

Ref.: 2020/OES/233/ENV

14 October 2020

Excellency,

I have the honour to refer to the arrangements concerning the organization of the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context (hereinafter, the “Espoo Convention”) and the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, and their associated preparatory meetings (hereinafter, the “Meeting”), organized by the United Nations, represented by the United Nations Economic Commission for Europe (hereinafter, the “ECE”) to be held, at the invitation of the Government of the Republic of Lithuania (hereinafter, the “Government”), in Vilnius, Lithuania. The Meeting is preliminarily scheduled to take place from 7 to 11 December 2020, with the dates to be confirmed jointly by the Executive Secretary of the ECE and the Government.

With the present letter, I would like to obtain your Government’s acceptance of the following arrangements:

1. Participants in the Meeting will be invited by the Executive Secretary of the ECE in accordance with the rules of procedure of the Meeting of the Parties to the Espoo Convention and would include up to 250 participants, including:

- (a) Delegations from the 56 ECE member States, the European Union and other Member States of the United Nations, comprising approximately 180 delegates;
- (b) Up to 10 representatives from the United Nations Specialized Agencies and related organizations;

His Excellency  
Mr. Andrius Krivas  
Ambassador Extraordinary and Plenipotentiary  
Permanent Representative of the Republic of Lithuania  
to the United Nations Office  
and other international organizations in Geneva

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Cleared by 

- (c) Up to 40 representatives of other intergovernmental and non-governmental organizations;
- (d) 8 officials of the United Nations (ECE);
- (e) Up to 10 other participants (academics, experts, individual members of the public etc.).

The names of all participants attending the Meeting in-person, shall be communicated to the Government by the Office of the Executive Secretary of the ECE via the permanent mission of Lithuania to the United Nations Office and other international organizations in advance, at least two weeks prior to the Meeting.

2. The Government will, at its own expense, provide adequate facilities for the Meeting including meeting and office space, personnel, office supplies and equipment, telephone services, interpretation and translation as described in Annex I, as well as transportation between airport and hotel and/or hotel and meeting facilities, if required. The Government will provide adequate medical facilities for first aid in emergencies, and, for serious emergencies, the Government will ensure immediate transportation and admission to a hospital.

3. In accordance with the United Nations General Assembly Resolution 47/202, Part A, paragraph 17, adopted by the General Assembly on 22 December 1992, the Government will assume responsibility for any supplementary expenses arising directly or indirectly in holding the Meeting in Vilnius, Lithuania. Such costs, the estimate of which is provided in Annex II, include, but are not restricted to:

- (a) The provision of prepaid return tickets to United Nations officials specified in subparagraph 1 (d) above who are required to plan for or service the Meeting in accordance with applicable United Nations regulations and rules and related administrative issuances regarding travel standard and baggage allowances;

- (b) The payment to the United Nations officials of daily subsistence allowance and terminal expenses in accordance with the regulations and rules of the United Nations and its official daily subsistence allowance rate;

- (c) The cost of shipping any necessary equipment, supplies and documents, as required.

4. The costs of travel, accommodation, daily subsistence allowance and terminal expenses of participants specified in subparagraphs 1 (a), 1 (b), 1 (c) and 1 (e) will be the responsibility of such participants and/or their respective sending States or organizations.

5. The Convention on the Privileges and Immunities of the United Nations adopted by the General Assembly of the United Nations on 13 February 1946 (the "General Convention") and the Convention on the Privileges and Immunities of the Specialized Agencies, adopted by the General Assembly of the United Nations on 21 November 1947



(the “Specialized Agencies Convention”), to which Lithuania is a party, 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 General Convention;

(b) Officials of the United Nations participating in or performing functions in connection with the Meeting shall enjoy the privileges and immunities provided under Articles V and VII of the General Convention;

(c) Other participants invited by the United Nations shall enjoy the privileges and immunities provided under Article VI of the General Convention, including the 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, as experts on mission for the United Nations;

(d) Officials of the Specialized Agencies participating in the Meeting shall be accorded the privileges and immunities provided under articles VI and VIII of the Specialized Agencies Convention.

6. Without prejudice to the provisions of the General Convention, all participants and persons performing functions in connection with the Meeting, including the personnel provided by the Government, shall enjoy such privileges and immunities, facilities and courtesies as are necessary for the independent exercise of their functions in connection with the Meeting.

7. All participants and all persons performing functions in connection with the Meeting shall have the right of unimpeded entry into and exit from Lithuania. This does not exclude the presentation by the Government of well-founded objections concerning a particular individual. Such objections, however, must relate to specific criminal or security related matters and not to nationality, religion, professional or political affiliation. Visas, where required, shall be granted free of charge and issued as speedily as possible, if applications are lodged directly at the Lithuanian visa authorities. When lodging through a visa centre of an external service provider, the visa will be issued free of charge, but there will be a service fee of the external service provider. The applications shall be lodged at least three weeks before the opening of the Meeting. Visas shall be granted as speedily as possible and not later than three days before the opening. Arrangements shall also be made to ensure that visas for the duration of the Meeting are issued at the airport of arrival in the exceptional cases to those who are unable to obtain them prior to their arrival. Entry and (or) exit permits, where required, shall be granted free of charge, as speedily as possible and in any case not later than three days before the opening and (or) closing of the Meeting.

8. The rooms, offices and related localities and facilities put at the disposal of the Meeting by the Government shall be the Meeting Area which will constitute United Nations Premises within the meaning of Article II, Section 3, of the General Convention for the duration of the Meeting, including the preparation and winding-up stages.

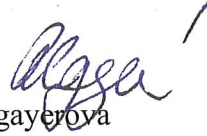
9. In the event that circumstances and concerns arise as a result of the COVID-19 pandemic whereby: (i) the United Nations and the Government mutually agree that the Meeting is unable to proceed as scheduled; or (ii) either the United Nations or the Government, upon 30 days minimum advance notice in writing to the other, requests a cancellation of the Meeting; the United Nations and the Government shall consult and mutually agree on the settlement of any matters arising as a result of such cancellation of the Meeting. In the event of a cancellation of the Meeting, the United Nations 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.
10. The Government shall be responsible for dealing with any action, claim or other demand against the United Nations or its officials and arising out of (i) injury to persons or damage to or loss of property in conference or office premises provided for the Meeting; (ii) injury to persons or damage to or loss of property caused by, or incurred in using the transportation services provided by or under the control of the Government; (iii) the employment for the Meeting of personnel provided or arranged by the Government; and the Government shall indemnify and hold the United Nations and its personnel harmless in respect of any such action, claim or other demand; and (iv) cancellation of the Meeting pursuant to paragraph 9 above.
11. The Government shall notify the local authorities of the convening of the Meeting and request appropriate police protection. The Government shall, at its own expense, furnish such police protection as may be required to ensure the effective functioning of the conference in an atmosphere of security and tranquillity free from interference of any kind. While such police services shall be under the supervision and control of a senior officer provided by the Government, this officer shall work in close cooperation with a designated senior official of the United Nations.
12. Any dispute concerning the interpretation or implementation of this Agreement, except for a dispute subject to Section 30 of the General Convention or to 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 settled by negotiations or any other agreed mode of settlement shall be submitted at the request of either party for a final decision to a tribunal of three arbitrators, one of whom will be appointed by the Secretary-General of the United Nations, one by the Government and the third, who will be the Chairperson, by the other two arbitrators. If either 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 the Chairperson, then such arbitrator will be nominated by the President of the International Court of Justice at the request of either 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 decisions on all questions of procedure



and substance shall be final and, even if rendered in default of one of the parties, be binding on both of them.

I have the honour to propose that this letter and your reply letter on behalf of your Government accepting of the arrangements above shall constitute an Agreement between the United Nations, represented by the United Nations Economic Commission for Europe, and the Government of the Republic of Lithuania regarding the hosting of the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context and the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, which shall enter into force on the date of the receipt of your reply letter and shall remain in force for the duration of the Meeting and for such additional period as is reasonably necessary for all matters relating to any of its provisions to be settled.

Please accept, Excellency, the assurances of my highest consideration.

  
Olga Algayerova  
Executive Secretary  
UNECE



**LIETUVOS RESPUBLIKOS NUOLATINĖ ATSTOVYBĖ  
PRIE JUNGTINIŲ TAUTŲ BIURO  
IR KITŲ TARPTAUTINIŲ ORGANIZACIJŲ ŽENEVOJE**

**PERMANENT MISSION OF THE REPUBLIC OF LITHUANIA  
TO THE UNITED NATIONS OFFICE  
AND OTHER INTERNATIONAL ORGANIZATIONS IN GENEVA**

No SN80-

Ms. Olga Algayerova

Executive Secretary of the United Nations Economic Commission for Europe

5 November 2020

Madam,

I have the honour to acknowledge receipt of your letter dated 14 October 2020, which reads as follows:

**Beginning of the quote.**

Excellency,

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9. In the event that circumstances and concerns arise as a result of the COVID-19 pandemic whereby: (i) the United Nations and the Government mutually agree that the Meeting is unable to proceed as scheduled; or (ii) either the United Nations or the Government, upon 30 days minimum advance notice in writing to the other, requests a cancellation of the Meeting; the United Nations and the Government shall consult and mutually agree on the settlement of any matters arising as a result of such cancellation of the Meeting. In the event of a cancellation of the Meeting, the United Nations 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.

10. The Government shall be responsible for dealing with any action, claim or other demand against the United Nations or its officials and arising out of (i) injury to persons or damage to or loss of property in conference or office premises provided for the Meeting; (ii) injury to persons or damage to or loss of property caused by, or incurred in using the transportation services provided by or under the control of the Government; (iii) the employment for the Meeting of personnel provided or arranged by the Government; and the Government shall indemnify and hold the United Nations and its personnel



harmless in respect of any such action, claim or other demand; and (iv) cancellation of the Meeting pursuant to paragraph 8 above.

11. The Government shall notify the local authorities of the convening of the Meeting and request appropriate police protection. The Government shall, at its own expense, furnish such police protection as may be required to ensure the effective functioning of the conference in an atmosphere of security and tranquillity free from interference of any kind. While such police services shall be under the supervision and control of a senior officer provided by the Government, this officer shall work in close cooperation with a designated senior official of the United Nations.

12. Any dispute concerning the interpretation or implementation of this Agreement, except for a dispute subject to Section 30 of the General Convention or to 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 settled by negotiations or any other agreed mode of settlement shall be submitted at the request of either party for a final decision to a tribunal of three arbitrators, one of whom will be appointed by the Secretary-General of the United Nations, one by the Government and the third, who will be the Chairperson, by the other two arbitrators. If either 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 the Chairperson, then such arbitrator will be nominated by the President of the International Court of Justice at the request of either 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 decisions on all questions of procedure and substance shall be final and, even if rendered in default of one of the parties, be binding on both of them.

I have the honour to propose that this letter and your reply letter on behalf of your Government accepting of the arrangements above shall constitute an Agreement between the United Nations, represented by the United Nations Economic Commission for Europe, and the Government of the Republic of Lithuania regarding the hosting of the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context and the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, which shall enter into force on the date of the receipt of your reply letter and shall remain in force for the duration of the Meeting and for such additional period as is reasonably necessary for all matters relating to any of its provisions to be settled.

Please accept, Excellency, the assurances of my highest consideration.

Olga Algayerova

Executive Secretary, ECE

**End of the quote.**

I have the honour to confirm that the foregoing proposal is acceptable to the Government of the Republic of Lithuania, who therefore agree that your letter and the present reply shall constitute the Agreement in this matter between the Government of the Republic of Lithuania and the United Nations,

represented by the United Nations Economic Commission for Europe regarding the hosting of the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context and the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, which shall enter into force on the date of the receipt of this reply letter.

Please accept, Madam, the assurances of my highest consideration.

Andrius Krivas



Ambassador Extraordinary and Plenipotentiary  
Permanent Representative of the Republic of Lithuania  
to the United Nations Office  
and other International Organisations in Geneva



## **ANNEX I**

### **Facilities and personnel required for the organization of the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention), the fourth session of the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, and associated preparatory meetings to be held in Vilnius from 7 to 11 December 2020**

#### **A. Meeting and Office Space Facilities**

##### **1. Participation**

1.1. Participation in the meetings will include delegates from the Parties to the Convention and its Protocol and, in accordance with rules 6 and 7 of the rules of procedure (RoP) of the Meeting of the Parties to the Convention, will also include Signatories and other States, regional economic integration organizations, the United Nations, its specialized agencies and the International Atomic Energy Agency, and relevant intergovernmental and non-governmental organizations. Staff of the United Nations Economic Commission for Europe serving in the secretariat to the Convention and its Protocol (hereafter ECE secretariat) will service the meetings.

1.2. In accordance with rule 26 of the RoP, the meetings shall be held in public. The Government will collaborate with the ECE secretariat to establish appropriate registration procedures (requirements regarding registration procedures are specified in paras. 2.3.10; 11.1.2; 13.3; 14.2.2.) aimed at facilitating access to members of the public, while at the same time ensuring adequate security.

1.3. The Government may consider providing the necessary technical equipment for broadcasting or video pod-casting the proceedings of the meeting(s) via the Internet or using other audio-visual means to the public.

1.4. As required, including in light of the COVID-19 pandemic, the host country will provide the possibility for delegates to participate in the meeting remotely, and ensure interpretation for all participants via a United Nations-approved online platform.

##### **2. Meeting venue facilities**

2.1. The eighth session of the Meeting of the Parties to the Convention will cover the period of Tuesday, 8 December to Friday, 11 December 2020. It will be held in conjunction with the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol. The two sessions will include general (working) and high-level segments. The Bureau will hold its final preparatory meeting on Monday, 7 December in the morning (initially scheduled from 10 a.m. to noon).

2.2. The meeting venue, including all meeting rooms and offices, should be made fully accessible for setting-up purposes for the ECE secretariat and authorized staff 24 hours per day as of Sunday, 6 December for the room for the Bureau meeting, and as of Monday, 7 December in the morning, 24 hours before the start of the meeting, at the latest, for the other rooms and offices, unless otherwise specified in the current annex.

2.3. The venue facilities will include the following:



2.3.1. The main meeting room for the eighth and fourth sessions of the Meetings of the Parties, with seating capacity for up to 250 delegates, including sufficient table space for each delegation (including observer delegations under rule 6 of the RoP), equipped for simultaneous interpretation into English, French and Russian and in accordance with the arrangements specified in paragraph 3.1. The interpretation equipment will be of a standard similar to that of the Palais des Nations, Geneva, with a sufficient number of microphones and headphones to enable all delegations to join in the discussions from their seats. This would require one microphone for two participants and headphones for every participant. Unless the interpretation is organized via an online platform, the meeting venue will be equipped with well insulated interpretation booths (meeting the requirements of the International Standard ISO 2603). Each delegate should have access to an electrical plug in the main conference room to allow them to use their computers and similar electronic equipment. In addition, up to 50 seats will be provided at the side or back of the room for non-participatory observers and press. The room will be accessible 24 hours per day, from 7 to 11 December 2020;

2.3.2. A second meeting room for approximately 80 people, able to seat approximately 50 people, for the period from 7 to 11 December 2020, to be used for the meeting of the Bureau on 7 December 2020 (initially scheduled from 10 am to noon), as specified in paragraph 2.1; and during the sessional period, for any break-out or ad hoc group negotiations. The room will be equipped with an adequate sound amplification system and each delegate should have access to an electrical plug in the room to allow them to use their computers and similar electronic equipment;

2.3.3. A third meeting room for approximately 75 people for EU coordination meetings. This will also be accessible 24 hours per day; from 7 to 11 December 2020 (seating capacity, duration, payment, equipment, other details of requirements to be the subject of an agreement between the EU Presidency and the Government);

2.3.4. One VIP room to be used for high-level bilateral meetings and/or as offices by the UN senior officials, (the ECE Executive Secretary and the Director of the Environment Division) from 8 to 11 December 2020, as required. The room will be accessible 24 hours, and have the following equipment: a high-speed wireless (Wi-Fi) access, appropriate furniture to receive ministers and high-level officials for bilateral meetings, including a desk and chair, a meeting table and chairs, and an informal seating area (sofa/arm chairs and a coffee table) with a seating capacity of up to 10 seats; one PC, including word processing programme with English interface and keyboard; high-speed Internet access (cable) and a network printer;

2.3.5. Two rooms for the working offices of the ECE secretariat from Monday, 7 February to Friday, 11 December 2020, including one room for the ECE support staff, two large photocopiers, printer, and documents. Separate room(s) for the host country secretariat, as required. The rooms will have a sufficient number of desks and appropriate equipment in accordance with the arrangements specified in sections 4 and 6, and accessible 24 hours;

2.3.6. An office for public interest NGOs with desks and equipment (space facilities and equipment to be provided free of charge, details of requirements and duration to be the subject of agreement between NGOs and the Government), as required;

2.3.7. An office for the EU Presidency with desks and equipment accessible 24 hours per day, as required (duration, payment, equipment and other details of requirements to be the subject of agreement between the EU Presidency and the Government);

- 2.3.8. Desks or stands in or just outside the main meeting room for the distribution of documents and publications to participants;
  - 2.3.9. Ample space for exhibitions, outside the main meeting room (provided by the Government at no cost for displays of the United Nations organizations, public interest NGOs and others);
  - 2.3.10. On-site registration/information desk(s) near the entrance to the premises;
  - 2.3.11. Security checkpoint(s) (see section 11 on special needs for security);
  - 2.3.12. A photocopying and printing centre for use by delegates (see paragraph 6.2);
  - 2.3.13. Banking facilities on the premises or not far from the venue (An ATM machine for cash withdrawals);
  - 2.3.14. A separate room for journalists from 8 to 11 December (see section 10) as required (details of space and equipment are subject to agreement between journalists and the Government);
  - 2.3.15. Office(s) for the senior officials of the host country, as required.
- 2.4. All meeting rooms and offices will have good sound proofing and ventilation.
- 2.5. The exact layout of rooms mentioned in paragraphs 2.3.1; 2.3.2; 2.3.4 and 2.3.5 will be agreed with the ECE secretariat no later than 2 months prior to the Meetings.

## **B. Equipment and Office Supplies**

2.6. The meeting venue (all meeting rooms and offices) should be covered by high-quality wireless (Wi-Fi) network with secure Internet access providing enough IP addresses (not less than 750) for the meeting participants and capable of maintaining simultaneous connections for not less than 250 users with several devices, with access ideally restricted to meeting participants. The total connection speed of the line servicing the conference venue should be as a minimum 100 MB per second. The procedure for access to the Conference Wi-Fi connection will not require use of any additional devices, e.g. mobile phones, to obtain access codes. If access codes are necessary to get access to the Wi-Fi network, they will be clearly stated in advance, in particular in conference materials and information on practical arrangements distributed during registration of participants. Information notes of appropriate size will be posted on information boards in the conference hall and in other places where active use of Wi-Fi is expected.

## **3. Arrangements for the main meeting rooms**

3.1. For the eighth session of the Meeting of the Parties to the Convention and the fourth session of the Meeting of the Parties to the Protocol (8 to 11 December 2020):

- 3.1.1. Two data projectors for electronic presentations (e.g. PowerPoint, Netscape for live Internet presentations); and two (or as needed three) large screens to project a presenter and presentation at the same time; video-camera(s); three-four screens on the podium for the chair and the secretariat to project presentations and draft texts; one or several screens for the interpreters, as needed;
- 3.1.2. Efficient live web-broadcasting or video pod-casting through Internet (subject to a decision of the Government);
- 3.1.3. Film/Photo facilities for filming at the meetings from 8 to 11 December 2020, (to be the subject of the decision of the Host Government);

- 3.1.4. Two PCs with word processing programme with English interface with high-speed Internet access (wireless and cable: at least one PC on the podium should be connected to the landline Internet to ensure a stable connection in all circumstances); to be connected to PCs and a printer of the ECE secretariat's offices, and to a printer in the plenary room, to be installed on the podium for the secretariat;
- 3.1.5. Equipment for recording the discussions held in the main conference room during the hours of the official agenda, including the interpretation provided – in case live web-broadcasting or video pod-casting is not provided. The copy of the audio recording will be submitted to the ECE secretariat;
- 3.1.6. Name plates (letters 3.8 cm minimum) and stands (30.5 x 10.75cm minimum) for delegations and officers, for tables in the conference hall (provided by the Government on the basis of the information provided by ECE);
- 3.1.7. The Government's flag(s) of similar but not larger size than the United Nations flags (1.22 x 1.83 m); and stands for the United Nations and the Government flags (United Nations will provide one United Nations flag for outdoor use (1.83 x 2.75 m) and two United Nations flags for indoor use (1.22 x 1.83 m);
- 3.1.8. Podium for the chair, secretariat and speakers (with a seating capacity for approximately 10 people), and an additional desk and chairs (with a seating capacity for four people) for the ECE secretariat servicing the session;
- 3.1.9. Enough electric plugs in the room to allow all delegates, the Chair and the secretariat to use their computers and similar electronic equipment;
- 3.1.10. A gavel for the Chair;
- 3.1.11. Flowers and other decoration of the conference room, including materials, such as posters and banners (as agreed with the ECE secretariat).
- 3.2. For the meeting of the Bureau (on 7 December 2020, initially from 10 to noon):
- 3.2.1. One PC with word processing programme with English interface and high-speed Internet access (wireless and/or cable); to be connected to PCs and printers of the ECE secretariat's offices, to be installed on the podium for the secretariat;
- 3.2.2. One data projector and screen;
- 3.2.3. Name plates (letters 3.8 cm minimum) and stands (30.5 x 10.75 cm minimum) for delegations and officers, for tables in the conference hall (provided by the Government on the basis of the information provided by ECE);
- 3.2.4. A podium for the chair and the secretariat (with a seating capacity for approximately 4 people).

#### **4. Arrangements for the offices of the meeting secretariats**

- 4.1. The offices of the ECE secretariat and host country secretariat will have the following equipment:
- 4.1.1. Personal computers (PCs) with standard Microsoft Windows and Office software, version 2010 or later, including word processing programme with English interface and keyboard; high-speed Internet access (cable and wireless); and network printers to be installed in the secretariats' offices (a total of six PCs with a high-speed Internet access via landline; with two in the office of the ECE support staff) and 1 network printer in the ECE secretariat offices. The network printer will be capable of printing not less than 10 pages per minute, with two-sided option, able to print colour

pages of standard laser printer quality. Spare cartridges and paper will be provided and stored in the ECE secretariat office);

4.1.2. Offices of the secretariats to be covered by wireless network with secure Internet access, (and, subject to a decision by the Government, an international telephone line);

4.1.3. One efficient photocopying machine with sorting and stapling functions and paper with a back-up contract in case they break down;

4.1.4. 5 Local data/SIM cards and mobile phones for the ECE staff members upon request of the secretariat for local communications, with call and data costs covered by the Government;

4.1.5. Office supplies for the offices of the ECE secretariat and Host Country secretariat (see above) (paper, pens, staples etc.).

## **5. General communication needs**

5.1. The meetings require substantial communication between delegates and their home countries and internally between the secretariats and delegates. The press has similar needs. For this purpose, the entire meeting venue (all meeting rooms and offices) should be covered by a high-quality secure wireless (Wi-Fi) access, providing enough IP addresses for the meeting participants (not less than 750).

## **6. General photocopying needs**

6.1. The meeting aims to be a paperless event. If needed, the Government will be responsible for printing copies of required documents prior to the meetings (ECE secretariat to provide documents electronically), in numbers to be specified at the appropriate time by the ECE secretariat. In addition, copies of other necessary documents will need to be made rapidly during the meeting(s). The Government will provide two (one black and white; and one color) high speed printer for copies of in-session documents and all other document needed to be made rapidly available during the meeting(s). The printing and collation of all documents will be carried out by the Host Country secretariat under the supervision of the ECE secretariat. Quality control to be provided by the ECE secretariat.

6.2. A photocopying and printing centre, separate from the secretariat's offices, will be provided for use by delegates. Payment for use is subject to a decision by the Host Government.

## **7. Interpretation and translation needs**

7.1. The Government will provide high quality simultaneous interpretation: in all three official languages of ECE, i.e. English, French and Russian, for the eighth session of the Meeting of the Parties to the Espoo Convention and the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol (8 to 11 December 2020). Interpretation beyond the meeting hours should be made possible, if necessary, e.g. by freelance interpreters.

7.2. This will require a sufficient number of qualified interpreters, interpretation facilities and, unless the interpretation is organized via an online platform, equipment in the respective meeting rooms. (The booths for simultaneous interpretation (one booth per language) will be well insulated (meeting the requirements of the International Standard ISO 2603). Each booth



should be large enough to comfortably accommodate two interpreters, and be equipped with two interpretation units, two chairs, two lamps, etc.).

7.3. The Government will also provide informal interpretation between English and Russian for any side negotiations, as needed.

7.4. The host country may wish to provide simultaneous interpretation for its own national language (subject to the decision by the Government). Should the host country decide to do that, the interpretation equipment and number of booths should be adjusted accordingly.

7.5. The sessions of the Meetings of the Parties will start on 8 December at 10.00 a.m. and close at 6 p.m. on Friday, 11 December. The timetable of expected working hours for the sessions from 8 to 11 December is 10.00 a.m. – 6 p.m., (with a lunch break of two hours). The timetable of expected working hours is subject to later confirmation. Interpreters will be ready to work also outside these hours.

7.6. The Government will also ensure the availability of on-call translators capable of translating documents that are prepared during the meetings into and from the three official languages of ECE (most probably from English into French and Russian) upon the request of the ECE secretariat.

7.7. The quality of the interpretation and translation must meet the standards of the official United Nations interpretation and translation services.

7.8. Should the Government elect to use the services of UN interpreters from Geneva to cover any of the requirements set forth in this section 7, it shall pay the cost of travel and Daily Subsistence Allowance at the UN rates then in effect. These interpreters would work in accordance with UN standard rules and regulations for interpreters.

## **8. Shipment and customs**

8.1. Shipment of official publications of the ECE secretariat will be taken care of by the Government, for example through the facilities of the Permanent Mission of Lithuania to the United Nations in Geneva with no expense to the United Nations.

8.2. The Government will ensure that all printed and electronic materials (e.g. publications, CD-ROMs, USBs etc.) that are sent into the country by delegations for official meeting purposes, including for exhibitions, are delivered to the meeting venue in a timely matter and without additional cost to the sender (other details of requirements to be the subject of agreement between the delegations and the Government).

## **9. Other arrangements**

9.1. The Government will ensure the following arrangements:

9.1.1. Organizing availability for the delegates to reserve hotel rooms several (at least two and a half) months in advance of the meeting by pre-booking a sufficient number of rooms of good quality and with easy access to the meeting venue not requiring pre-payment by the participants. In at least one of the proposed hotels it should be possible to reserve a room up to two weeks before the start of the Meeting of the Parties. Meeting participants will receive a confirmation of their reservations from the respective hotel, by electronic mail, within 3 days of submitting their reservation. Information regarding hotel rooms, rates and a contact for reservations will be clearly posted on the dedicated website of the host country several (at least two and a half) months before the meeting. The proposed hotel accommodation will cover several options that range from inexpensive to exclusive ones;

9.1.2. Creating a website with information on logistical arrangements including, inter alia, tourist information about the country, the meeting venue (including access from the airport, railway station or by car), accreditation for press, accommodation options (description, prices, how and by when to book), as well as information about services/venues for meals and about possible official dinner or reception. The website will be finalized and accessible several (at least two and a half) months before the meeting. The website will have a link to the meeting webpage on the ECE website of the Convention and the Protocol;

9.1.3. Ensuring access to the venue facilities for persons with disabilities;

9.1.4. Organizing availability of service for coffee, tea, soft drinks for coffee breaks to be arranged in the proximity of the meeting rooms (available at reasonable prices or paid for by the Government, subject to a decision by the Government);

9.1.5. Organizing availability of service for lunches during the meetings to be arranged at or in the proximity of the meeting venue (available at reasonable prices or paid for by the Government, subject to a decision by the Government);

9.1.6. Providing local transportation for the secretariat staff between the meeting venue and the hotel if they are far from each other (provided by the Government);

9.1.7. Organizing availability of local transportation for delegates if the meeting venue is far from the hotel (subject to a decision by the Government);

9.1.8. Photographer to take photos during the meetings, including a “family photo” of all Ministers/high-level officials and one of all participants (provided by the Government);

9.1.9. Providing signs and posters regarding the meetings, subject to prior approval by the ECE secretariat.

9.2. An official dinner or reception may be provided by the Government (subject to a decision by the Government).

## **10. Communication with press**

10.1. The Government will be responsible for:

10.1.1. Contact with local and national media to inform them of the event;

10.1.2. Organization of press conference(s) in cooperation with the ECE secretariat.

## **11. Special needs for security**

11.1. The Government will provide adequate security for all meeting participants and servicing staff. It will designate a Senior Security Officer that will coordinate all relevant arrangements. The Senior Security Officer will be appointed at least three months prior to the start of the meeting and will work cooperatively in the preparation of a security plan based on a security risk assessment undertaken by the host country security services. The Security Plan will cover all requirements as per security risk assessment, and ensure the following:

11.1.1. Effective policy for badges (different types of badges for the different categories of participants, such as host country staff, ECE secretariat staff, official delegates, VIP, press, NGOs etc.);

11.1.2. The Host Country secretariat will be responsible for the production and the

quality control of badges as well as for the on-site registration and distribution of badges. On-site registration should start as early as possible, preferably from 9.00 a.m. one day before the meetings, i.e. from Monday, 7 December 2020 (before the start of the meetings of the Bureau and the possible EU coordination meeting that day);

11.1.3. Unlimited (24/7) access for the Host Country secretariat and the ECE secretariat personnel within the meeting premises (subject to identity check).

11.2. Sufficient capacity of security staff and equipment to prevent delays of delegates entering the meeting venue.

11.3. The Government will be responsible for preparation and implementation of a Fire & Safety and Evacuation Plan to ensure that fire and safety regulations are respected in the venue, in particular that cables and other connecting wires will be properly sealed and marked.

11.4. Once the safe area is established, external perimeter protection is provided by the Host Government, and internal security measures are coordinated and provided by the Host Government personnel.

## **C. Personnel**

### **12. UN personnel**

12.1. Up to eight members of the ECE secretariat will come from Geneva to service the Meetings, namely:

12.1.1. Up to seven ECE staff servicing the Convention for the period 7 to 11 December 2020 to participate in the meeting with the Host Country secretariat and to service the associated preparatory meeting and the eighth and the fourth sessions of the Meetings of the Parties;

12.1.2. One high-level ECE official for the period 10 to 11 December 2020 to service the high level segment of the eighth and the fourth sessions of the Meetings of the Parties.

12.2. Within the overall period of the combined meetings, small adjustments to the travel dates may be made.

### **13. Personnel to be provided by the Government**

13.1. Liaison officer, responsible for coordination of all organisational arrangements during the preparatory period, the Meetings of the Parties, related preparatory meetings, and up to at least one month after the meetings. This person should have a proven record of organizing large international meetings and be fluent in English and Russian.

13.2. At least three persons assisting in logistical arrangements (travels, visas, shipments, other issues) during the preparatory period, the Meetings of the Parties, related preparatory meetings, and up to at least one month after the meetings. The contact details of focal points for specific tasks, able to communicate in English and Russian, will be available to participants, in particular at the meeting website, as soon as possible and not later than two and a half months before the meeting. A main focal point should be nominated for:

13.2.1. Visa facilitation, responsible for communication with meeting participants communicated who need to obtain entry visa for Lithuania;

13.2.2. Coordination of arrangements regarding the accommodation of the participants, including preparation of a list of hotels, organizing hotel pre bookings, assisting the participants with the hotel bookings, as needed;

13.2.3. Coordination of arrangements regarding local transportation (between the airport, the meeting venue and the other hotels);

13.2.4. Coordination of formalities related to shipment of the materials and equipment by the ECE, other UN agencies and other meeting participants.

13.3. At least three persons to service the on-site registration/information desk, able to communicate in English (starting from Monday, 7 December as of 9 a.m.).

13.4. At least two persons to work with the ECE secretariat to assist in the meeting rooms, make photocopies, distribute documents, handling powerpoint presentations and take care of all clerical tasks; able to communicate in English and in Russian.

13.5. Liaison officer/contact person responsible for the organisation of interpretation and on-call English/French/Russian translation of official documents on the spot, upon request of the ECE secretariat (for more information, see section 7 above on interpretation and translation needs).

13.6. Personnel, with at least one person fluent in English, responsible for the functioning of technical equipment, including personal computers, printers, photocopying machines, video, audio, communication, sound and light technicians.

## **14. Responsibility**

14.1. The Government shall provide the logistical support for the preparatory process, meetings and any immediate follow-up arrangements (at least one month after the meetings). It will:

14.1.1. Provide logistical (including hotel reservation and local transportation) and administrative services prior to and during the meetings, including , visa facilitation, and as needed, assistance in travel support etc, see paragraph 13 above);

14.1.2. Produce and ensure quality control of entry badges in accordance with the guidance by the ECE secretariat; issue the badges, conducting the on-site registration procedure (starting from Monday, 7 December as of 9 a.m.);

14.1.2. Produce and ensure quality control of nameplates in accordance with the guidance by the ECE secretariat. Ensure setting-up of the meeting rooms and offices as described in the present agreement, including technical equipment and networks by 10.00 one day before the meetings start, i.e. on Monday, 7 December 2020, and, for the Bureau meeting, on Sunday, 6 December, early afternoon. Setup and configuration of the networks should be done in consultation with the ECE secretariat;

14.1.3. Reproduce and distribute documents prior to and during the meetings in upon request of the ECE secretariat;

14.1.4. Be responsible for the accreditation of the press, keeping the ECE secretariat informed;

14.1.5. Ensure local and national media are kept informed of the event;

14.1.6. Organize press conference(s) and translation (into/from Lithuanian) and distribution of press releases in cooperation with the ECE secretariat;

14.1.7. Set up and maintain a website with information on the logistical arrangements, including, inter alia, tourist information about the country, the meeting venue, possible



side-events, accreditation for media, and the hotels. The website will have a link to the website of the ECE secretariat;

14.1.8. Provide storage for materials and equipment used by participants during the meetings and side-events for subsequent return shipment for at least one month after the meetings;

14.1.9. In cooperation with UN security services will be responsible for preparation and implementation of a fire & safety and evacuation plan to ensure that fire and safety regulations are respected in the venue, in particular that cables and other connecting wires will be properly sealed and marked;

14.1.10. As required, will foresee any safety measures related to COVID-19 pandemic based upon the related requirements and recommendations of the Government;

14.1.11. Subject to a decision by the Government, design an informal logo for the sessions to be used e.g. for the host-country and the ECE webpages.

14.2. The ECE secretariat will provide substantive support and advice on practical arrangements for the preparatory process, the Meetings and their follow up. It will:

14.2.1. Send out the invitation letter for the meetings;

14.2.2. Develop a registration form, conduct the registration procedure and prepare a list of participants, in cooperation with the host country;

14.2.3. Service the meetings and all related preparatory meetings substantively;

14.2.4. Ensure translation of the official documents prepared prior to the meetings, as required, and provide the host country secretariat and delegations with electronic copies prior to the meetings;

14.2.5. Ensure financial support to cover travel and subsistence allowance costs for the eligible participants (directly or through a contractor/United Nations Development Programme (UNDP)/ donor government), in accordance with the budget for the implementation of the Convention and the Protocol (decision VII/4–III/4, annex I, ECE/MP.EIA/23/Add.1–ECE/MP.EIA/SEA/7/Add.1) and subject to the availability of sufficient funding in the Convention trust fund);

14.2.6. Prepare in-session documents during the meetings and supervise their translation and distribution;

14.2.7. Prepare, translate and publish the report of the meetings and all official post-meeting documents;

14.2.8. Maintain a meeting webpage on the official website of the Convention and the Protocol with official and informal meeting documentation, information on all related meetings and information on the protocol for participation and registration. The website will have a link to the website of the host country secretariat;

14.2.9. Prepare press releases, special ECE weekly newsletter and contact with international media to inform them of the event;

14.2.10. Arrange for providing United Nations flags.

## **15. Financial implications**

15.1. Separate from, and in addition to, the costs related to the local arrangements linked to the above requirements set forth in Annex I, the Government of Lithuania will provide prepaid return tickets to the UN Secretariat staff (ECE officials), as set out in para. 3 (a) and in

annex II; and make available a sum of \$7,639 to cover the cost of daily subsistence allowances and terminals for UN Secretariat staff, and arrange for the shipment of materials with no costs to ECE (annex II). The sum will be deposited into the United Nations Technical Cooperation Trust Fund "Espoo Convention (E115)", upon acceptance by the Government of Lithuania of the arrangements set out in this letter. The sum is inclusive of the standard United Nations programme supports costs of 13% and 10% contingency.

15.2. Any amounts not legally committed in good faith may be returned to the Government of Lithuania upon the satisfaction of all commitments and liabilities incurred in carrying out the activities. Any refund will be made at the UN operational rate of exchange in force at the time of the transfer of funds.

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# ANNEX II

Estimated Direct Supplementary Costs in Holding the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention), the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, and associated preparatory meetings  
to be held in Vilnius, Lithuania, from 7 to 11 December 2020

| DESCRIPTION OF ITEMS |   | Unit Cost<br>(in US\$) | No. of<br>days/Qty | No.<br>of<br>staff | Total estimated costs<br>(in US\$) |        |
|----------------------|---|------------------------|--------------------|--------------------|------------------------------------|--------|
| I.                   | Estimated Direct Supplementary Travel Costs (item 1 and 2 below)  |                        |                    |                    |                                    |        |
|                      | A <u>United Nations ECE staff (7)*</u>  |                        |                    |                    |                                    |        |
|                      | (i) <i>Departure on 6 December 2020 and return on 12 December 2020<br/>Cost of ticket (Geneva-Vilnius-Geneva), economy class round trip</i> | 350                    |                    | 7                  | 2 450                              |        |
|                      | Sub-total: Air ticket costs for United Nations ECE officials  |                        |                    |                    |                                    | 2 450  |
| II.                  | Estimated costs of Daily Subsistence Allowance (DSA) (item 3 below) and terminal expenses (item 4 below)                                    |                        |                    |                    |                                    |        |
|                      | A <u>United Nations ECE staff (7)</u>   |                        |                    |                    |                                    |        |
|                      | (i) <i>50% of DSA (US\$115 x 6 days x 7 staff)</i>  | 115                    | 6                  | 7                  | 4 830                              |        |
|                      | B <u>Terminal expenses</u>  |                        |                    |                    |                                    |        |
|                      | (i) <i>Terminal expenses: (US\$ 188 x 7 staff)</i>  | 188                    | 1                  | 7                  | 1 316                              |        |
|                      | Sub-total: DSA and terminal expenses for UN officials   |                        |                    |                    |                                    | 6 146  |
| III.                 | Freight and shipment of documentation/publications  |                        |                    |                    |                                    | -      |
| IV.                  | Sub-total: (I + II)   |                        |                    |                    |                                    | 8 596  |
| V.                   | Contingency costs: (in accordance with para. 9 (f) of ST/AI/342) (i.e. 10% of II)   |                        |                    |                    |                                    | 615    |
| VI.                  | 13% Programme Support Costs (i.e. 13% of II + V)  |                        |                    |                    |                                    | 879    |
| VII.                 | Total direct supplementary costs to be transferred to the UNECE Espoo Convention Trust Fund: (II + V + VI) (item 5 below)                   |                        |                    |                    |                                    | 7 639  |
| VIII.                | Total estimated costs: (I + VII)  |                        |                    |                    |                                    | 10 089 |

## ITEM

\* The ECE Executive Secretary will participate remotely.

(1) The costing of travel is based on the travel mode and standard according to the United Nations rules.

(2) The price of tickets is estimated and has been provided by UN Carlsson Wagon-Lit Travel Agents based in Palais des Nations.

(3) The DSA and terminal expenses include travel time and pre-and post-meeting preparations. The number of DSAs may be subject to changes depending on the travel dates. The DSA is reduced by 50% with the understanding that the host Government will provide accommodation free of charge. The actual amount of DSA to be paid shall be subject to the actual United Nations DSA rate in effect at the time of travel.

(4) The full terminal expense is normally US\$ 47 per point of departure/arrival. If the Government provides transportation between airport and hotel and conference facilities in Vilnius, the terminals will be reduced to \$14 on arrival and \$14 on departure. The actual amount of the terminals to be paid shall be subject to the actual United Nations terminals rate in effect at the time of travel.

(5) The Government should handle directly administration and payment for the costs referred to in para. 3 of the host country agreement; provide prepaid return tickets to the UNECE officials, as set out in para. 4 (a); and arrange for the shipment of materials referred to in para 3 (c) of the agreement with no costs to UNECE. The funds for the payment of DSAs and terminals referred to in para. 4 (b) should be transferred to the UNECE Trust Fund for the Espoo Convention well in advance of the travel dates, upon acceptance by the Government of Lithuania of the arrangements set out in this letter, and include 13% of programme support cost and 10% contingency.





## **ANNEX I**

# **Facilities and personnel required for the organization of the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention), the fourth session of the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, and associated preparatory meetings to be held in Vilnius from 7 to 11 December 2020**

## **A. Meeting and Office Space Facilities**

### **1. Participation**

1.1. Participation in the meetings will include delegates from the Parties to the Convention and its Protocol and, in accordance with rules 6 and 7 of the rules of procedure (RoP) of the Meeting of the Parties to the Convention, will also include Signatories and other States, regional economic integration organizations, the United Nations, its specialized agencies and the International Atomic Energy Agency, and relevant intergovernmental and non-governmental organizations. Staff of the United Nations Economic Commission for Europe serving in the secretariat to the Convention and its Protocol (hereafter ECE secretariat) will service the meetings.

1.2. In accordance with rule 26 of the RoP, the meetings shall be held in public. The Government will collaborate with the ECE secretariat to establish appropriate registration procedures (requirements regarding registration procedures are specified in paras. 2.3.10; 11.1.2; 13.3; 14.2.2.) aimed at facilitating access to members of the public, while at the same time ensuring adequate security.

1.3. The Government may consider providing the necessary technical equipment for broadcasting or video pod-casting the proceedings of the meeting(s) via the Internet or using other audio-visual means to the public.

1.4. As required, including in light of the COVID-19 pandemic, the host country will provide the possibility for delegates to participate in the meeting remotely, and ensure interpretation for all participants via a United Nations-approved online platform.

### **2. Meeting venue facilities**

2.1. The eighth session of the Meeting of the Parties to the Convention will cover the period of Tuesday, 8 December to Friday, 11 December 2020. It will be held in conjunction with the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol. The two sessions will include general (working) and high-level segments. The Bureau will hold its final preparatory meeting on Monday, 7 December in the morning (initially scheduled from 10 a.m. to noon).

2.2. The meeting venue, including all meeting rooms and offices, should be made fully accessible for setting-up purposes for the ECE secretariat and authorized staff 24 hours per day as of Sunday, 6 December for the room for the Bureau meeting, and as of Monday, 7 December in the morning, 24 hours before the start of the meeting, at the latest, for the other rooms and offices, unless otherwise specified in the current annex.

2.3. The venue facilities will include the following:

2.3.1. The main meeting room for the eighth and fourth sessions of the Meetings of the Parties, with seating capacity for up to 250 delegates, including sufficient table space for each delegation (including observer delegations under rule 6 of the RoP), equipped for simultaneous interpretation into English, French and Russian and in accordance with the arrangements specified in paragraph 3.1. The interpretation equipment will be of a standard similar to that of the Palais des Nations, Geneva, with a sufficient number of microphones and headphones to enable all delegations to join in the discussions from their seats. This would require one microphone for two participants and headphones for every participant. Unless the interpretation is organized via an online platform, the meeting venue will be equipped with well insulated interpretation booths (meeting the requirements of the International Standard ISO 2603). Each delegate should have access to an electrical plug in the main conference room to allow them to use their computers and similar electronic equipment. In addition, up to 50 seats will be provided at the side or back of the room for non-participatory observers and press. The room will be accessible 24 hours per day, from 7 to 11 December 2020;

2.3.2. A second meeting room for approximately 80 people, able to seat approximately 50 people, for the period from 7 to 11 December 2020, to be used for the meeting of the Bureau on 7 December 2020 (initially scheduled from 10 am to noon), as specified in paragraph 2.1; and during the sessional period, for any break-out or ad hoc group negotiations. The room will be equipped with an adequate sound amplification system and each delegate should have access to an electrical plug in the room to allow them to use their computers and similar electronic equipment;

2.3.3. A third meeting room for approximately 75 people for EU coordination meetings. This will also be accessible 24 hours per day; from 7 to 11 December 2020 (seating capacity, duration, payment, equipment, other details of requirements to be the subject of an agreement between the EU Presidency and the Government);

2.3.4. One VIP room to be used for high-level bilateral meetings and/or as offices by the UN senior officials, (the ECE Executive Secretary and the Director of the Environment Division) from 8 to 11 December 2020, as required. The room will be accessible 24 hours, and have the following equipment: a high-speed wireless (Wi-Fi) access, appropriate furniture to receive ministers and high-level officials for bilateral meetings, including a desk and chair, a meeting table and chairs, and an informal seating area (sofa/arm chairs and a coffee table) with a seating capacity of up to 10 seats; one PC, including word processing programme with English interface and keyboard; high-speed Internet access (cable) and a network printer;

2.3.5. Two rooms for the working offices of the ECE secretariat from Monday, 7 February to Friday, 11 December 2020, including one room for the ECE support staff, two large photocopiers, printer, and documents. Separate room(s) for the host country secretariat, as required. The rooms will have a sufficient number of desks and appropriate equipment in accordance with the arrangements specified in sections 4 and 6, and accessible 24 hours;

2.3.6. An office for public interest NGOs with desks and equipment (space facilities and equipment to be provided free of charge, details of requirements and duration to be the subject of agreement between NGOs and the Government), as required;

2.3.7. An office for the EU Presidency with desks and equipment accessible 24 hours per day, as required (duration, payment, equipment and other details of requirements to be the subject of agreement between the EU Presidency and the Government);

2.3.8. Desks or stands in or just outside the main meeting room for the distribution of documents and publications to participants;

- 2.3.9. Ample space for exhibitions, outside the main meeting room (provided by the Government at no cost for displays of the United Nations organizations, public interest NGOs and others);
  - 2.3.10. On-site registration/information desk(s) near the entrance to the premises;
  - 2.3.11. Security checkpoint(s) (see section 11 on special needs for security);
  - 2.3.12. A photocopying and printing centre for use by delegates (see paragraph 6.2);
  - 2.3.13. Banking facilities on the premises or not far from the venue (An ATM machine for cash withdrawals);
  - 2.3.14. A separate room for journalists from 8 to 11 December (see section 10) as required (details of space and equipment are subject to agreement between journalists and the Government);
  - 2.3.15. Office(s) for the senior officials of the host country, as required.
- 2.4. All meeting rooms and offices will have good sound proofing and ventilation.
- 2.5. The exact layout of rooms mentioned in paragraphs 2.3.1; 2.3.2; 2.3.4 and 2.3.5 will be agreed with the ECE secretariat no later than 2 months prior to the Meetings.

## **B. Equipment and Office Supplies**

2.6. The meeting venue (all meeting rooms and offices) should be covered by high-quality wireless (Wi-Fi) network with secure Internet access providing enough IP addresses (not less than 750) for the meeting participants and capable of maintaining simultaneous connections for not less than 250 users with several devices, with access ideally restricted to meeting participants. The total connection speed of the line servicing the conference venue should be as a minimum 100 MB per second. The procedure for access to the Conference Wi-Fi connection will not require use of any additional devices, e.g. mobile phones, to obtain access codes. If access codes are necessary to get access to the Wi-Fi network, they will be clearly stated in advance, in particular in conference materials and information on practical arrangements distributed during registration of participants. Information notes of appropriate size will be posted on information boards in the conference hall and in other places where active use of Wi-Fi is expected.

## **3. Arrangements for the main meeting rooms**

- 3.1. For the eighth session of the Meeting of the Parties to the Convention and the fourth session of the Meeting of the Parties to the Protocol (8 to 11 December 2020):
- 3.1.1. Two data projectors for electronic presentations (e.g. PowerPoint, Netscape for live Internet presentations); and two (or as needed three) large screens to project a presenter and presentation at the same time; video-camera(s); three-four screens on the podium for the chair and the secretariat to project presentations and draft texts; one or several screens for the interpreters, as needed;
  - 3.1.2. Efficient live web-broadcasting or video pod-casting through Internet (subject to a decision of the Government);
  - 3.1.3. Film/Photo facilities for filming at the meetings from 8 to 11 December 2020, (to be the subject of the decision of the Host Government);
  - 3.1.4. Two PCs with word processing programme with English interface with high-speed Internet access (wireless and cable: at least one PC on the podium should be

connected to the landline Internet to ensure a stable connection in all circumstances); to be connected to PCs and a printer of the ECE secretariat's offices, and to a printer in the plenary room, to be installed on the podium for the secretariat;

3.1.5. Equipment for recording the discussions held in the main conference room during the hours of the official agenda, including the interpretation provided – in case live web-broadcasting or video pod-casting is not provided. The copy of the audio recording will be submitted to the ECE secretariat;

3.1.6. Name plates (letters 3.8 cm minimum) and stands (30.5 x 10.75cm minimum) for delegations and officers, for tables in the conference hall (provided by the Government on the basis of the information provided by ECE);

3.1.7. The Government's flag(s) of similar but not larger size than the United Nations flags (1.22 x 1.83 m); and stands for the United Nations and the Government flags (United Nations will provide one United Nations flag for outdoor use (1.83 x 2.75 m) and two United Nations flags for indoor use (1.22 x 1.83 m);

3.1.8. Podium for the chair, secretariat and speakers (with a seating capacity for approximately 10 people), and an additional desk and chairs (with a seating capacity for four people) for the ECE secretariat servicing the session;

3.1.9 Enough electric plugs in the room to allow all delegates, the Chair and the secretariat to use their computers and similar electronic equipment;

3.1.10. A gavel for the Chair;

3.1.11. Flowers and other decoration of the conference room, including materials, such as posters and banners (as agreed with the ECE secretariat).

3.2. For the meeting of the Bureau (on 7 December 2020, initially from 10 to noon):

3.2.1. One PC with word processing programme with English interface and high-speed Internet access (wireless and/or cable); to be connected to PCs and printers of the ECE secretariat's offices, to be installed on the podium for the secretariat;

3.2.2. One data projector and screen;

3.2.3. Name plates (letters 3.8 cm minimum) and stands (30.5 x 10.75 cm minimum) for delegations and officers, for tables in the conference hall (provided by the Government on the basis of the information provided by ECE);

3.2.4. A podium for the chair and the secretariat (with a seating capacity for approximately 4 people).

#### **4. Arrangements for the offices of the meeting secretariats**

4.1. The offices of the ECE secretariat and host country secretariat will have the following equipment:

4.1.1. Personal computers (PCs) with standard Microsoft Windows and Office software, version 2010 or later, including word processing programme with English interface and keyboard; high-speed Internet access (cable and wireless); and network printers to be installed in the secretariats' offices (a total of six PCs with a high-speed Internet access via landline; with two in the office of the ECE support staff) and 1 network printer in the ECE secretariat offices. The network printer will be capable of printing not less than 10 pages per minute, with two-sided option, able to print colour pages of standard laser printer quality. Spare cartridges and paper will be provided and stored in the ECE secretariat office);



- 4.1.2. Offices of the secretariats to be covered by wireless network with secure Internet access, (and, subject to a decision by the Government, an international telephone line);
- 4.1.3. One efficient photocopying machine with sorting and stapling functions and paper with a back-up contract in case they break down;
- 4.1.4. 5 Local data/SIM cards and mobile phones for the ECE staff members upon request of the secretariat for local communications, with call and data costs covered by the Government;
- 4.1.5. Office supplies for the offices of the ECE secretariat and Host Country secretariat (see above) (paper, pens, staples etc.).

## **5. General communication needs**

5.1. The meetings require substantial communication between delegates and their home countries and internally between the secretariats and delegates. The press has similar needs. For this purpose, the entire meeting venue (all meeting rooms and offices) should be covered by a high-quality secure wireless (Wi-Fi) access, providing enough IP addresses for the meeting participants (not less than 750).

## **6. General photocopying needs**

6.1. The meeting aims to be a paperless event. If needed, the Government will be responsible for printing copies of required documents prior to the meetings (ECE secretariat to provide documents electronically), in numbers to be specified at the appropriate time by the ECE secretariat. In addition, copies of other necessary documents will need to be made rapidly during the meeting(s). The Government will provide two (one black and white; and one color) high speed printer for copies of in-session documents and all other document needed to be made rapidly available during the meeting(s). The printing and collation of all documents will be carried out by the Host Country secretariat under the supervision of the ECE secretariat. Quality control to be provided by the ECE secretariat.

6.2. A photocopying and printing centre, separate from the secretariat's offices, will be provided for use by delegates. Payment for use is subject to a decision by the Host Government.

## **7. Interpretation and translation needs**

7.1. The Government will provide high quality simultaneous interpretation: in all three official languages of ECE, i.e. English, French and Russian, for the eighth session of the Meeting of the Parties to the Espoo Convention and the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol (8 to 11 December 2020). Interpretation beyond the meeting hours should be made possible, if necessary, e.g. by freelance interpreters.

7.2. This will require a sufficient number of qualified interpreters, interpretation facilities and, unless the interpretation is organized via an online platform, equipment in the respective meeting rooms. (The booths for simultaneous interpretation (one booth per language) will be well insulated (meeting the requirements of the International Standard ISO 2603). Each booth should be large enough to comfortably accommodate two interpreters, and be equipped with two interpretation units, two chairs, two lamps, etc.).

7.3. The Government will also provide informal interpretation between English and Russian for any side negotiations, as needed.



7.4. The host country may wish to provide simultaneous interpretation for its own national language (subject to the decision by the Government). Should the host country decide to do that, the interpretation equipment and number of booths should be adjusted accordingly.

7.5. The sessions of the Meetings of the Parties will start on 8 December at 10.00 a.m. and close at 6 p.m. on Friday, 11 December. The timetable of expected working hours for the sessions from 8 to 11 December is 10.00 a.m. – 6 p.m., (with a lunch break of two hours). The timetable of expected working hours is subject to later confirmation. Interpreters will be ready to work also outside these hours.

7.6. The Government will also ensure the availability of on-call translators capable of translating documents that are prepared during the meetings into and from the three official languages of ECE (most probably from English into French and Russian) upon the request of the ECE secretariat.

7.7. The quality of the interpretation and translation must meet the standards of the official United Nations interpretation and translation services.

7.8. Should the Government elect to use the services of UN interpreters from Geneva to cover any of the requirements set forth in this section 7, it shall pay the cost of travel and Daily Subsistence Allowance at the UN rates then in effect. These interpreters would work in accordance with UN standard rules and regulations for interpreters.

## **8. Shipment and customs**

8.1. Shipment of official publications of the ECE secretariat will be taken care of by the Government, for example through the facilities of the Permanent Mission of Lithuania to the United Nations in Geneva with no expense to the United Nations.

8.2. The Government will ensure that all printed and electronic materials (e.g. publications, CD-ROMs, USBs etc.) that are sent into the country by delegations for official meeting purposes, including for exhibitions, are delivered to the meeting venue in a timely matter and without additional cost to the sender (other details of requirements to be the subject of agreement between the delegations and the Government).

## **9. Other arrangements**

9.1. The Government will ensure the following arrangements:

9.1.1. Organizing availability for the delegates to reserve hotel rooms several (at least two and a half) months in advance of the meeting by pre-booking a sufficient number of rooms of good quality and with easy access to the meeting venue not requiring pre-payment by the participants. In at least one of the proposed hotels it should be possible to reserve a room up to two weeks before the start of the Meeting of the Parties. Meeting participants will receive a confirmation of their reservations from the respective hotel, by electronic mail, within 3 days of submitting their reservation. Information regarding hotel rooms, rates and a contact for reservations will be clearly posted on the dedicated website of the host country several (at least two and a half) months before the meeting. The proposed hotel accommodation will cover several options that range from inexpensive to exclusive ones;

9.1.2. Creating a website with information on logistical arrangements including, inter alia, tourist information about the country, the meeting venue (including access from the airport, railway station or by car), accreditation for press, accommodation options (description, prices, how and by when to book), as well as information about services/venues for meals and about possible official dinner or reception. The website

will be finalized and accessible several (at least two and a half) months before the meeting. The website will have a link to the meeting webpage on the ECE website of the Convention and the Protocol;

9.1.3. Ensuring access to the venue facilities for persons with disabilities;

9.1.4. Organizing availability of service for coffee, tea, soft drinks for coffee breaks to be arranged in the proximity of the meeting rooms (available at reasonable prices or paid for by the Government, subject to a decision by the Government);

9.1.5. Organizing availability of service for lunches during the meetings to be arranged at or in the proximity of the meeting venue (available at reasonable prices or paid for by the Government, subject to a decision by the Government);

9.1.6. Providing local transportation for the secretariat staff between the meeting venue and the hotel if they are far from each other (provided by the Government);

9.1.7. Organizing availability of local transportation for delegates if the meeting venue is far from the hotel (subject to a decision by the Government);

9.1.8. Photographer to take photos during the meetings, including a "family photo" of all Ministers/high-level officials and one of all participants (provided by the Government);

9.1.9. Providing signs and posters regarding the meetings, subject to prior approval by the ECE secretariat.

9.2. An official dinner or reception may be provided by the Government (subject to a decision by the Government).

## **10. Communication with press**

10.1. The Government will be responsible for:

10.1.1. Contact with local and national media to inform them of the event;

10.1.2. Organization of press conference(s) in cooperation with the ECE secretariat.

## **11. Special needs for security**

11.1. The Government will provide adequate security for all meeting participants and servicing staff. It will designate a Senior Security Officer that will coordinate all relevant arrangements. The Senior Security Officer will be appointed at least three months prior to the start of the meeting and will work cooperatively in the preparation of a security plan based on a security risk assessment undertaken by the host country security services. The Security Plan will cover all requirements as per security risk assessment, and ensure the following:

11.1.1. Effective policy for badges (different types of badges for the different categories of participants, such as host country staff, ECE secretariat staff, official delegates, VIP, press, NGOs etc.);

11.1.2. The Host Country secretariat will be responsible for the production and the quality control of badges as well as for the on-site registration and distribution of badges. On-site registration should start as early as possible, preferably from 9.00 a.m. one day before the meetings, i.e. from Monday, 7 December 2020 (before the start of the meetings of the Bureau and the possible EU coordination meeting that day);

11.1.3. Unlimited (24/7) access for the Host Country secretariat and the ECE secretariat personnel within the meeting premises (subject to identity check).

11.2. Sufficient capacity of security staff and equipment to prevent delays of delegates entering the meeting venue.

11.3. The Government will be responsible for preparation and implementation of a Fire & Safety and Evacuation Plan to ensure that fire and safety regulations are respected in the venue, in particular that cables and other connecting wires will be properly sealed and marked.

11.4. Once the safe area is established, external perimeter protection is provided by the Host Government, and internal security measures are coordinated and provided by the Host Government personnel.

## **C. Personnel**

### **12. UN personnel**

12.1. Up to eight members of the ECE secretariat will come from Geneva to service the Meetings, namely:

12.1.1. Up to seven ECE staff servicing the Convention for the period 7 to 11 December 2020 to participate in the meeting with the Host Country secretariat and to service the associated preparatory meeting and the eighth and the fourth sessions of the Meetings of the Parties;

12.1.2. One high-level ECE official for the period 10 to 11 December 2020 to service the high level segment of the eighth and the fourth sessions of the Meetings of the Parties.

12.2. Within the overall period of the combined meetings, small adjustments to the travel dates may be made.

### **13. Personnel to be provided by the Government**

13.1. Liaison officer, responsible for coordination of all organisational arrangements during the preparatory period, the Meetings of the Parties, related preparatory meetings, and up to at least one month after the meetings. This person should have a proven record of organizing large international meetings and be fluent in English and Russian.

13.2. At least three persons assisting in logistical arrangements (travels, visas, shipments, other issues) during the preparatory period, the Meetings of the Parties, related preparatory meetings, and up to at least one month after the meetings. The contact details of focal points for specific tasks, able to communicate in English and Russian, will be available to participants, in particular at the meeting website, as soon as possible and not later than two and a half months before the meeting. A main focal point should be nominated for:

13.2.1. Visa facilitation, responsible for communication with meeting participants communicated who need to obtain entry visa for Lithuania;

13.2.2. Coordination of arrangements regarding the accommodation of the participants, including preparation of a list of hotels, organizing hotel pre bookings, assisting the participants with the hotel bookings, as needed;

13.2.3. Coordination of arrangements regarding local transportation (between the airport, the meeting venue and the other hotels);

13.2.4. Coordination of formalities related to shipment of the materials and equipment by the ECE, other UN agencies and other meeting participants.

13.3. At least three persons to service the on-site registration/information desk, able to communicate in English (starting from Monday, 7 December as of 9 a.m.).

13.4. At least two persons to work with the ECE secretariat to assist in the meeting rooms, make photocopies, distribute documents, handling powerpoint presentations and take care of all clerical tasks; able to communicate in English and in Russian.

13.5. Liaison officer/contact person responsible for the organisation of interpretation and on-call English/French/Russian translation of official documents on the spot, upon request of the ECE secretariat (for more information, see section 7 above on interpretation and translation needs).

13.6. Personnel, with at least one person fluent in English, responsible for the functioning of technical equipment, including personal computers, printers, photocopying machines, video, audio, communication, sound and light technicians.

## **14. Responsibility**

14.1. The Government shall provide the logistical support for the preparatory process, meetings and any immediate follow-up arrangements (at least one month after the meetings). It will:

14.1.1. Provide logistical (including hotel reservation and local transportation) and administrative services prior to and during the meetings, including , visa facilitation, and as needed, assistance in travel support etc, see paragraph 13 above);

14.1.2. Produce and ensure quality control of entry badges in accordance with the guidance by the ECE secretariat; issue the badges, conducting the on-site registration procedure (starting from Monday, 7 December as of 9 a.m.);

14.1.2. Produce and ensure quality control of nameplates in accordance with the guidance by the ECE secretariat. Ensure setting-up of the meeting rooms and offices as described in the present agreement, including technical equipment and networks by 10.00 one day before the meetings start, i.e. on Monday, 7 December 2020, and, for the Bureau meeting, on Sunday, 6 December, early afternoon. Setup and configuration of the networks should be done in consultation with the ECE secretariat;

14.1.3. Reproduce and distribute documents prior to and during the meetings in upon request of the ECE secretariat;

14.1.4. Be responsible for the accreditation of the press, keeping the ECE secretariat informed;

14.1.5. Ensure local and national media are kept informed of the event;

14.1.6. Organize press conference(s) and translation (into/from Lithuanian) and distribution of press releases in cooperation with the ECE secretariat;

14.1.7. Set up and maintain a website with information on the logistical arrangements, including, inter alia, tourist information about the country, the meeting venue, possible side-events, accreditation for media, and the hotels. The website will have a link to the website of the ECE secretariat;

14.1.8. Provide storage for materials and equipment used by participants during the meetings and side-events for subsequent return shipment for at least one month after the meetings;

14.1.9. In cooperation with UN security services will be responsible for preparation and implementation of a fire & safety and evacuation plan to ensure that fire and safety regulations are respected in the venue, in particular that cables and other connecting wires will be properly sealed and marked;

14.1.10. As required, will foresee any safety measures related to COVID-19 pandemic



based upon the related requirements and recommendations of the Government;

14.1.11. Subject to a decision by the Government, design an informal logo for the sessions to be used e.g. for the host-country and the ECE webpages.

14.2. The ECE secretariat will provide substantive support and advice on practical arrangements for the preparatory process, the Meetings and their follow up. It will:

14.2.1. Send out the invitation letter for the meetings;

14.2.2. Develop a registration form, conduct the registration procedure and prepare a list of participants, in cooperation with the host country;

14.2.3. Service the meetings and all related preparatory meetings substantively;

14.2.4. Ensure translation of the official documents prepared prior to the meetings, as required, and provide the host country secretariat and delegations with electronic copies prior to the meetings;

14.2.5. Ensure financial support to cover travel and subsistence allowance costs for the eligible participants (directly or through a contractor/United Nations Development Programme (UNDP)/ donor government), in accordance with the budget for the implementation of the Convention and the Protocol (decision VII/4-III/4, annex I, ECE/MP.EIA/23/Add.1-ECE/MP.EIA/SEA/7/Add.1) and subject to the availability of sufficient funding in the Convention trust fund);

14.2.6. Prepare in-session documents during the meetings and supervise their translation and distribution;

14.2.7. Prepare, translate and publish the report of the meetings and all official post-meeting documents;

14.2.8. Maintain a meeting webpage on the official website of the Convention and the Protocol with official and informal meeting documentation, information on all related meetings and information on the protocol for participation and registration. The website will have a link to the website of the host country secretariat;

14.2.9. Prepare press releases, special ECE weekly newsletter and contact with international media to inform them of the event;

14.2.10. Arrange for providing United Nations flags.

## **15. Financial implications**

15.1. Separate from, and in addition to, the costs related to the local arrangements linked to the above requirements set forth in Annex I, the Government of Lithuania will provide prepaid return tickets to the UN Secretariat staff (ECE officials), as set out in para. 3 (a) of the host country agreement and its annex II; and make available a sum of \$7,639 to cover the cost of daily subsistence allowances and terminals for UN Secretariat staff, and arrange for the shipment of materials with no costs to ECE (annex II). The sum will be deposited into the United Nations Technical Cooperation Trust Fund "Espoo Convention (E115)", upon acceptance by the Government of Lithuania of the arrangements set out in this letter. The sum is inclusive of the standard United Nations programme supports costs of 13% and 10% contingency.

15.2. Any amounts not legally committed in good faith may be returned to the Government of Lithuania upon the satisfaction of all commitments and liabilities incurred in carrying out the activities. Any refund will be made at the UN operational rate of exchange in force at the time of the transfer of funds.

## ANNEX II

### Estimated Direct Supplementary Costs in Holding the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention), the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, and associated preparatory meetings

to be held in Vilnius, Lithuania, from 7 to 11 December 2020

| DESCRIPTION OF ITEMS |   | Unit Cost<br>(in US\$) | No. of<br>days/Qty | No.<br>of<br>staff | Total estimated costs<br>(in US\$) |               |
|----------------------|---|------------------------|--------------------|--------------------|------------------------------------|---------------|
| <b>I.</b>            | <b>Estimated Direct Supplementary Travel Costs (item 1 and 2 below)</b>   |                        |                    |                    |                                    |               |
|                      | <b>A <u>United Nations ECE staff (7)*</u></b>   |                        |                    |                    |                                    |               |
|                      | (i) <i>Departure on 6 December 2020 and return on 12 December 2020<br/>Cost of ticket (Geneva-Vilnius-Geneva), economy class round trip</i> | 350                    |                    | 7                  | 2 450                              |               |
|                      | <b>Sub-total: Air ticket costs for United Nations ECE officials</b>   |                        |                    |                    |                                    | <b>2 450</b>  |
| <b>II.</b>           | <b>Estimated costs of Daily Subsistence Allowance (DSA) (item 3 below) and terminal expenses (item 4 below)</b>                             |                        |                    |                    |                                    |               |
|                      | <b>A <u>United Nations ECE staff (7)</u></b>  |                        |                    |                    |                                    |               |
|                      | (i) <i>50% of DSA (US\$115 x 6 days x 7 staff)</i>  | 115                    | 6                  | 7                  | 4 830                              |               |
|                      | <b>B <u>Terminal expenses</u></b>   |                        |                    |                    |                                    |               |
|                      | (i) <i>Terminal expenses: (US\$ 188 x 7 staff)</i>  | 188                    | 1                  | 7                  | 1 316                              |               |
|                      | <b>Sub-total: DSA and terminal expenses for UN officials</b>  |                        |                    |                    |                                    | <b>6 146</b>  |
| <b>III.</b>          | <b>Freight and shipment of documentation/publications</b>   |                        |                    |                    |                                    | <b>-</b>      |
| <b>IV.</b>           | <b>Sub-total: (I + II)</b>  |                        |                    |                    |                                    | <b>8 596</b>  |
| <b>V.</b>            | <b>Contingency costs: (in accordance with para. 9 (f) of ST/AI/342) (i.e. 10% of II)</b>  |                        |                    |                    |                                    | <b>615</b>    |
| <b>VI.</b>           | <b>13% Programme Support Costs (i.e. 13% of II + V)</b>   |                        |                    |                    |                                    | <b>879</b>    |
| <b>VII.</b>          | <b>Total direct supplementary costs to be transferred to the UNECE Espoo Convention Trust Fund: (II + V + VI) (item 5 below)</b>            |                        |                    |                    |                                    | <b>7 639</b>  |
| <b>VIII.</b>         | <b>Total estimated costs: (I + VII)</b>   |                        |                    |                    |                                    | <b>10 089</b> |

#### ITEM

\* The ECE Executive Secretary will participate remotely.

(1) The costing of travel is based on the travel mode and standard according to the United Nations rules.

(2) The price of tickets is estimated and has been provided by UN Carlsson Wagon-Lit Travel Agents based in Palais des Nations.

(3) The DSA and terminal expenses include travel time and pre-and post-meeting preparations. The number of DSAs may be subject to changes depending on the travel dates. The DSA is reduced by 50% with the understanding that the host Government will provide accommodation free of charge. The actual amount of DSA to be paid shall be subject to the actual United Nations DSA rate in effect at the time of travel.

(4) The full terminal expense is normally US\$ 47 per point of departure/arrival. If the Government provides transportation between airport and hotel and conference facilities in Vilnius, the terminals will be reduced to \$14 on arrival and \$14 on departure. The actual amount of the terminals to be paid shall be subject to the actual United Nations terminals rate in effect at the time of travel.

(5) The Government should handle directly administration and payment for the costs referred to in para. 3 of the host country agreement; provide prepaid return tickets to the UNECE officials, as set out in para. 4 (a); and arrange for the shipment of materials referred to in para 3 (c) of the agreement with no costs to UNECE. The funds for the payment of DSAs and terminals referred to in para. 4 (b) should be transferred to the UNECE Trust Fund for the Espoo Convention well in advance of the travel dates, upon acceptance by the Government of Lithuania of the arrangements set out in this letter, and include 13% of programme support cost and 10% contingency.