resolution at least 1920x1080). All the screens of the same brand and size.</p> <p>Multi media projectors (1 for each projection screen) min.20.000 LUM, full HD, for testing before the event</p> <p>Laptop computers for podium and technicians table</p> <p>Laptops for reports and resolutions teams</p> <p>Separate, dedicated LN line (wired internet) with a minimum of 5-10 mbit upload-download to the technician table (for webstreaming)</p> <p>Flower displays</p> <p>Bottled water (to be renewed during coffee/lunch breaks)</p> <p>Water glasses (to be changed during coffee/lunch breaks)</p> <p>Tables for Conference assistants at the back of the room</p> <p>wire extensions with multi sockets (need about 2 plugs per "chair")</p> <p>Chairs for Conference assistants</p> <p>Laptops for Conference documentation team</p> <p>convenient monitors for those sitting at the two panels (17 inch) english channel only</p> <p>8 chairs and 2 coffee tables for panel discussions</p> <p>Additional lights above U shape (with adjustable color spectrum and intensity, ensure absence of shadows while filming the speaker)</p> <p>Sound proof curtain separating the Hall 3 from the Gallery</p> <p>Carpeting in Hall 3 and the Gallery for soundproofing purposes</p> <p>Printer Type 1 + paper</p>	<p>55</p> <p>250-300 seating 10</p> <p>seating 10</p> <p>seating 6</p> <p>seating 3</p> <p>seating 40</p> <p>1</p> <p>75</p> <p>5</p> <p>400</p> <p>5 booths</p>
2	Meeting Room 1 - 5.3 (NIS, SCRC, NGO morning / technical briefings)	10-17 September 2015		<p>Meeting table in U-shape to seat 45 persons/theater style for 100</p> <p>Chairs for meeting table</p>	<p>1</p> <p>45/100</p>

Room	Function	Availability for set up and use - all rooms & equipment to be available as	how many persons in the office	Equipment required	Quantity
				Additional light chairs to be available Microphones/portable microphones Projection screen Laptop (or PC) + multimedia projector Simultaneous Interpretation (3 for Sunday/2 for technical briefings) booths to relevant ISO standards. wire extensions with multi sockets	25 20/3 1 1 3/2 5 50
3	Meeting Room 2 - 5.2 EU coordination	12-17 September 2015		Head sets Table(s) to seat 10 (top table) Chairs and tables to seat 60 (30 around a table, and 30 additional chairs) Microphones at head table (microphones to be brought here from 5.3, after meeting is over on Sunday) headsets Conference system microphones screens wire extensions with multi sockets PC + Monitor + Keyboard + Mouse or Laptop + Mouse, +printer Type 2, +print paper A4 Table to seat 15-20 persons Chairs	1 60 5 60 20 20 1 5 1
4	Meeting Room 3 - hall #4 (country meeting room, bilateral meetings)	13-17 September		Chairs	1 20
5	Press Office - hall #4	12-17 September		Chairs in theatre style Head table to seat 8 Wireless microphone Microphone for head table Chairs for head table microphone at the press table TV set with cable TV channels including CNN, BBC Desk Chairs PC + Monitor + Keyboard + Mouse or Laptop + Mouse Printer Type 1 + paper wire extensions with multi sockets armchair coffee table	25 1 1 1 3 8 2 1 1 2 3 2 1 5 2 2 1
catering					
6	Coffee breaks area, delegates lunch (Hall 4)	14-17 September (and for premeetings)		Large TV screen (55-60") + laptop with CD/DVD Tea, coffee, juice and biscuits, lunch for approx. 350-450 persons Buffet tables and high tables and chairs as appropriate for 350-450 persons	1
7	ministerial lunch - 5.1	14 and 15 September 90-100 (set up on 13 September)		round tables and seats (8-10 pax) wireless microphones (one per table) screen and laptop for eventual projection interpretation booths (for ministerial lunches) headsets (for ministerial lunches) speakers podium	as appropriate 10 need laptop only 4 100 1
Offices					
8	Director General (lobby Hall5)	13-17 September 2015	1	Executive desk Executive Chair PC + Monitor + Keyboard + Mouse or Laptop + Mouse Meeting table to seat 8	1 1 1 1

Room	Function	Availability for set up and use - all rooms & equipment to be available as	how many persons in the office	Equipment required	Quantity
				Chairs Desk Lamp sofa armchairs coffee table Executive desk Meeting table to seat 15 Chairs Desk Lamp sofa armchairs coffee table waste bin PC + Monitor + Keyboard + Mouse or Laptop + Mouse	8 1 1 2 2 1 1 15 1 1 2 1 1 1 1
9	Regional Director (Gallery)	10-17 September 2015	1		
10	RDO + RGO Secretariat (3 persons) (Gallery)	10-17 September 2015	3	Desk Secretary chair coffee table Chairs Desk Lamp PC + Monitor + Keyboard + Mouse or Laptop + Mouse Printer - Type 2 extensions/wire/cable with multi sockets waste bin	3 3 1 1 6 3 3 3 3 1 1 1
11	translator team rooms (Restaurant) 2 teams!	12-17 September 2015	6+	Desk PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse Secretary Chairs Desk top reading light Printer Type 2 + paper Desk PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse Secretary Chairs Desk top reading light Printer Type 2 + paper waste bin and paper bin table for documents	6 6 6 6 1 6 6 6 6 1 1 1 4
12	translator team rooms (Restaurant) 2 teams!	12-17 September 2015	6+	Desk PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse Secretary Chairs Desk top reading light Printer Type 2 + paper waste bin and paper bin Desk PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse Secretary Chairs Desk top reading light Printer Type 2 + paper	6 6 6 6 1 1 6 6 6 6 1

Room	Function	Availability for set up and use - all rooms & equipment to be available at	how many persons in the office	Equipment required	Quantity
13	LLP Common room (restaurant)	12-17 September	6	Table for documents Desk PC + Monitor + Keyboard + Mouse or Laptop + Monitor + Mouse Secretary Chairs Desk top reading light additional table for documents Printer Type 2 + paper	4 6 6 6 4 1
14	Executive Management (10 persons) (Hall 4)	10-17 September 2015	10	Desk to seat 10 people Chairs PC + Monitor + Keyboard + Mouse or Laptop + Mouse Desk Lamp Printer Type 2 + paper waste bin and paper bin wire extensions with multi sockets	1 10 4 4 1 1 2
15	Legal Counsel and WHOHQ staff (Hall 4)	13-17 September	5	Desk PC + Monitor + Keyboard + Mouse or Laptop + Mouse Printer Type 2 + paper Desk lamps Chairs waste bin and paper bin wire extensions with multi sockets	5 5 1 5 5 1 2
16	General Secretariat room (common use) (room nearby Hall3)	10-17 September		Desks Chairs PC + Monitor + Keyboard + Mouse or Laptop + Mouse Printer Type 2 + paper desk lamp wire extension multiple socket waste bin and paper bin Desk to seat 10 people	5 5 5 2 5 5 2
17	Head of Country Offices (10 persons) (Hall 4) Other areas	14-17 September 2015 (set up on 13 September)	10	Chairs PC + Monitor + Keyboard + Mouse or Laptop + Mouse Desk Lamp Printer Type 2 + paper wire extensions with multi sockets waste bin and paper bin	1 10 4 4 1 2
18	Stationary, Printing (middle room close to the restaurant)	10-17 September		Printer Type 2 Tables to display documents wire extension multiple socket PC + Monitor + Keyboard + Mouse or Laptop + Mouse Heavy duty colour copiers, digital, with min. capacity 75 cop/min, with document feeder/stapler/scrter and large capacity tray (LCT) with direct connection (and drivers) to the laptops note above	2 4 as appropriate 2 2

Room	Function	Availability for set up and use - all rooms & equipment to be available as	how many persons in the office	Equipment required	Quantity
19	Registration area (nearby the entrance) (used as Information Desk during the week)	12-17 September		A4 white paper 50 GRS Xerox Colotech+ quality or similar waste paper bin Tables for registration PC + Monitor + Keyboard + Mouse or Laptop + Mouse Printer Type 2 + paper Chairs wire extension multiple socket waste paper bin	100 000 1 4 1 1 4 2 1
20	Internet Café (lobby)	13-17 September		PCs or laptops with internet connection Printer Type 2 + paper Chairs, tables Recharging station (for delegates laptops)	10 2 10 1
21	documentation desk (Hall 3 - Plenary)	14-17 September et up on 13 September	1	desk	3
22	publication desk (Exhibition area)	14-17 September et up on 13 September	1	desk chair	1 3
23	exhibitions (corridor between Hall 3 and 4)	14-17 September et up on 13 September	1	chair screen	1 1
24	Miscellaneous	tbc		wire extension multiple sockets Flower displays in plenary hall (including at head table) Flowers (bouquet) in Director-General office Flowers (bouquet) in Regional Director office Flower displays (bouquet) in Press Conference room Wifi: access open for all participants (no vouchers, general code OK) in all allocated areas in the venue. sufficient capacity to provide service to 500 guests - approximately 800 devices at one time, majority in the plenary with the overall internet bandwidth 20mb + Video service: Needs to provide two high quality video channels for presentation screens (EN and RU) as per attached screen allocation Needs to be able to receive HDMI /DVI signals for the channels Separate, dedicated LAN line (wired internet) with a minimum of 5-10 mbit upload-download Internet connectivity for all computers in the secretariat, internet cafe Assuring access to Webcast technician to electricity (230V) and LAN line	as appropriate as appropriate 1 1 1

Room	Function	Availability for set up and use - all rooms & equipment to be available as	how many persons in the office	Equipment required	Quantity
				Printing service, computers in the same offices share printer Computers to be networked for rooms 11 -12 +13, so it is possible to share Network Attached Storage and printers (NAS provided by WHO) garbage bin, waste paper basket, coat hanger	as appropriate

(*) Dates and time indicated refer to rooms availability
(**) 2-4 booths for E/F/G/R matter of consultation closer to the session

Personal Computers (or laptops): according to specification attached (to be revised closer to the date of the RC).
All PCs or laptops should have access to the internet (detailed IT specification refers).

Printer Specifications:	
Type 1 - small printer:	<ul style="list-style-type: none"> • b/w laser printer, • 250+ sheets supply, • 10+ ppm • no scan/copy capability, • USB interface + wifi if possible
Type 2 - shared printer:	<ul style="list-style-type: none"> • laser, • b/w print / scan / copy • USB and Ethernet, wifi if possible • Card-reader & USB • 20+ ppm • 500+ sheets supply

Specifications for the PCs to be provided, as listed in Annex II

Computers for WHO Secretariat (laptop or desktop)

Hardware:

- Hardware certified for running Windows7
- Speed: Minimum 3GHz or Dual Core 2GHz (or equivalent)
- RAM: Minimum 2GB
- Hard Disk: Minimum 60GB
- Minimum 2 free USB slots
- Screen: Minimum flat panel 19" TFT, minimum laptop screen 14,5"
- Keyboard : English (US) or Swiss-French

Software:

- Windows 7 Professional English Int. with latest Service Pack installed
- Office minimum version 2010
- Proofing tools in English, French, German and Russian
- Adobe Acrobat Reader (English)
- Winzip
- AntiVirus Software
- Postscript printer drivers

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.