

**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
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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.