



**MEMORANDUM OF UNDERSTANDING  
ON THE CONSERVATION AND  
MANAGEMENT OF MARINE TURTLES  
AND THEIR HABITATS OF THE INDIAN  
OCEAN AND SOUTH-EAST ASIA**

CMS/IOSEA/MOS8/Inf.14.3

1 October 2019

Original: English

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8<sup>TH</sup> MEETING OF THE SIGNATORY STATES

Da Nang, Viet Nam, 21-25 October 2019

Agenda Item 14.3

**REQUIREMENTS FOR HOSTING A MEETING OF THE SIGNATORIES  
(AND BACK-TO-BACK ADVISORY COMMITTEE MEETING)**

*(Prepared by the Secretariat)*

# **IOSEA Marine Turtle MOU: Requirements for Hosting a Meeting of the Signatories (and back-to-back Advisory Committee Meeting)**

(Version: October 2019)



The Meeting of Signatories (MOS) is the decision-making body of the Memorandum of Understanding (MOU). It reviews progress made and difficulties encountered in the implementation of the MOU and Conservation Management Plan (CMP) and decides on the priorities for the next years. Including an optional excursion, five days should be scheduled.

The Advisory Committee was established to provide scientific, technical and legal advice to the Signatories on the conservation and management of marine turtles and their habitats. It meets on two or three days preceding the MOS.

The host is responsible for arranging the following, in close consultation with the IOSEA Secretariat:

## **Venue Requirements**

### **Rooms and Technical Equipment**

#### **For the Advisory Committee:**

- One room large enough to seat at least 15 people comfortably (U-shape preferred) with:
  - one table-mounted microphone for every two people
  - at least one multi-media (LCD) projector and screen
  - presentation laptop
  - sound recording facilities
  - free WIFI for all delegates for approximately 30 devices
  - flip chart or white board and pens
  - enough power sockets throughout the meeting room to allow everybody to plug in their laptops
- One room as office for the CMS Secretariat (preferably located close to the main meeting room) with:
  - with four desks/tables, office (swivel) chairs and adequate lighting
  - access to at least one heavy-duty photocopier (able to print double-sided and staple)
  - at least one modern computer (with current MS-Office software) and an English keyboard
  - laser printer (all specifications to be agreed separately)
  - internet connections
  - access to an international telephone line

#### **For the Meeting of Signatories:**

- One room large enough to seat at least 80 people comfortably, equipped with:
  - one table-mounted microphone for every two people
  - podium with six seats and microphones
  - at least one multi-media (LCD) projector and screen
  - sound recording facilities
  - free WIFI for all delegates for approximately 160 devices
  - extra tables for distribution of documents/information material
  - enough power sockets throughout the meeting room to allow everybody to plug in their laptops



- Three break-out rooms large enough to seat at least 25 people comfortably (U-shape or boardroom preferred) with:
  - at least one multi-media (LCD) projector and screen
  - presentation laptop
  - free WIFI for all delegates for approximately 50 devices
  - flip chart or white board and pens
  - enough power sockets throughout the meeting room to allow everybody to plug in their laptops
- One room to be used as delegates' office (this can also be one of the break-out rooms) with:
  - at least two modern computers (with current MS-Office software) and an English keyboard
  - printer
  - internet connections
- One room as office for the CMS Secretariat (preferably located close to the main meeting room) with:
  - with four desks/tables, office (swivel) chairs and adequate lighting
  - access to at least one heavy-duty photocopier (able to print double-sided and staple)
  - at least one modern computer (with current MS-Office software) and an English keyboard
  - laser printer (all specifications to be agreed separately)
  - internet connections
  - access to an international telephone line
- Lobby or other relatively large area to accommodate registration desk, coffee breaks, display of posters or other exhibitions, and possible small side events (receptions)

The Secretariat office must be accessible 24 hours a day and must be fully operational at least 24 hours before the start of the Advisory Committee Meeting.

The venue and meeting rooms must be accessible for setting up at least one day in advance of the opening of each meeting (Advisory Committee and Meeting of the Signatories).

### **Office equipment and supplies**

- DIN-A4 paper supply and toner/ink cartridges for photocopier and printer
- Back-up photocopier and printers in case of breakdowns (or use of copier elsewhere on the premises)
- Meeting room stationery for all rooms
- Table sign holders for main meeting room (specifications to be agreed separately)
- General office supplies such as a stapler, hole puncher, scissors, paper clips etc.
- Large meeting banner/s for the main conference room and/or the public area outside in English (and local language, if desired); content and layout to be agreed with the IOSEA Secretariat in advance
- Announcement board and/or possibility to put up signposts to guide delegates to the right rooms



## **Logistical Requirements**

### **Transport**

- In case of a remote venue, transportation from the airport to the hotel or venue and back for all participants (not necessarily free of charge)

### **Accommodation**

- Block reservation of up to 80 hotel rooms (single) in or close to the venue, possibly in a choice of hotels at various prices (in coordination with the Secretariat)
- Room rates for funded delegates must be compatible with UN Daily Subsistence Allowance rates for the area

### **Visas**

- Support with visa application process and granting visa on arrival for delegates from countries without a diplomatic mission

### **Personnel**

- Technician(s) (to supervise PA system, sound recordings and assist with computer/projector as needed), available from early morning until late evening
- Fast response from the photocopier breakdown service, should this be needed
- At least three support staff to help with registration, delegate support, servicing of the meeting, photocopying etc.

### **Meals/refreshments**

- Welcome reception on the first evening of the conference
- Water in the meeting room (if possible, without plastic waste)
- Refreshments at morning and afternoon breaks
- Lunch at the venue (preferably buffet) at a modest price or free of charge for the days of the meeting; *alternatively*: a choice of eating-places close to the venue for delegates to take lunch outside

### **Excursion**

- An excursion is welcome, especially if to a site of relevance to the subject of the conference. Options should be discussed as early as possible with the Secretariat to enable travel arrangements to take this into account.

### **Information for Delegates**

As early as possible, provide details on:

- name and address of venue, including a map if available
- transport arrangements from the airport
- hotel(s) available with details of location, special rates (if applicable) and booking deadlines
- lunch/dinner arrangements (if any), including prices
- details about official reception and excursion
- country-specific information



### **Interpretation**

The working language of the IOSEA Marine Turtle MOU is English. However, country representatives can request interpretation into any language, provided they make the financial resources needed available. In choosing the venue, please make sure that two interpretation booths can be set up if required.

### **Chairperson**

It is customary for the host country to nominate a chair for the meeting. Please work with the CMS Secretariat to identify, secure and brief a Meeting Chairperson.

### **Guests of Honour**

A welcoming address by a “special guest” is always appreciated. The Secretariat should be informed in advance of any high-level participation in the meeting to ensure that all necessary arrangements are in place and the appropriate protocol can be observed.

### **Presents**

Provision of a conference bag and/or other presents is optional and should be coordinated with the Secretariat.

### **Press Coverage**

Please arrange appropriate press coverage before, during and after the conference, in particular by inviting the media to the opening. This should be coordinated with the Secretariat.

### **Signing Ceremonies**

If required, arrange in consultation with the Secretariat a ceremony for further signatures to the Memorandum of Understanding.

## **Financial Requirements**

The Host agrees to bearing the costs of:

- the facilities, services and events mentioned above

In addition, the Host is encouraged to contribute to covering the costs of:

- if considered necessary, an advance visit of the Secretariat to assess the conference venue and discuss arrangements for the meeting
- travel of the Secretariat staff (up to four people) from the office in Bonn to the venue and back
- travel of official delegates from eligible countries
- travel of Advisory Committee Members and invited experts

The Secretariat is undertaking separate fundraising for these expenses, too.



## **Role of the Secretariat**

Unless otherwise agreed with the Host, the Secretariat is responsible for:

- issuing invitations for the meeting
- arranging online pre-registration for the meeting and communicating associated information to the host
- sending visa facilitation letters to funded and non-funded participants
- arranging the travel for funded participants
- preparing an information note for participants
- approving the venue selected by the host
- providing support and advice to the host
- preparing the agenda, relevant meeting documents and a report of the meeting

## **Host Government Agreement**

Intergovernmental meetings organized by the United Nations Environment Programme and related Multilateral Environmental Agreements, such as CMS, held away from Secretariat headquarters, require that a Host Government Agreement be signed. This Agreement is intended to define the role of the Host Government and its responsibilities in ensuring the smooth functioning of the meeting. It further ensures that the privileges and immunities contained in the 1946 Convention on Privileges and Immunities are accorded to all participants and personnel with respect to official acts performed by them in connection with the meeting.

The Secretariat will provide the Host with a draft Host Government Agreement in the form of an Exchange of Letters. The Host is will also be provided with a sample response and will be requested to confirm acceptance of the terms laid down in the Secretariat's letter in writing.

*We are looking forward to a successful meeting in your country!*