Note by the Secretary-General

AGREEMENT BETWEEN THE GOVERNMENT OF ROMANIA AND THE INTERNATIONAL TELECOMMUNICATION UNION

I have the honour to submit to the Council, for information, the full text of the Agreement between the Government of Romania and the International Telecommunication Union relating to the holding, organization and financing of the 2022 Plenipotentiary Conference of the Union (see Annex 1 hereto). This Agreement was signed in Geneva (Switzerland) on 30 June 2021.

The negotiations for this Agreement were greatly facilitated by the existence of the "Model host-country agreement for conferences and assemblies of the Union held away from Geneva" submitted to Council at its 2007 session (ref. Doc. C07/22(Rev.1)), but equally by the excellent spirit of collaboration and cooperation that the authorities of the Government of Romania demonstrated throughout the process, culminating in the signature of the Agreement.

Houlin ZHAO
Secretary-General

Annex: 1

AGREEMENT

between

THE GOVERNMENT OF ROMANIA
and
THE INTERNATIONAL TELECOMMUNICATION UNION

relating to

THE HOLDING, ORGANIZATION AND FINANCING
OF THE PLENIPOTENTIARY CONFERENCE
OF THE
INTERNATIONAL TELECOMMUNICATION UNION

Bucharest, Romania, 26 September to 14 October 2022

VSS

PREAMBLE

A   WHEREAS, pursuant to Resolution 77, § 4.6 (Rev. Dubai, 2018) of the Plenipotentiary Conference, the next Plenipotentiary Conference of the International Telecommunication Union (hereinafter referred to as "ITU") is to be held in the last quarter of 2022;

B   WHEREAS, for that purpose, the Government of Romania (hereinafter referred to as the "Government") has invited ITU to hold the Plenipotentiary Conference (hereinafter referred to as the "Conference") in Bucharest from 26 September to 14 October 2022;

C   WHEREAS, pursuant to the decision of the ITU Council, the required majority of the Member States of ITU have declared themselves in favour of the Conference being held at the aforesaid place and on the aforesaid dates; and

D   WHEREAS the Government intends in that connection to abide by the provisions of the ITU Constitution and Convention (Geneva, 1992), as amended by subsequent Plenipotentiary Conferences (hereinafter referred to respectively as the "Constitution" and the "Convention"), as well as by the General Rules of Conferences, Assemblies and Meetings of the Union (hereinafter referred to as the "General Rules"), and the applicable resolutions and decisions of the Plenipotentiary Conference and the Council, in particular:

1. Article 23 of the Convention concerning admission to plenipotentiary conferences;

2. Annexes to the Constitution and to the Convention containing the definitions of certain terms used in the Constitution and the Convention;

3. Section 1 of the General Rules concerning invitations to plenipotentiary conferences when there is an inviting government;

4. Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference, which resolves that invitations to hold conferences and assemblies of ITU away from Geneva should not be accepted unless the host government agrees to defray the additional expenditure involved;

5. Resolution 83 of the Council, as amended, concerning the organization, financing and liquidation of the accounts of conferences and meetings of ITU;

6. Decision 304 of the Council on the participation of the delegations of Member States of ITU in conferences and meetings of ITU;

7. Resolution 1004 of the Council concerning privileges, immunities and facilities related to activities of the Union;

8. Resolution 99 (Rev. Dubai, 2018) of the Plenipotentiary Conference on the status of Palestine in ITU; and

9. Resolution 6 (Kyoto, 1994) of the Plenipotentiary Conference and Resolution 741 of the Council, on the conditions governing the attendance of liberation organizations at ITU meetings,

E.   CONSIDERING that the National Authority for Management and Regulation in Communications of Romania ("ANCOM") has been designated by the Government as the coordinator for Romania for the organization of the Plenipotentiary Conference, and that ANCOM has been duly authorized by the Government to perform all necessary steps in relation to the holding of the Conference, including the provision of human and financial resources, as detailed in this Agreement,

NOW THEREFORE the Government, represented by the President of ANCOM, and ITU, represented by its Secretary-General, (hereinafter referred to collectively as the "Parties") hereby agree as follows:

ARTICLE I

Definitions

1.1 For the purposes of the present Agreement, the term "Conference participant" shall be understood to mean any delegate, member of a delegation or observer invited to the Conference by the Government or the Secretary-General (see Article 23 of the Convention and Section 1 of the General Rules), including any observer pursuant to Resolution 99 (Rev. Dubai, 2018), Resolution 6 (Kyoto, 1994) and Council Resolution 741, together with the two (2) members of the Radio Regulations Board, designated by the Board, in accordance with No. 141A of the Convention.

1.2 For the purposes of the present Agreement, the term "delegate" shall have the meaning defined in No. 1006 of the ITU Constitution.

1.3 For the purposes of the present Agreement, the term "delegation" shall have the meaning defined in No. 1005 of the ITU Constitution.

1.4 For the purposes of the present Agreement, the term "observer" shall be understood to mean any person sent by an organization, agency or entity duly invited by the Secretary-General to attend the Conference as an observer in accordance with Article 23 of the Convention as well as Resolution 99 (Rev. Dubai, 2018) and Resolution 6 (Kyoto, 1994).

1.5 For the purposes of the present Agreement, the term "ITU official" shall be understood to mean any elected official of ITU taking part in the Conference, any staff member assigned to the Conference or any person specifically recruited by ITU for the Conference.

1.6 For the purposes of the present Agreement, the term "members of the Radio Regulations Board" shall be understood to mean the two (2) members of the Radio Regulations Board designated by the Board to participate at the Conference in accordance with No. 141 of the Convention.

ARTICLE II

Venue and dates of the Conference

2.1 The Conference shall be held at the International Conference Center of the Parliament of Romania, Bucharest, Romania ("Venue").

2.2 The official opening of the Conference shall take place on 26 September 2022, and the Conference shall in principle complete its work on 14 October 2022.

2.3 Specific conditions related to the precise dates during which the premises, facilities, services and local staff to be provided by the Government (see Article VII below) must be made available to ITU and fully operational are specified in Annexes 2, 3 and 4 respectively to this Agreement.

VSS   Hz

ARTICLE III

Invitations, admission and visas

3.1 The provisions of the Convention relating to admission to plenipotentiary conferences and those of the General Rules relating to invitations when there is an inviting government shall apply to the Conference, without reservation.

3.2 Invitations to take part in the Conference shall be sent through the Secretary-General, on behalf of the Government, to ITU Member States and by the Secretary-General to ITU Member States with which Romania has no diplomatic relations. The Secretary-General shall also issue invitations to those organizations and entities that may participate in the Conference as observers.

3.3 The Government, in its capacity as host government, shall authorize Conference participants and all ITU officials taking part in the work of the Conference to enter Romania and remain within the country for the entire duration of their duties or mission in connection with the Conference.

3.4 To that end, the Government shall take all appropriate measures with a view to issuing and delivering the necessary visas and entry permits, where required, to all duly pre-registered Conference participants and ITU officials free of charge and without any financial constraint of any kind, as speedily as possible and not later than three (3) weeks before the date of the opening of the Conference, provided visa application are lodged at least six (6) weeks before the opening of the Conference; if the application is made later, the Government shall do its best to grant the visa (or entry permit, as required) as soon as possible. Arrangements shall also be made to ensure that visas and entry permits, where required, are delivered at relevant points of entry into Romania to pre-registered Conference participants and ITU officials who are unable to obtain them prior to their arrival. These arrangements are subject to the relevant legal provisions of Romania and shall be explicitly referred to within the practical information to be made available to the Conference participants and ITU officials. Special arrangements shall be made by the Government, in collaboration with ITU, to facilitate the delivery of visas to Conference participants who are nationals of countries where there is no Romanian diplomatic representation or there is no relationship with the Government.

3.5 In order to accelerate issuance and delivery of visas (or entry permits, as required), ITU shall provide the Government with full access to the list of all Conference pre-registered participants and ITU officials (see paragraph 6.3).

ARTICLE IV

Privileges and immunities

4.1 Within the framework of the present Agreement and its implementation, the Government shall apply, in respect of the Conference, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies as approved by the United Nations General Assembly on 21 November 1947 (hereinafter referred to as the "1947 Convention"), to which Romania has been a Party since 15 September 1970 (see also Council Resolution 1004, confirming its earlier Resolution 193). In particular, Conference participants and their accompanying spouses and minor children, as applicable, shall, for the duration of the Conference and for a period of five (5) days before it begins and five (5) days after it ends, enjoy the privileges, immunities and facilities established under Article V of the 1947

Convention. In addition, ITU officials and their accompanying spouses and minor children, as applicable, as well as the members of the Radio Regulations Board, shall, for the duration of the Conference and for a period of ten (10) days before it begins and five (5) days after it ends, enjoy the privileges, immunities and facilities established under Articles VI and VIII of the 1947 Convention.

4.2 Observers from the United Nations, specialized agencies and the International Atomic Energy Agency shall enjoy the privileges and immunities established under Articles VI and VIII of the 1947 Convention.

4.3 Other observers referred to in paragraph 1.1 above shall enjoy immunity from legal process with respect to words spoken or written and any act performed by them in connection with their participation in the Conference.

4.4 The staff provided to ITU by the Government pursuant to Article VII of this Agreement shall be placed under the direction and supervision of the Secretary-General. The Government undertakes to take all appropriate measures to ensure that said staff are able to perform their functions in relation to the Conference with complete independence.

4.5 ITU, its property and assets, by whomever held, shall enjoy immunity from every form of legal process except insofar as in any particular case it has expressly waived its immunity. It is understood that no waiver of immunity shall extend to any measure of execution. For the purpose of the 1947 Convention, the Conference designated area referred to in Article II of this Agreement shall be deemed to constitute premises of ITU in the sense of section 5 of the 1947 Convention. The premises shall be inviolable for the duration of the Conference, including the preparatory and closing stages. The property and assets of ITU, by whomever held, shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether by executive, administrative, judicial or legislative action. Furthermore, all documents and data belonging to ITU or held by it, shall be inviolable.

4.6 ITU and the Government shall cooperate at all times to facilitate the proper administration of justice, secure respect for the laws and regulations of Romania and prevent any abuse in connection with the privileges, immunities and facilities provided for under this Agreement.

ARTICLE V

Financial arrangements

5.1 In accordance with Resolution 5 (Kyoto, 1994), the Government shall defray any additional expenses directly or indirectly involved by reason of the Conference being held in Bucharest, Romania (see Annex 1 to this Agreement) rather than at ITU headquarters. Such expenses consist in particular, without prejudice to the provisions of Article VII below, of the following:

– the daily subsistence allowances paid to ITU officials as well as to the members of the Radio Regulations Board pursuant to the relevant provisions of the Staff Regulations and Staff Rules of ITU and the supplementary service orders issued in connection therewith;

– travel expenses (including any expenses related to the air tickets of ITU officials and members of the Radio Regulations Board in accordance with ITU Staff Regulations and Staff Rules and the supplementary service orders issued in connection therewith as well as any additional insurance premiums) and terminal expenses (including visas if necessary) for ITU officials (and RRB members) in accordance with the relevant

provisions of the Staff Regulations and Staff Rules of ITU and the supplementary service orders issued in connection therewith. Air tickets will be issued by ITU's Travel Section;

- the cost of transport and insurance charges (ITU headquarters – Venue - ITU headquarters) of all equipment, materials and documents necessary for the proper functioning of the Conference secretariat. This shall include door-to-door transportation and delivery to the storage area at the Venue. Total freight tonnage will be provided by ITU. Clearance for the entire shipment will be organized by the Government so as to have equipment ready on-site prior to the first working day of the first ITU staff members to arrive on-site in Bucharest. ITU shall be responsible for selecting the carrier and delivering the equipment, material or documents to the storage area at the Venue in due time. Any delay in delivery or any damage should be subject to an insurance policy contracted by ITU.

These expenses shall be recorded in a special account kept by the General Secretariat of ITU, which shall manage the necessary funds in accordance with instructions communicated to it by the Budget Control Committee of the Conference. The accounts shall be kept in Swiss francs.

5.2   For purposes of the implementation of paragraph 5.1 above, a special account shall be opened by ITU in Geneva. Not later than 31 March 2022, the Government shall deposit into the special account a sum in Swiss francs equivalent to one hundred (100) per cent of the estimated expenses referred to in paragraph 5.1 above, as indicated in Annex 1 to this Agreement.

5.3   The Government shall defray expenses relating to any receptions or other events that it organizes in conjunction with the Conference.

5.4   Any other expenses incurred by ITU or chargeable to it that are directly associated with the activities of the Conference, including the remuneration of all ITU officials and the repair of any damage or injury done to Conference premises, persons or property and due to ITU officials' gross negligence or wilful misconduct, shall be the responsibility of ITU and shall not be reimbursed by the Government.

5.5   As soon as possible, preferably three (3) months and not later than six (6) months after the close of the Conference, ITU shall prepare for the Government a statement of account indicating the sums paid by the Government to ITU or on behalf of ITU, and the amounts paid by ITU for facilities and services chargeable to the Government in accordance with the provisions of Article VII of this Agreement. The balance shall be settled in Swiss francs by the Government or by ITU, as the case may be, not later than three (3) months after the statement of account has been received. The Government shall have the right to seek and obtain justification for any amount contained in the statement.

ARTICLE VI

Security and safety measures

6.1   The Government shall provide, at its expense, security and safety measures adequate to ensure the efficient functioning of the Conference in an atmosphere of security and tranquillity free from interference of any kind (see Annex 4 to this Agreement).

6.2   ITU shall be solely responsible for the accreditation, registration and badging of Conference participants and all ITU officials as well as media representatives.

6.3 Personal data other than what is required for the issuance of visas/entry permits and security background check shall neither be collected nor processed by the Government. Personal data collected by ITU for the registration of Conference participants and others shall be shared with the Government only to the extent that such sharing is necessary and for the sole purpose of issuing visas/entry permits and conducting security background checks required for entering the Venue. The Government shall process such data in accordance with the relevant European and national laws applicable to it and shall ensure their confidentiality and integrity by putting in place all necessary protective measures (including, without limitation, administrative, technical, physical measures) against unauthorized access and use. The Government shall securely destroy all personal data provided by ITU (and notify ITU accordingly) shortly after the purposes of processing under this paragraph 6.3 have been fulfilled.

6.4 Security and safety within the zoned Conference premises shall be managed by Romania's security contingent and ITU to ensure that national and ITU security standards are imposed and shall be provided as per Annex 4. The Government shall appoint a Liaison Officer from the Romanian Protection and Guard Service to be in contact with ITU's Safety and Security Coordinator for the purpose of coordination.

6.5 Furthermore, the Parties shall establish, in concert, a risk assessment protocol containing specific mitigation measures in order to ensure the safety and security of VIPs visiting the Conference premises or invited to the Conference.

6.6 The required security coverage for personnel and equipment expected prior to, during and after the Conference will be agreed in advance. This will also include typical conference hours, and coverage requirements in person/hours per day. Included shall be security personnel requirements in terms of language, experience, skills and special teams as required.

6.7 Infrastructure security and equipment as well as access control equipment and portable security equipment, including telecommunication equipment, to be made available by the Government will be determined by the ITU Safety and Security Coordinator in coordination with the Government's Senior Security Liaison Officer.

6.8 Every site used for the purpose of the Conference must have means of access for wheelchairs and first-aid on-site medical services shall be provided for the duration of the Conference, twenty-four (24) hours per day, seven (7) days per week, including immediate medical transportation and admission to a hospital for emergency services (see also Annex 2).

6.9 The Government shall ensure that the Venue shall provide a site focal point/manager for the purpose of liaison, troubleshooting and support. Locksmiths, electricians and other repair and maintenance staff shall be on call at all times for the duration of the Conference.

6.10 Collaboration between ITU and medical, fire, emergency and civil-protection services will be facilitated by the Government. The Government will make available, to the extent possible, to the ITU Safety and Security Coordinator national and local plans for crisis management and business continuity mitigation measures of natural catastrophe, and other risks for the Conference.

6.11 To mitigate risks linked to possible COVID-19 transmission during the Conference, the Government shall put in place appropriate prevention and mitigation measures, in close coordination with ITU. These measures shall be in line with UN/WHO Guidelines, as well as the recommendations of the national health authorities.

ARTICLE VII

Premises, facilities, services and local staff to be provided by the Government

7.1   The Government shall provide ITU, free of charge, with the premises, facilities, services and local staff indicated in Annex 2 to this Agreement, with the information technology (IT) infrastructure, equipment and services indicated in Annex 3 to this Agreement as well as the safety and security services/equipment and staff indicated in Article VI and Annex 4 to this Agreement. If any material, supplies and/or equipment provided by the Government does not conform to that identified in Annexes 2, 3 or 4 to this Agreement, ITU reserves the right to acquire or rent such material, supplies and/or equipment; any related costs shall be borne by the Government. Prior to so doing, the Government and ITU shall liaise together and coordinate to decide if there is a need for ITU to acquire or rent any other material, supplies and/or equipment. The Conference premises shall remain at the exclusive disposal of ITU twenty-four (24) hours a day from eight (8) days prior to the opening of the Conference until a maximum of three (3) days after its closure.

7.2   Conference participants, ITU officials and staff provided to ITU by the Government pursuant to the provisions of this Agreement and section 3 of Annex 2 to this Agreement shall have access to the Conference premises at any time of the day or night, including weekends and days that are official public holidays in Romania. Such access may also be extended to other persons, subject to prior agreement between the competent Romanian authorities and ITU. If necessary, the Parties to the present Agreement shall decide on the specific conditions applicable to such access.

7.3   The materials, equipment, publications and documents belonging to ITU and required for the proper functioning of the Conference shall be imported into and exported from Romania exempt from all import and customs duties, taxes, prohibitions and restrictions of any kind. The Government shall promptly issue to ITU or its agents all import and export permits necessary for this purpose and shall facilitate, including by giving necessary instructions, any administrative procedure related to such importations and exportations.

7.4   The Government shall ensure that adequate accommodation in hotels or residences close to the Venue is available at reasonable commercial rates for Conference participants and ITU officials.

ARTICLE VIII

Travel and transport arrangements

8.1   Notwithstanding the provisions of Article V of this Agreement, the Secretary-General shall make all necessary arrangements for the travel, to and from the Conference Venue, of ITU officials and the members of the Radio Regulations Board taking part in the work of the Conference and for the transport, to and from the Conference Venue, of all the materials and equipment required for the proper functioning of the Conference secretariat in accordance with the Staff Regulations and Staff Rules of ITU, the supplementary service orders issued in connection therewith and the relevant decisions of the Council in that regard.

8.2   Clearance for the entire shipment will be organized by the Government so as to have equipment ready on-site prior to the first working day of the first ITU official to arrive on-site in Bucharest. ITU shall be responsible for selecting the carrier and delivering the

equipment, material or documents to the storage area at the Venue in due time. Any delay in delivery or any damage should be subject to an insurance policy contracted by ITU.

8.3   For security reasons, the Secretary-General and the Deputy-Secretary General shall not travel on the same flights or use the same mode of transportation on the same date and hour.

8.4   The number of ITU officials travelling on the same flight or using the same mode of transportation shall be limited to a maximum of thirty (30) people.

ARTICLE IX

Arrangements with respect to media relations

9.1   All official relations with the media (radio and television, electronic media, newspapers and other publications, etc.) with regard to the preparation, conduct and follow up of the Conference (including accreditation), as well as all official communication activities undertaken for the Conference, shall be the responsibility of the Secretary-General or his designated representative, in cooperation with the competent authorities designated by the Government.

9.2   The Secretary-General or his designated representative shall exercise this responsibility in accordance with the practice generally followed for other conferences, assemblies and meetings of ITU.

9.3   In its relations with the media, the Government agrees not to interfere in matters relating to substantive issues, including the structure, content or any of the proceedings of the Conference, which are the sole responsibility of ITU.

9.4   The Government shall allow the temporary importation, tax free and duty free, of all equipment, including technical equipment, accompanying accredited representatives of information media. It shall issue without delay any necessary import and export permits for this purpose. With respect to the Value Added Tax (VAT), the exemptions will be issued as long as they do not infringe on the European legislation on VAT.

ARTICLE X

Cancellation, postponement or change of venue of the Conference

10.1   In the event of the cancellation, postponement or change of venue of the Conference as the result of a decision by ITU, ITU's responsibility to the Government shall be limited to expenses, whether committed or already paid, in respect of items needed for the organization and preparation of the Conference, to the extent that such expenses no longer serve any useful purpose and provided that they were essential and cannot be cancelled or reduced. For the avoidance of doubts, Article 10.3 applies in the case of *force majeure*.

10.2   If, prior to or during the Conference, the Government is no longer in a position to host the Conference or permit it to take place on the dates scheduled, or requests that the venue of the Conference be changed, the Government's responsibility to ITU shall be limited to the expenses deriving from that decision, in particular all expenses already committed or paid by ITU in respect of items needed for the Conference, to the extent that such expenses no longer serve any useful purpose and provided that they were essential and cannot be cancelled or

reduced. Any expenditure which may be incurred by ITU for the rental of premises other than those specified in Article II of this Agreement for the holding of the Conference shall likewise be defrayed by the Government. For the avoidance of doubts, Article 10.3 applies in the case of *force majeure*.

10.3   In the event of a case of *force majeure* causing or likely to cause the cancellation, postponement, interruption or change of venue of the Conference, the Parties undertake to enter into negotiations within twenty-four (24) hours after the receipt by either of the Parties of written notification that the case of *force majeure* has occurred, in order to reach agreement on the practical, financial and legal consequences of such case of *force majeure*. Should the Parties fail to reach an agreement, the dispute shall be settled in accordance with the provisions of Article XII below.

10.4   Notwithstanding Articles 10.1 to 10.3 above, should the COVID-19 pandemic render the holding of the Conference in Bucharest from 26 September to 14 October 2022 impossible, inappropriate or impracticable, the Parties expressly agree to confer as soon as circumstances permit, to define the practical, financial and legal consequences of such exceptional circumstances on the Agreement. Should the Parties fail to reach an agreement, the dispute shall be settled in accordance with the provisions of Article XII below.

ARTICLE XI

Implementation of the present Agreement

Arrangements for the implementation of the present Agreement shall be agreed between the Secretary-General or his designated representative and the competent authorities of the Government or the liaison officer designated by them.

ARTICLE XII

Settlement of disputes

12.1   Subject to paragraph 12.5 below, any dispute between the Parties arising out of or in connection with the present Agreement which cannot be settled amicably by negotiation between the Parties or by any other mutually agreed means within six (6) months of the date of notification of the dispute shall be referred to a board of three (3) arbitrators (hereinafter referred to as the "Board"). One of the arbitrators shall be appointed by the Secretary-General, and another by the Government. The two arbitrators thus appointed shall in turn appoint a third arbitrator to be chairperson of the Board. Should either Party fail to appoint its arbitrator within one (1) month after notification by the other Party of the name of its arbitrator, or should the two arbitrators so appointed fail to appoint a chairperson within two (2) months of the second arbitrator being appointed, the arbitrator not yet appointed (or the chairperson, as applicable) shall be appointed by the President of the International Court of Justice.

12.2   The language of arbitration shall be English and the place of arbitration shall be Geneva.

12.3   Unless otherwise stipulated by the Parties in writing, the Parties agree that the Board shall be free to decide on the procedures to be followed and to allocate the costs relating to the arbitration between the Parties.

12.4   The Parties to the present Agreement agree that the Board's decision shall be final and binding upon them, and that no appeal of the decision may be brought before any national court or tribunal.

12.5   Any dispute that involves a question governed by the 1947 Convention shall be dealt with in accordance with section 32 of that Convention.

ARTICLE XIII

Liability

13.1   The Government shall be responsible for dealing with any action, claim or other demand brought against ITU or its officials arising out of:

a)   injury to persons or damage to or loss of property on the premises referred to in Article II above that are provided by or placed under the control of the Government, other than damage for which ITU is responsible pursuant to paragraph 5.5 above;

b)   injury to persons or damage to or loss of property caused by, or incurred in using, the local transport services referred to in Annex 2 to this Agreement;

c)   the employment for the Conference of staff provided by the Government under the present Agreement, including any actions or claims of any kind whatsoever brought by such staff.

13.2   The Government shall indemnify and hold harmless ITU and its officials in respect of any such action, claim or other demand, except those due to ITU officials' gross negligence or wilful misconduct.

ARTICLE XIV

Use of names, abbreviations, titles, logos, flags and website

14.1.   The Government shall be responsible for creating the logo of the Conference in accordance with ITU Guidelines. The logo of the Conference is subject to the approval of the ITU Secretary-General.

14.2   The name, abbreviation, logo and flag of ITU shall be used exclusively by ITU and shall not be used by the Government or by the Host Committee or its partners or official suppliers, as applicable, without the prior written consent of the Secretary-General or his representative duly authorized to act in the matter.

14.3   ITU shall retain all intellectual property rights to the name, abbreviation, title and logo of the Conference, which may not be used, subject to paragraph 14.5 below, without the prior written consent of the Secretary-General or his representative duly authorized to act in the matter.

14.4   ITU shall retain all intellectual property rights to the website of the Conference.

14.5   The Government shall be authorized to use the name, abbreviation, title and logo of the Conference or to refer or link to the website of the Conference in connection with the following needs, provided that such use does not create the impression that a commercial business, product or service has been endorsed by ITU:

a)   the homepage for an Internet website set up by the Government for the Conference;

b) other publications whose text has been approved in advance by ITU;

c) publicity materials intended to appear in the local or international media, the content of which has been approved in advance by ITU and whose purpose is to inform potential participants of logistical arrangements for the Conference and provide them with other relevant information;

d) press conferences relating to the Conference and such other events as may be necessary in connection with the preparation of the Conference.

14.6 The Government shall keep ITU regularly informed concerning any use it makes of the name, abbreviation, title, logo or website in the context of paragraph 14.5 above. It may not be held responsible for the fraudulent use of the Conference name, abbreviation, title, logo or website by an unauthorized third party.

ARTICLE XV

Sustainability

The Government is encouraged to integrate environmental and social sustainability considerations in all aspects of the event organization, including when sourcing products and services. The Government is encouraged to, in particular:

a) take a proactive approach to reducing greenhouse gas emissions, water, energy, hazardous substances and waste;

b) ensure the highest possible quality of recycling for a minimum of four (4) waste streams;

c) favor environmentally-friendly, ethically and locally-produced products/material (e.g. reusable, recyclable, recycled and waste-reducing elements) and environmentally-friendly choices in the provision of catering services, signage, transportation and equipment including AV and ICT requirements (e.g. low-voltage lighting, green-certified printers, etc.);

d) use the ITU Green Events Checklist to identify key actions to be taken with regard to making the event more sustainable.

ARTICLE XVI

Modification and termination of the present Agreement

The present Agreement, including its Annexes 1 to 4 which form an integral part thereof, may not be modified or terminated except by written agreement between the Government and the Secretary-General. Any modification shall be considered an integral part of the present Agreement.

ARTICLE XVII

Entry into force and duration of the present Agreement

17.1 This Agreement shall enter into force upon the date on which the Secretary-General of the ITU is notified that the legal procedures for entry into force have been completed by the Government.

17.2   The provisions of the present Agreement shall remain applicable until the final settlement between the Parties, in accordance with the terms and conditions set forth herein, of all organizational, financial and other matters relating to the Conference.
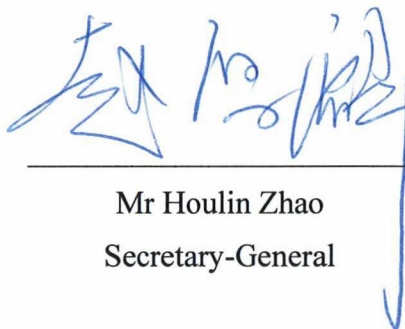
IN WITNESS WHEREOF, the undersigned, being duly authorized for that purpose, have signed the present Agreement in two (2) original copies in English and Romanian languages. In case of discrepancy between the language versions, the English text shall prevail.

<table>
<tr><td align="center">For the
Government of Romania</td><td align="center">For the
International Telecommunication Union</td></tr>
</table>

Mr Vlad Ștefan Stoica	Mr Houlin Zhao
President of the National Authority for Management and Regulation in Communications	Secretary-General

Date: 30th of June, 2021

Place: Geneva, Switzerland

Date: 30th of June, 2021

Place: Geneva, Switzerland

Annexes: 4 (as mentioned)

ANNEX 1

ADDITIONAL ESTIMATED ITU EXPENDITURE RESULTING FROM THE HOLDING OF
THE 2022 PLENIPOTENTIARY CONFERENCE
IN ROMANIA

Amounts in Swiss francs

	Specific expenses of the Conference if held in Geneva	Specific expenses of the Conference if held outside Geneva	Additional expenses to be borne by the Host Government
1 Staff expenses			
1.1 Salaries for interpreters	715,000	612,000	-103,000
1.2 Support Staff		34,000	34,000
1.3 Provision for overtime	150,000	300,000	150,000
Sub-total	**865,000**	**946,000**	**81,000**
2 Travel & subsistence allowance expenses			
2.1 ITU Staff (pre-Conference travel)		27,000	27,000
2.2 ITU Staff (Conference)		815,000	815,000
2.3 Interpreters	40,000	284,000	244,000
2.4 RRB Members	21,800	16,500	-5,300
2.5 Insurance	2,000	2,000	0
Sub-total	**63,800**	**1,144,500**	**1,080,700**
3 Other expenses			
3.1 Transport and dispatch costs of equipment, materials and documents necessary for the proper functioning of the Conference secretariat		80,000	80,000
3.2 Provision for miscellaneous and unforeseen	10,000	40,000	30,000
Sub-total	**10,000**	**120,000**	**110,000**

TOTAL	**938,800**	**2,210,500**	**1,271,700**

Basis:

Exchange rate at 1st of March 2021: 1 US $ = 0.926 Swiss francs.

Only those specific items which are affected by the Conference being held in Romania rather than Geneva are included in the above

Annex 2

PREMISES, FACILITIES, SERVICES AND LOCAL STAFF

In accordance with Article VII of this Agreement, the Government shall take all necessary actions to make available to ITU, free of charge, the following premises, facilities, services and local staff, as necessary, and in a manner and a timing that ITU considers adequate to ensure the proper functioning of the Conference:

1 Premises[1]

1.1 Conference rooms

a) *A main conference room capable of accommodating maximum two thousand (2,000) persons, equipped with:*

Head table
- A head table (desk-type), elevated podium, with twelve (12) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.
- A backdrop whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.
- A lectern with one (1) roaming microphone.

Meeting room configuration
- Seating for Conference participants and ITU officials configured, classroom style, with two (2) rows of chairs behind each row of tables (desk type).
- Area designated for broadcast media with platform for photographers.
- Multiple entry and exit doors to ease access to and from the conference room.
- A "green room" to be built in or immediately adjacent to the conference room for use during elections and votes. This room must be secured with a lockable door and large enough to accommodate around ten (10) persons (minimum 40 sqm).

Technical and Audiovisual (AV) requirements
- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) Conference participants/ITU officials seated at table in the room.
- A set of headphones for each Conference participant/ITU official, including those seated at the head table. Each headphone will be capable of being independently set to the desired

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[1] A strict no-smoking policy shall be observed on all ITU premises.

audio channel.

- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.

- Two (2) monitors in each interpretation booth.

- Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:

  The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor should be provided. It must be possible for several different users to use the product simultaneously, both at the Venue and back at ITU headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.

  The recording system must also be suitable for the creation of the legal reference meeting record. Thus, in addition to satisfying the readability and reliability requirements mentioned above, it must be easy to store and durable.

- At least six (6) large projection screens, clearly visible to all Conference participants/ITU officials and at least four (4) additional flat screens (42") readily visible from the podium.

- At least six (6) projectors (HDMI, XVGA, BNC), adequate for projecting a clear image on the large projection screens, with direct wired connection via split video cables to the presentation computer (at/or near the podium) and to the video system.

- AV system (including both broadcast cameras and personnel) to project images of speakers and of participants in real-time on the large projection screens in the room and on the four (4) additional 42" flat screens on the podium, as mentioned above. The system will also allow the possibility of inserting the name of the speaker, captioning and speech time limit clock. The activation of the speech time limit clock shall be controlled by the AV team.

- One (1) laptop on the podium connected to projectors for presentation Specification of the laptop can be found in Annex 3. One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

- Infrastructure for remote intervention service (refer to Annex 3 for details);

- Audio and video webcast of the debates in six (6) languages (Arabic/Chinese/English /French/Russian/Spanish) plus floor, i.e. a total of seven (7) channels.

- Transmission of the audio (floor + A/C/E/F/R/S) and video signal(s) from the meeting room to the webcast and remote intervention centre, where the encoders will be installed, otherwise a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons will be installed close to the interpretation booths.

- Infrastructure for captioning service (refer to Annex 3 for details);

- An electronic name-handling system to request the floor (system + control screen at the head table).

- Electronic nameplate at the lectern if available

- Multi/press box/Mixers with a minimum of twenty-four (24) XLR outputs for a direct audio patch by media into the sound system.

IT requirements

- Wireless LAN with Internet access for all Conference participants and ITU officials as per the performance requirements listed in Annex 3.

- Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.

- Power plugs for laptops (one (1) per seat), including the head table.

b) One (1) conference room capable of accommodating approximately eight hundred (800) persons, equipped with:

Head table

- A head table (desk-type), elevated podium, with ten (10) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.

- A backdrop whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.

- A lectern with one (1) roaming microphone.

Meeting room configuration

- Seating for Conference participants and ITU officials configured, classroom style, with one (1) row of chairs behind each row of tables (desk type).

Technical and Audiovisual (AV) requirements

- One (1) microphone for each person seated at the head table.

- One (1) microphone for every two (2) Conference participants/ITU officials seated at table in the room.

- A set of headphones for each Conference participant/ITU official, including those seated at the head table. Each headphone will be capable of being independently set to the desired audio channel.

- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.

- Two (2) monitors in each interpretation booth.

- Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:

  The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor will be provided. It must be possible for several different users to use the product simultaneously, both at the Conference venue and back at ITU

headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.

The recording system must also be suitable for the creation of the legal reference meeting record. Thus, in addition to satisfying the readability and reliability requirements mentioned above, it must be easy to store and durable.

- At least four (4) large projection screens, clearly visible to all Conference participants/ITU officials and three (3) additional flat screens (42") readily visible from the podium.

- At least four (4) projectors (HDMI, XVGA, BNC), adequate for projecting a clear image on the large screens, with direct wired connection via split video cables to the projection computer.

- AV system (including both broadcast cameras and personnel) to project images of speakers and of Conference participants/ITU officials in real-time on the large projection screens in the room and on the three (3) additional 42" flat screens on the podium, as mentioned above. The system will also allow the possibility of inserting the name of the speaker at the bottom of the screens.

- One (1) laptop on the podium connected to projectors Specification of the laptop can be found in Annex 3.

- One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

- Audio and Video webcast of the debates in six (6) languages (Arabic/Chinese/English/French/Russian/Spanish) plus floor, i.e. a total of seven (7) channels.

- Audio and Video webcast for the Council Session on 24 September 2022.

- Infrastructure for remote intervention service (refer to Annex 3 for details) for the Council Session on 24 September 2022.

- Transmission of the audio (floor + A/C/E/F/R/S) signal from the meeting room to the webcast and remote intervention centre, where the encoders will be installed, otherwise a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons will be installed close to the interpretation booths.

- An electronic name-handling system to request the floor (system + control screen at the head table).

- Infrastructure for captioning service (refer to Annex 3 for details).

IT requirements

- Wireless LAN with Internet access for all Conference participants/ITU officials as per the performance requirements listed in Annex 3.

- Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention and access control stations.

- Power plugs for laptops (one (1) per seat), including the head table.

c) *One (1) conference room capable of accommodating approximately five hundred*

(500) persons, equipped with:

Head table

- A head table (desk-type), elevated podium, with eight (8) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for 2 persons.

- A backdrop whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.

Meeting room configuration

- Seating for Conference participants/ITU officials configured, classroom style, with one (1) row of chairs behind each row of tables (desk type).

Technical and Audiovisual (AV) requirements

- One (1) microphone for each person seated at the head table.

- One (1) microphone for every two (2) Conference participants/ITU officials seated at table in the room.

- A set of headphones for each Conference participant/ITU official, including those seated at the head table. Each headphone will be capable of being independently set to the desired audio channel.

- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.

- Two (2) monitors in each interpretation booth.

- Digital audio recording of the sessions: One (1) copy of floor and English channels.

- Two (2) large projection screens, clearly visible to all Conference participants/ITU officials and two (2) additional flat screens (42") readily visible from the podium.

- Two (2) projectors (HDMI, XVGA, BNC), adequate for projecting a clear image on the large screens, with direct wired connection via split video cables to the projection computer.

- AV system (including both broadcast cameras and personnel) to project images of speakers and of participants in real-time on the large projection screens in the room and on the two (2) additional 42" flat screens on the podium, as mentioned above.

- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

- One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

- Audio and video webcast of the debates in six (6) languages (Arabic/Chinese/English/ French/Russian/Spanish) plus floor, i.e. a total of seven (7) channels.

- Transmission of the audio (floor + A/C/E/F/R/S) signal from the meeting room to the webcast centre, where the encoders will be installed, otherwise a secured booth for the webcast encoders and workspace for two (2) persons will be installed close to the interpretation booths.

- An electronic name-handling system to request the floor (system + control screen at the head table).

- Infrastructure for captioning service (refer to Annex 3 for details).

IT requirements
- Wireless LAN with Internet access for all Conference participants/ITU officials as per the performance requirements listed in Annex 3.

- Wired Gigabit Ethernet LAN on the podium and webcast.

- Power plugs for laptops (one (1) per seat), including the head table.

d) One (1) conference room capable of accommodating approximately four hundred (400) persons, equipped with:

Head table
- A head table (desk-type), elevated podium, with six (6) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.

- A backdrop whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.

Meeting room configuration
- Seating for Conference participants/ITU officials configured, classroom style, with one (1) row of chairs behind each row of tables (desk type).

Technical and Audiovisual (AV) requirements
- One (1) microphone for each person seated at the head table.

- One (1) microphone for every two (2) Conference participants/ITU officials seated at table in the room.

- A set of headphones for each Conference participant/ITU official, including those seated at the head table. Each headphone will be capable of being independently set to the desired audio channel.

- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.

- Two (2) monitors in each interpretation booth.

- Digital audio recording of the sessions: Floor and English channels.

- One (1) large projection screen, clearly visible to all Conference participants/ITU officials and to those seated at the head table.

- One (1) projector (HDMI, XVGA, BNC), adequate for projecting a clear image on the large screen, with direct wired connection via split video cables to the projection computer.

- AV system (including both broadcast cameras and personnel) to project images of speakers and of participants in real-time on the large projection screens in the room, as mentioned above.

- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

- One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

- Audio webcast of the debates in six (6) languages (Arabic/Chinese/English/ French/Russian/Spanish) plus floor, i.e. a total of seven (7) channels.

- Transmission of the audio (floor + A/C/E/F/R/S) signal from the meeting room to the webcast centre, where the encoders will be installed, otherwise a secured booth for the webcast encoders and workspace for two (2) persons will be installed close to the interpretation booths.

- An electronic name-handling system to request the floor (system + control screen at the head table).

IT requirements

- Wireless LAN with Internet access for all Conference participants/ITU officials as per the performance requirements listed in Annex 3.

- Wired Gigabit Ethernet LAN on the podium and webcast.

- Power plugs for laptops (one (1) per seat), including the head table.

e) One (1) conference room capable of accommodating approximately two hundred (200) persons, equipped with:

Head table

- A head table (desk-type), elevated podium, with six (6) places. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.

Meeting room configuration

- Seating for Conference participants/ITU officials configured, classroom style, with one (1) row of chairs behind each row of tables (desk type).

Technical and Audiovisual (AV) requirements

- A sound system.

- One (1) microphone for each person seated at the head table.

- One (1) microphone for every two (2) Conference participants/ITU officials seated at table.

- One (1) large projection screen, clearly visible to all Conference participants/ITU officials and to those seated at the head table.

- One (1) projector (HDMI, XVGA, BNC), adequate for projecting a clear image on the large screen, with direct wired connection via split video cables to the projection computer.

- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

IT requirements

- Wireless LAN with Internet access for all Conference participants/ITU officials as per the

performance requirements listed in Annex 3.

- Wired Gigabit Ethernet LAN only for the Head table.

- Power plugs for laptops (one (1) per seat), including the head table.

f) ***One (1) conference room capable of accommodating approximately seventy-five (75) persons, for press conferences equipped with:***

Meeting room configuration
- Seating for Conference participants/ITU officials configured, U-shape style with forty (40) persons seating at table, with one (1) row of chairs behind, to reach a total of seventy-five (75) seats.

- A backdrop whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.

Technical and Audiovisual (AV) requirements
- One (1) microphone for each person seated at the head table (six (6) places) (Bottom of the U-shape)

- One (1) microphone for every two (2) Conference participants/ITU officials seated at the aisles.

- A set of headphones for each Conference participant/ITU official. Each headphone will be capable of being independently set to the desired audio channel.

- One (1) large projection screen, clearly visible to all Conference participants/ITU officials.

- One (1) projector (HDMI, XVGA, BNC), adequate for projecting a clear image on the large screen, with direct connection to the projection computer.

- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in three (3) languages. Two (2) booths with two (2) places each and one (1) booth with three (3) places.

- Two (2) monitors in each interpretation booth.

- Digital audio recording of the sessions: Floor and English channels.

- AV system (including both broadcast cameras and personnel) to project images of speakers and of participants in real-time on the large projection screen in the room.

- Infrastructure for remote intervention service (refer to Annex 3 for details).

- Audio and video webcast of the debates for the Press Conference, including live captioning.

- Transmission of the audio (floor + E) and video signal(s) from the meeting room to the webcast and remote intervention centre, where the encoders will be installed, otherwise a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons will be installed close the interpretation booths.

- Multi/press box /Mixer with a minimum of twelve (12) XLR outputs for a direct audio

patch by media into the sound system.

IT requirements
- Wireless LAN with Internet access for all Conference participants/ITU officials as per the performance requirements listed in Annex 3.

- Wired Gigabit Ethernet LAN for the Head table, webcast and remote intervention.

- Power plugs for laptops (one (1) per seat).

g) Two (2) conference rooms capable of accommodating approximately one hundred (100) persons each, equipped with:

Head table
- A head table (desk-type), elevated podium, with six (6) places.

Meeting room configuration
- Seating for Conference participants/ITU officials configured, classroom style, with one (1) row of chairs behind each row of tables (desk type).

Technical and Audiovisual (AV) requirements
- A sound system.

- One (1) microphone for each person seated at the head table.

- One (1) microphone for every two (2) Conference participants/ITU officials seated at table.

- One (1) large projection screen, clearly visible to all Conference participants/ITU officials and to those seated at the head table.

- One (1) projector (HDMI, XVGA, BNC), adequate for projecting a clear image on the large screen, with direct wired connection via split video cables to the projection computer.

- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

IT requirements
- Wireless LAN with Internet access for all Conference participants/ITU officials as per the performance requirements listed in Annex 3.

- Wired Gigabit Ethernet LAN only for the Head table.

- Power plugs for laptops (one (1) per seat), including the head table.

h) Three (3) conference rooms capable of accommodating approximately fifty (50) persons each, equipped with:

Meeting room configuration
- Board room style.

- Tables and chairs for approximately fifty (50) persons.

Technical and Audiovisual (AV) requirements

- A sound system with one (1) microphone for every two (2) Conference participants/ITU officials.
- One (1) large projection screen, clearly visible to all Conference participants/ITU officials.
- One (1) projector (HDMI, XVGA, BNC), adequate for projecting a clear image on the screen, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

IT requirements

- Wireless LAN with Internet access for all Conference participants/ITU officials as per the performance requirements listed in Annex 3.
- Power plugs for laptops (one (1) per seat).

i) *One (1) meeting room for the Editorial Committee equipped with:*

- Large tables and chairs for approximately thirty (30) persons, configured in a U-shape.
- One (1) wireless microphone with support.
- Two (2) large projection screens clearly visible to all Editorial Committee members.
- Two (2) projectors (HDMI, XVGA, BNC) adequate for projecting a clear image on the screens, with direct wired connection via split video cables to the projection computer.
- Two (2) PCs or laptops. Specification of the laptop can be found in Annex 3.
- Wireless LAN with Internet access for all Editorial Committee members as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN (Number specified in the table of requirements).
- Power plugs for laptops (one (1) per seat).

j) *Around fifteen (15) meeting rooms accommodating between ten (10) to twenty (20) persons, boardroom style, tables and chairs only in a quiet area (otherwise microphones will be necessary). These rooms will be used as break out rooms for Committees and Bilateral meetings.*

All conference rooms will be equipped with tables (desk-type, preferably width ~sixty (60) centimeters) for Conference participants/ITU officials.

Bottled mineral water or jugs with tap water and glasses will be available at each head table and in the interpretation booths.

Multiple water fountains will be made available at the entrance to each room and throughout the venue. Single-use cups should be avoided.

All the conference rooms will be **fully operational** as per the operational date and time specified in the Table of Requirements.

1.2 Offices

Individual offices, with good phonic isolation and with natural light (if possible), for the Chairman of the Conference, chairmen and secretaries of committees, for the elected officials (and newly-elected officials) of ITU and their secretariats. These offices have to be in close proximity to the plenary hall.

Wireless LAN with Internet and wired and wireless "Blue LAN" access for all ITU officials as per the performance requirements listed in Annex 3.

Offices with, to the extent possible, natural light for the ITU officials and the local staff.

The number of offices required will be determined by ITU on the basis of the staffing table and in light of the configuration of the Conference premises.

For the furniture/equipment, a detailed table of requirements will be prepared by ITU in due time identifying the quantity and type of office furniture and equipment required. The quantities depend on the staffing table and on the configuration of the Conference premises.

Multiple water fountains will be made available close to the offices. Single-use cups should be avoided.

Availability and operability: A sufficient number of offices will be available for staff arriving on 12 September 2022 and other offices will be made available based on the arrival dates in the Staffing Table (see Table of Requirements).

1.3 Areas

All work areas will, to the extent possible, have natural light.

1.3.1   For the ITU officials

- A secure technical room/wiring closets for ITU servers and network equipment (refer to Annex 3 for details).

- Large office for reproduction, distribution of documents and gifts with adequate air-conditioning, equipment and power:
    o Storage area for documents collection and gifts
    o Three (3) high speed photocopying machines, one hundred and twenty (120) pages/minute.
    o Automatic sorting and stapling, recto/verso.
    o Wired Fast-Ethernet LAN connectivity.
    o Perforated paper or one (1) large electrical hole-punching machine.
    o Enough stock of staples on the machines for automatic stapling.

- Media area, consisting of an ITU office and a media center for journalists.
- A Video/ Podcast/ Photographic studio - a large multipurpose soundproofed space (design TBC) to cater for video messages, video interviews, podcast interviews, feature videos and selected media access. In addition, small video recording areas around the venue (approximately sixty square meters (~60 m2, with minimum two (2) m high roof), to be fully equipped by the Government and/or service provider, and including in particular:
    o Glass walls and carpet equipped as VIP area – four (4) chairs and one (1) small coffee

table and one (1) moveable larger round table (soundproofed with door and roof).

- o A separate control room (adjoining Studio) soundproofed with door and roof. Roof LED spots able to be switched on and off in studio.
- o Three (3) separate editing suites (adjoining Studio), with desks and office chairs as well as lockable storage. Soundproofed with door and roof. Roof LED spots able to be switched on and off in studio.
- o One AV production admin area with two to three (2 – 3) desks and lockable storage cupboards for equipment.
- o A backdrop in Studio whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.
- o Numerous power sources for portable audiovisual equipment.
- o Wireless LAN with High –speed Internet access.
- o Minimum three (3) very high-speed wired fast Internet connections in edit suites.
- o A connection between the webcast centre and the TV studio to receive in the appropriate format the webcast signal for broadcast purposes.
- o A/C (able to be controlled directly in the studio).
- o Roof LED spots able to be switched on and off in studio.

- TV Studio equipment, including

- o Three (3) Broadcast (one (1) preferably wide-angle) Cameras with CCUs (XDCam or similar) Std Lenses - Format 1920 X 1080 FULL HD (PAL) with tripods and all necessary cabling.
- o Four (4) Podcast table microphones and stands.
- o One (1) Video mixer such as Sony AnyCast and one (1) audio mixer.
- o Hard disk or SxS Recorders for each camera (ISOs as well as mix).
- o One (1) studio monitor connected to internet for remote interviews.
- o Three (3) or more principal Studio lights (with stands and diffusers) of variable intensity, LED or fluorescent Kino-flo Diva-Lite, or Tungsten, quartz, HMI.
- o Four (4) or more secondary filler lights and spots, with diffusers for background and filling (and, if possible, reflectors).
- o Four (4) lavalier microphones, with receivers and transmitters - with additional cabling (XLR cabling to cameras if cable mics) if necessary.
- o Studio monitor connected to output from Vision Mixer (for director).
- o Three (3) Mac Pro for Editing (including Final Cut Pro X) with large screen/s and loudspeaker monitors as well as high-quality closed headphones.
- o Two (2) XDCam recorder/players or similar.
- o Four (4) Hard Drives for transferring/editing and backing up Rushes 2TB minimum, USB-C / USB-3.
- o One (1) roving camera Sony EOS C300 MkII (or similar) with full ENG kit (Lights, sound, tripod etc...) for capturing footage outside the studio

- Interpreters' lounge and other ITU officials' lounge.

- Storage area for empty boxes and metal cases (ITU dispatch).

1.3.2   *For the Host Country*

- Host Country area.

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- Organizing Committee area.

1.3.3 *For the Conference participants*

- Conference participants' reception and registration area (seven (7) working stations), with separate back office with communicating door between the two areas.
- An ITU Exchange Lounge area comprising of a Boutique, media poles, coffee shop (run by the Host Country) with sofa chairs and charging stations.
- A raised platform (or suitable area), for approximately two hundred (200) people, for group photo.
- Cybercafé (see Annex 3).
- Six hundred (600) cabinets with lockers for laptops/personal effects.
- Multiple cosy relaxation areas throughout the venue.
- General information desk staffed by Host Country.
- An onsite Travel Agent with functions to include reconfirming, rerouting and issuing air tickets.
- Bank or ATM machine, inside the Conference perimeter.
- Coffee break area (at reasonable commercial prices).
- Cafeteria (at reasonable commercial prices).
- Availability of refreshments and food when evening/night/week-end sessions are foreseen.
- Large VVIP/VIP lounge with high-end furniture and refreshments
- Twenty-four (24) hour medical service and dedicated personnel onsite at venue, as well as ambulance service and personnel. See Annex 4 for more information.
- Prayer rooms.
- Lost property desk.
- Multiple water fountains will be made available close to these areas. Single-use cups should be avoided.

All the offices/areas will be operational and fully equipped, with connectivity and furniture as indicated in the table of requirements which will be prepared by ITU in due time as described above.

2 Facilities/Services
- IT requirements (see Annex 3).
- Air-conditioning (or heating) at a constant temperature of twenty-four (24) degrees Celsius, lighting, water and cleaning of the premises described above. If possible, temperatures and lighting is regulated for unoccupied rooms.
- Recycling bins will be available throughout the venue. On-site first-aid facilities and dedicated personnel -to be provided for the duration of the Conference, twenty-four (24) hours per day, seven (7) days per week. For emergency services, the Government will ensure immediate ambulance transportation and admission to a hospital. See Annex 4 for more information.

- Video openers for play-back in the conference rooms as participants take their seat; design is subject to prior approval by ITU.

- Public audio system to make announcements in the whole venue.

- A sufficient number of large flat screens (Plasma, LCD or LED) strategically scattered around the venue and connected to an information display system capable of presenting mixed media (videos, photos, presentations, live tweets, announcements, room signage, program of meetings); number to be confirmed at a later stage.

- A service for the reservation of hotel rooms, with provision for the possibility that reservations may be changed for ITU officials. This service will also be available to Conference participants at reasonable commercial rates. If possible, Conference participants will be able to modify their hotel reservations without having to bear unreasonable financial penalties. It is understood that such reservations or any penalties will not entail any liability on the part of the Government or ITU. For the Conference participants, a selection of different categories of hotels will be offered, from 2* through 5*. Hotels will offer fast Internet connectivity, will be located in walking distance or easily reachable by public transport from the venue, and ideally have an environmental/sustainability policy in place.

- Arrangements for the ITU officials will include early check-in and late check out as per the arrival/departure dates and Internet connectivity from the rooms will be included in the price of accommodation.

- An onsite Travel Agent, with functions to include reconfirming, rerouting and issuing air tickets.

- An information desk for local information for Conference participants.

- Reception desks for Conference participants and participating ITU officials at the airport.

- Provide cars, drivers and protection as detailed in Annex 4.

- A personal courtesy car with driver to VVIP/VIPs when necessary, for the duration of their attendance at the Conference, including pick up and drop off at the airport.

- Transport for ITU officials upon arrival from the airport to the hotel(s) and, at the end of the Conference, from the hotel(s) to the airport. During the Conference, ITU officials may benefit from the shuttle service referred to below.

- Transport services provided by coach for Conference participants upon arrival from the airport to the hotels listed on the website will be provided and back to the airport at the end of the Conference. During the Conference, shuttle coach services will be organized from the hotels listed on the website to the Conference Center and vice versa. Schedules of the shuttles (including for night sessions, as appropriate) will be established by ITU in consultation with the Government.

- A procedure, to be followed by Administrations or other entities wishing to send parcels containing gifts/souvenirs for distribution to Conference participants during the Conference, to benefit from duty-free entry facilities. This procedure will be posted on the website.

- Access to and facilities within the Conference premises for Conference participants and/or ITU officials and/or local staff with disabilities, including for the podium in the main meeting rooms.

- Useful information about the city and the surrounding area, in English or in the six (6)

official languages of ITU, should be made available for all Conference participants and ITU officials on the Host Country website.

3 Staff

A staffing table will be prepared by ITU in due time for the staff to be detached from ITU, for the interpreters and for the local staff.

The Government will provide the Conference with local staff (including security staff, see Annex 4 for more information), at no cost to ITU, in accordance with the arrangements specified in the staffing table to be jointly decided by the Parties.

4 Host Committee

The Government will provide ITU with a list of names, titles, functions and contact information of all the persons constituting the Host Committee at least twelve (12) months before the Conference.

This list will include details of all bodies and authorities in all relevant areas of activities including but not limited to: police, security, medical and ambulance support, media, protocol, visas, customs, transportation, hotels, logistics, IT part.

Annex 3

INFORMATION TECHNOLOGY (IT) REQUIREMENTS

In accordance with Article VII of this Agreement, the Government shall take all necessary action to make available to ITU, free of charge, the IT infrastructure, equipment and services as described in this Annex in a manner that ITU considers adequate to ensure the proper functioning of the Conference and that provides the same or similar functionalities and performance as that available at ITU headquarters.

The Government shall involve ITU in the equipment selection process. Any equipment selected should be approved by both Parties prior to an order being placed. The equipment selection should be completed by 30 September 2021, allowing sufficient time for purchase/rental, delivery and preparation. More lead time may be required, depending upon the procurement processes of the Government.

The Conference Venue and any pre-installed Information and Communications Technology (ICT) and electrical infrastructure should be made available to the Parties' IT support teams before 1 September 2022 in order to carry out the preparatory work. The Government must ensure there is space for the ITU server and network equipment, stable and adequate electrical power and air conditioning, backed up by Uninterruptible Power Supply (UPS) units, with LAN connectivity to the IT room and wiring closets prior to the arrival of the ITU IT support team (scheduled for 12 September 2022). Emergency generator equipment may be necessary, if local power supply conditions are subject to outages longer than the UPS batteries can sustain.

The voice and data network shall remain operational for at least one (1) full day after the closing date of the Conference.

The IT teams of both Parties shall work together to define the exact timeframe for the delivery of the infrastructure and services.

1. Network requirements

1.1 General requirements

A physical Ethernet network that consists of two (2) logical networks: an internal network for ITU operations called "Blue LAN" and an external network for Conference participants/ITU officials called "Green LAN". A redundant firewall separates the two networks and both networks shall be able to access the Internet.

The Government shall provide all the network equipment (e.g. hubs, switches, routers), cabling and equipment necessary to implement the "Blue" and "Green" networks. The network should be dedicated to the Conference and operational (without servers) prior to the arrival of the ITU IT support team. The Government shall be responsible for providing the OSI model Layers 1 and 2 components of the Blue and Green LANs, Layer 3 routing of the Green LAN and the firewall for protecting both the Blue and the Green LANs, while ITU will provide routers for handling the Layer 3 routing of the Blue LAN.

The cabling infrastructure shall have well-labelled cables and network connection points; copper cables shall be of category 5 standard or above; fibres can be multi-mode or mono-mode, depending on the distance between the two end-points.

The network shall have redundancy at the core level. Edge switches with twenty-four (24) or more ports shall have double uplinks using Gigabit Ethernet, to two (2) different core switches in a load balanced manner. This redundancy should be augmented with appropriate technologies such as VRRP/HSRP and spanning tree protocols; there should not be more than a total of forty-eight (48) devices per edge switch or more than four (4) PCs or printers per hub. The ports on the edge switches should not be more than ninety percent (90%) full to cater for last minute requirements.

In each wiring closet where the edge switches are located, some Gigabit Ethernet ports must be available for connecting PCs that require higher throughput.

All network equipment selected shall be certified by the manufacturer for operating in a medium and large network environment. Under normal operational conditions, the average network ping response time from any wired connected PC to the local servers or gateway should not be more than one (1) millisecond.

Spare equipment with ready-to-apply configuration of all edge switches shall be available on-site.

All PCs or servers installed shall be able to access the Internet through the local ISP. PCs in the Green-LAN may access the Internet directly, while PCs in the Blue-LAN may access the Internet via a proxy server provided by ITU.

The switches provided shall support VLANs and 802.1q trunking and rapid-spanning tree protocols.

The network shall be delivered with monitoring and security management tools with alerting by e-mail or SMS to allow quick determination of network anomalies.

Detailed up-to-date documentation of the entire network and operations procedure shall be readily available to the ITU IT support team.

1.2 ITU private "Blue-LAN", including wireless LAN in the conference rooms

The first (logical) network is for ITU (hereinafter referred to as the "Blue-LAN") to support the entire work of the Conference. This wired local area network shall comprise 10/100/1000 Mbps Ethernet segments for connecting laptops, PCs, printers and servers.

The Blue-LAN shall be connected to the ITU headquarters in Geneva through two (2) x 300 mbps duplex terrestrial Internet link as described in Section 2 below.

There shall be WiFi coverage in all conference rooms to allow ITU officials to connect to the Blue-LAN:

the wireless LAN shall be 802.11a, b, g, n, ac and Wi-Fi compliant (and any new generally adopted standards at the time of the Conference are desirable);

the wireless LAN shall support common encryption protocols (e.g. WEP, WPA, WPA2) and web-portal based authentication;

the target average ping response time from the laptops to the gateway shall not exceed twenty (20) milliseconds during normal load conditions;

the target average throughput for each associated laptop shall be five (5) Mbps or above;

the wireless access points shall be centrally controlled to allow rapid, if possible auto, reconfiguration of the access points to adapt to changing load conditions in the conference rooms and blocking of individual laptops in case of virus problems;

the SSID will be communicated to the Government at the time of installation.

The Blue-LAN shall be fully operational (including all network services) by 15 September 2022 08:00 hours.

The Parties' IT support teams will work together to finalize the network design.

1.3 Conference participant "Green-LAN", including Wireless LAN

A second (logical) network is for the Conference participants (hereinafter referred to as the "Green-LAN"), with same or different network equipment and cabling than mentioned in section 1.2 above, for the cybercafé and Conference participants' laptops (wired and wireless) connection to the Internet and webcast service.

The Green-LAN shall be connected to the Internet through a firewall to the local ISP (see definition below).

The definition of the VLANs in the Green-LAN shall be communicated to the Government by 1 August 2022.

There shall be sufficient wireless LAN access point to support approximately two thousand (2000) Conference participants and ITU officials with up to six thousand (6000) simultaneously connected wireless devices throughout the premises (i.e. meeting rooms, offices, cybercafé, press centre, open areas, etc.):

a) the wireless LAN capacity for each meeting room and work area must be equal to the capacity of the room (with an average of three (3) connected wireless devices per person);

b) the wireless LAN shall be 802.11a, b, g, n (on both 2.4 and 5.2 GHz band), ac and Wi-Fi compliant (and any new generally adopted standards at the time of the Conference are desirable);

c) the access points shall support common encryption protocols (e.g. WEP, WPA, WPA2) and web-based authentication;

d) the target average ping response time from the PCs to the gateway shall not exceed twenty (20) milliseconds during normal load conditions;

e) the target average throughput for each associated laptop shall be five (5) Mbps or above;

f) the wireless access points shall be centrally controlled to allow rapid, if possible auto, reconfiguration of the access points to adapt to changing load conditions in the conference rooms and blocking of individual laptops in case of virus problems;

g) the SSID shall be set to that requested by ITU.

1.4 Wireless LAN performance assurance and where wired LAN is obligatory

The Government shall submit to ITU the planned wireless LAN solution for accomplishing the above-mentioned performance objectives by 1 June 2022. The solution has to aim for over 99.5% availability with the abovementioned throughput during conference hours.

The wireless LAN infrastructure shall be load tested to ensure it can support the full capacity of the meeting rooms, with an average of three (3) wireless devices per person.

The Government shall make available some 5 GHz WiFi dongle wireless adapters or laptops supporting the 5 GHz WiFi for lending to Conference participants who come with laptops that support only WiFi on the 2.4 GHz band.

Wired Fast and Gigabit Ethernet LAN connections must be made available in the ITU offices, registration and access control areas, cybercafé, head table/podium in the meeting rooms and all critical services such as webcast, remote intervention, captioning, etc.

The Green-LAN shall be fully operational by 23 September 2022 08:00 hours.

The Parties' IT support teams will work together to finalize the network design.

2.   Dedicated Internet connection for the Blue LAN

One (1) 300 mbps duplex terrestrial Internet link with optimized routing path and guaranteed end-to-end throughput to link ITU headquarters in Geneva with the Blue-LAN at the Conference venue. The round trip time (rtt) of the links between Geneva and the Conference site shall not exceed 100 milliseconds.

To reduce cost, the second 300 mbps backup link for the Blue LAN can be provided through sharing with the links for the Green LAN.

The termination of the Internet link should be in the IT room where the core network equipment will be installed.

The links shall allow site-to-site IPSec VPN between the Blue-LAN and ITU in Geneva.

The router used should have at least two (2) Gigabit Ethernet (10/100/1000 mbps) and one (1) WAN (T1/E1/xDSL) interfaces, with adequate DRAM and CPU power to support filtered traffic and dynamic routing between the Conference site and ITU headquarters.

A web-based page such as "RRDtool" for live monitoring the Internet traffic shall be operational and accessible by ITU technical staff.

3.   Internet connections for the Green LAN

Two (2) 1 Gbps duplex Internet links operating in active-active and dynamic failover mode to two (2) separate Internet exchange points (e.g. 2 PoPs of an ISP or two ISPs). One of the two links shall be used also as backup for the 300 Mbps link that is dedicated to the Blue-LAN. Sufficient bandwidth shall be foreseen for supporting all Conference participants/ITU officials, including reserved bandwidth for webcast and remote participation.

The termination of the two (2) links should be in the IT room where the core network equipment will be installed.

The local Internet Service Provider shall provide forward DNS and at least two (2) times sixteen (16) Internet routable IPv4 addresses. Support for IPv6 should be considered.

The following protocols shall be permitted on the Internet links: http, https, ftp, sftp, pptp, pna, rtsp, and other common voice, video and VPN client protocols or tcp/utp ports on request. Effort should be made to minimize the blocking of valid sites due to false-positives reported by the ISP firewall rules. Site-to-site IPSec VPN protocol shall be permitted so that one of the links can be used as backup for the 300 Mbps dedicated Internet link for the Blue-LAN.

A web-based page such as "RRDtool" for monitoring the Internet traffic shall be operational and accessible by ITU technical staff. The daily Internet traffic statistics shall be made available to ITU at the end of each day during the Conference.

4.   System and network security

Adequate security measures shall be applied such that the network infrastructure is protected from unauthorized accesses and attacks. The sub-networks where Conference participants and ITU officials will be connected shall also be protected using technologies such as Access Control Lists and firewalls.

Firewall in redundant configuration mode to protect the Blue-LAN and Green-LAN from possible attacks from the Internet and to control any cross access between the Blue and Green LANs; with an Intrusion Prevention System for monitoring suspicious activities and automated security management of the installed IT infrastructure.

The network equipment and installed computers shall have the stable release of latest patch as appropriate.

For all PCs/laptops to be installed by the Government, ITU will provide the specifications of the software configuration, which includes Operating System, applications, anti-virus software, etc. The Government IT team will provide ITU remote access to a sample PC/laptop to verify the configuration. Upon confirmation from ITU IT team, the Government IT team may proceed with replicating the remaining equipment.

As a general practice, computers (e.g. in the cybercafé) which are dedicated to web browsing will be configured in such a way that users will not be able to install, save or shutdown the machine.

ITU will provide additional information on system and network security as part of the work documents.

5.   Telephones

5.1   Quantity of equipment required

The exact number of mobile phones required is contained in the "Table of Requirements" to be prepared by ITU.

5.2   Specifications

ITU will provide desk IP telephones in the ITU staff offices with ITU HQ extensions for calls to ITU Headquarters in Geneva through the Blue LAN.

Mobile telephone sets provided by the Government shall have the following features:

a)   Mobile phones with local access and capable of receiving international calls shall be made available to ITU staff on the first day of their arrival. These telephones are to be assigned on-site by ITU at its discretion.

b)   Key ITU officials (to be identified by ITU) must also have international access from their mobile phones.

c)   SIM cards provided to ITU staff must have enough credit to cover the duration of their stay in the Host Country as per the staff table.

d)   The list of attributed telephone numbers shall be made available to ITU at least three (3) weeks before the Conference, allowing ITU to assign the telephone numbers to the staff and communicating it back to the Government. This will allow the government to pre-load the contacts in the mobile phones before giving them to the ITU staff.

e)   Mobile phones should have telephone numbers with the same prefix at the telephone service provider level hence allowing ITU to program quick dialling from HQ to test mobile phones.

f)   In addition, international access SIM cards and pre-paid cards for mobile phones are to be made available for sale in the Conference venue.

6. Webcast

a) Webcast service shall be provided for the meeting rooms as described in Annex 2.

b) ITU will provide the webcast encoders and servers for live webcasting the meetings, with assistance from a local team recruited by the Government who are already familiar with the webcast technology.

c) The following items shall be provided by the Government:

6.1 Equipment and Infrastructure

a) Video cameras with auto-zooming or cameramen when video is required.

b) One video feed and one (1) audio feed for each audio channel (some encoders may support multiple audio streams, while others may support only one audio stream).

c) Audio and video control equipment.

d) Transmission of high quality audio and video signals (as per Annex 2) from the meeting rooms designated for webcast to the webcast centre, where the encoders will be installed.

e) In the event that it is not possible to centrally install all the encoders, the encoders may be installed in the meeting rooms, provided that they are in a locked area, with proper ventilation, power backed up by UPS and enough workspace for two (2) support staff.

f) One (1) control monitor for each room where webcast is required.

g) It should be noted that the audio digital recording of the meetings described in Annex 2 is a separate requirement, which is not part of the webcasting requirement.

6.2 Network requirements for webcast

a) 1000BaseT connectivity for the encoders and webcast server.

b) Public routable IP addresses for all the encoders and the webcast server.

c) Four (4) additional public routable IP addresses on the Green-LAN for the admin PCs.

d) Permission of PCs on the Blue-LAN to access the webcast streams from the webcast server on the Green-LAN across the firewall.

e) Dedicated Internet bandwidth to be confirmed, plan 16 kbps per audio feed or 152 kbps per audio and video feed (for each of the channels from the meeting rooms as described in Annex 2).

f) Appropriate ports shall be opened on the Firewall to permit the viewing of the webcast across the Internet and the transfer of the archives from the Conference venue to ITU.

6.3 Local Webcast Support technician

ITU and the local technical team should coordinate at least one (1) month in advance to finalize the setup.

7. Active Remote intervention

a) Remote intervention service is an extension of the physical meeting room to a virtual meeting room that is hosted as a Cloud Service on the Internet, allowing remote Conference participants to assist in the meeting across the Internet by using a computer and optionally a telephone.

b)   ITU will provide the computers for extending the Conference in the rooms and TV studio to the "virtual room" on the Internet. The following items shall be provided by the Government:

7.1   Equipment and Infrastructure

a)   Video cameras with auto-zooming or cameramen when video is required.

b)   One video feed and one (1) audio feed for each audio channel (some encoders may support multiple audio streams, while others may support only one audio stream).

c)   Audio and video control equipment.

d)   Transmission of high quality audio and video signals (as per Annex 2) from the meeting rooms designated for remote intervention, where the encoders will be installed.

e)   In the event that it is not possible to centrally install all the encoders, the encoders may be installed in the meeting rooms, provided that they are in a locked area, with proper ventilation, power backed up by UPS and enough workspace for two (2) support staff.

f)   One (1) control monitor for each room where remote intervention is required.

7.2   Network requirements for remote intervention

a)   1000BaseT Green LAN connectivity for the encoders.

b)   Dedicated Internet bandwidth to be confirmed, plan minimum 20 Mbps for one (1) video and seven (7) audio feeds from the meeting rooms as described in **Annex 2**.

c)   Appropriate ports shall be opened on the Firewall to permit the connection to the virtual meeting platform across the Internet.

8.   Captioning service

In each meeting room where captioning service is required:

a)   One (1) hybrid phone with international telephone line connected to the English audio channel.

b)   One (1) English audio channel connection to the captioning laptop, which is provided by ITU.

c)   Video equipment to project both the caption text from the captioning laptop and the image from the camera or podium PC on the same screen, similar to sub-title or ticker bar in a video.

ITU and the Government shall work together for the appointment of the Captioning Service Provider.

9.   Cybercafé & service desk

a)   A cybercafé equipped with Wireless LAN, PCs/laptops and wired Internet connections, as well as printers and photocopiers for use by Conference participants. There shall be sufficient power points with adaptive electrical plugs (e.g. Types A, C, D, E, G) for recharging laptops and smart devices. Toner and power adapters shall be made available to the service desk.

b)   A service desk area with at least eight (8) network connection points (on a mini-switch), with adequate PCs/laptops and printers for approximately six (6) ITU officials and local staff and seats for six (6) visitors.

10.   LAN Services requirements

The following LAN services on the Green LAN shall be provided by the Government:

- DHCP;
- DNS;
- Internet services with firewall protection.

11. PCs, laptops, printers, scanners and other equipment

11.1 Quantity of equipment required

The exact number of PCs, laptops, printers and scanners required for supporting ITU officials and local staff, meeting rooms, rooms management system, cybercafé, registration, webcast, vote counting and spares is contained in the "Table of Requirements" to be prepared by ITU.

11.2 PCs / laptops (minimum requirements)

All PCs / laptops provided shall be from a reputable manufacturer, released to the market within the last twelve (12) months, with sufficient CPU and eight (8) Gbyte memory for working efficiently in a typical office environment, in particular with:

a)   17" Flat Screen; (for all PCs; any Laptops used by ITU staff);

b)   Windows 64 bit OS and MS Office 32 bit;

c)   US international keyboard in general; some PCs with keyboard of the local language for use by local staff; For laptops which come with non-US International keyboard, an external US international keyboard may be installed;

d)   USB ports;

e)   some PCs with webcam (for registration and badging);

f)   built-in or external speakers.

It is very important that all the PCs or laptops provided are **identical**, which is a prerequisite for the replication process.

11.3 Printers (minimum requirements)

a) At least thirty-two (32) ppm robust network laser printers, black and white, recto-verso for use by several persons or for high volume office printing.

b) At least sixteen (16) ppm directly connected or network laser printers, black and white, recto-verso for use by one (1) or two (2) persons in the same office.

c) At least sixteen (16) ppm network laser printers, colour.

d) For the ITU document control, document reproduction teams and cybercafé, higher speed and more robust printers may be required.

e) Toners, including spares.

On the last day of the Conference, all the hard-disks on the PCs, laptops and servers provided by the Government must be erased.

11.4 Scanners (minimum requirements)

a) Flat-bed scanners with USB interface and automatic Feeder.

b) Approximately sixteen (16) pages / minute.

c) Device driver for the scanners.

d) Scan to e-mail facility, Scan to PDF Black & White and Colour.

e) One (1) dedicated PC for each scanner, to be shared by multiple staff.

11.5 Large flat screens (Plasma/LCD/LED) (minimum requirements)

a) Screen size: 42".

b) Resolution: 1024 x 768 pixels or more.

c) Interface: HDMI, VGA, S-Video, RCA A/V.

d) Speakers.

12. Software licences

a) ITU will provide the Government with details of software to be installed in the PCs/laptops and the configuration requirements of the servers as soon as possible before the Conference so that the Government may conclude the necessary licence agreements.

b) It is the sole responsibility of the Government to arrange for the necessary software licences for the software installed in the servers and PCs/laptops that are provided by the Government.

13. Facilities in rooms for ICT equipment

a) The technical rooms and wiring closets for network equipment and servers shall have proper locks, with keys given to the ITU IT support team.

b) The technical rooms and wiring closets shall also have adequate air-conditioning or ventilation, meeting the environmental requirements of the installed equipment.

c) The technical rooms and the wiring closets shall be equipped with standard 19" 42U size equipment racks for network equipment and patch panels, with sufficient number of power outlets backed up by Uninterrupted Power Supply (UPS) to survive short power outages of up to ten (10) minutes.

d) The IT room for ITU Blue-LAN equipment should be equipped with:

   i. minimum 25 m^2 of floor space;

   ii. minimum six (6) power outlets on at least two (2) different circuit breakers;

   iii. two (2) independent Uninterrupted Power Supplies (UPS) of minimum three (3) KVA each or four (4) UPSs of minimum 1.5 KVA each, to survive short power outages of up to ten (10) minutes;

   iv. adequate air conditioning for ITU's equipment (15000 BTU/hour);

   v. Eight (8) RJ45 network points connecting to 1 Gbps ports on at least two network switches of the venue's LAN infrastructure.

e) Preferably SNMP managed UPS so that service personnel will be alerted in case of failover to the UPS.

f) Encoders which are either located in the webcast/remote intervention centre or near the meeting rooms, shall also be backed up by UPS of minimum one (1) KVA.

g) Computers, laptop connection points (with LAN cables), printers, office equipment and power outlets to be installed in offices, meeting rooms and cybercafé as per Annex 2 and the "Table of Requirements" document.

h) Access to the site, rooms and wiring closets shall be provided to the ITU IT support team on a 24/7 basis.

i) The working room(s) for IT support staff shall have adequate ventilation and air conditioning to handle the thermal load of both the staff and the equipment that will be installed.

14. Onsite support

Below is an estimation of the local IT staff required for the Conference. It is the responsibility of the Government to ensure there is adequate support for the listed functions outlined below, which may vary depending on the time available for the preparation, installation and the number of people at the Conference.

14.1 Local staff for Conference IT support (parts of it to be reflected in the Staffing Table)

For the implementation and operations of the ICT infrastructure and to provide support for end users, with the understanding that 24x7 coverage will be required during the Conference period:

Function	Approximate start date (minimum)
ICT Coordinator	12 months before Conference start
Network Engineer	5 months before Conference start
System Engineer	1 month before Conference start
Security Administrator	2 months before Conference start
IT Technician and coordinator	2 weeks before Conference start
IT Technicians & Service Desk Support	2 weeks before Conference start
Network Technicians	2 weeks before Conference start
Webcast Support Technician	1 week before Conference start
Remote intervention Assistant	3 days before Conference start
Audiovisual Technicians for the meeting rooms	2 days before Conference start

The job descriptions for the above functions are included in a separate document prepared by ITU with job descriptions of all local staff to be provided by the Government in accordance with Article VII of this Agreement.

14.2 Service providers

The Government should obtain support from the manufacturer or service provider of the selected hardware and software for the implementation of this Annex. The support may include site survey, design, implementation and maintenance of the solutions. It will be appropriate to involve ITU in the selection process. In all cases ITU shall be provided with contact details of the Service Providers.

24x7 maintenance support from service providers for any critical components.

15. Documentation

The following information shall be provided to ITU during the preparatory phase, which is approximately nine (9) months ahead of the Conference.

15.1 Initial preparatory phase

a)   Floor plan.

b)   A list of key management and IT personnel with their titles, functions and telephone numbers and email addresses.

c)   Documentation detailing the physical and logical layout of the <u>existing</u> network.

15.2 Middle preparatory phase

a)   A list of other IT personnel and service provider contacts with their titles, functions and telephone numbers.

b)   RFP for ICT services.

c)   Specification of selected hardware: PCs, printers, scanners, screens, servers, UPS, etc.

d)   Documentation detailing the physical and logical layout of the Events network, including:

    i)   cabling;

    ii)   network equipment;

    iii)   connectivity;

    iv)   VLANs;

    v)   access control list and firewall definitions;

    vi)   IP addresses;

    vii)   configuration files of the network equipment

    viii)   Wireless LAN infrastructure and coverage.

e)   Telephone numbering plan.

f)   Reference numbers and implementation schedule of the leased lines.

15.3 Final preparatory phase

a)   CVs of local staff.

b)   Escalation procedure (24x7 coverage).

c)   Final operational documentation and configuration files.

15.4 Conference timeline

A detailed Conference timeline document will be prepared by ITU and transmitted to the Government in due time.

Annex 4
SAFETY AND SECURITY MEASURES

1.   In accordance with Article VI of this Agreement, the Government shall take all necessary actions to make available to ITU, free of charge, the following facilities, services, equipment and staff.

2.   For the entire duration of the Conference, the Government shall, in particular:

3.   Provide safety and security personnel and equipment, which are deemed necessary to ensure the appropriate level of safety and security inside and outside the Conference premises, Social Event venue/s, and official Conference official hotels.

4.   Provide adequate safety, security and protection to all ITU officials, all visiting dignitaries, and all Conference participants during their stay in Romania, including special security and protections to all visiting dignitaries, as jointly deemed necessary or required by ITU and the competent Romanian authorities and according to the security risk assessment.

5.   Provide a car, driver and protection to the ITU Secretary-General upon his arrival at the airport in Bucharest and these logistics and personnel shall remain available to him until his departure.

6.   Provide a car, driver and protection (based on risk analysis performed by the Host Country competent Authorities) to each of the other attending ITU Elected Officials upon their arrival at the airport in Bucharest and these logistics and personnel shall remain available to them until their departure. In addition, two service vehicles and drivers shall be available for the ITU Conference Safety and Security Coordinator, as well as the ITU Chief of Protocol upon their arrival in Bucharest and until their departure. Provide adequate safety and security, to all official Conference participant shuttle buses. Provide adequate safety and security both inside and outside the Conference premises.

7.   Provide adequate safety and security to all official social events, programmes and excursions, including those organized outside the Conference premises.

8.   If required, due to events such as civil unrest, which may cause security instability in the country the Government shall assist ITU with its *"duty of care to staff"* and shall ensure the evacuation of all ITU officials directly back to ITU Headquarters in Geneva, Switzerland. The Government shall also ensure that it provides assistance where necessary to all Conference participants to protect them during this type of occurrence until the Conference participant can safely travel back to his/her home country.

9.   As soon as possible, and at least six (6) months prior to the opening date of the Conference, the Government shall appoint a qualified Senior Security Liaison Officer having overall and special responsibility to address security and safety-related issues for the Conference and who shall work in close collaboration with ITU's Conference Safety and Security Coordinator to ensure that the safety and security planning and measures with respect to the Conference are comprehensive and smoothly coordinated.

10.   With the close and continuing collaboration of the Government, ITU will produce a confidential Conference Safety and Security Plan. The Plan will detail *safety and security measures specific to the Meetings, as well as crisis management and business continuity for emergencies*, which will help to protect the Conference participants, ITU officials, and the Venue. This document will be issued to third parties on a need-to-know basis, as determined by ITU. The preliminary draft of the Conference Security Plan will be issued not later than three (3) months before the start date of the Conference. The document will mature as the Conference near, as persons and resources are allocated, and as risks are identified and addressed. The final, completed and comprehensive draft of the Conference Safety and Security Plan will be issued just prior to the start date of the Conference.