



**Economic and Social
Council**

Distr.
GENERAL

CEP/AC.11/2003/33
7 August 2003

ORIGINAL: ENGLISH

ECONOMIC COMMISSION FOR EUROPE

COMMITTEE ON ENVIRONMENTAL POLICY

Ad Hoc Preparatory Working Group of Senior Officials
“Environment for Europe”
(Special session, Geneva, 22 October 2003)
(Items 3 and 4 of the provisional agenda)

**CHOOSING THE VENUE OF THE
SIXTH MINISTERIAL CONFERENCE “ENVIRONMENT FOR EUROPE”**

1. In their Declaration, the Ministers at the fifth “Environment for Europe” Ministerial Conference decided that the Working Group of Senior Officials would hold a special session in autumn 2003 to decide on the next host country and the date of the sixth Ministerial Conference.

Date

2. In setting the date of the next Conference, the Working Group of Senior Officials may wish to refer to the decisions of the fifth Ministerial Conference that (i) future conferences should be held on a regular and predictable basis every four or five years and (ii) an open-ended Preparatory Group should convene to coordinate the preparations not more than two years before the next Conference, with the UNECE serving as secretariat.

3. Pursuant to these decisions, the sixth Ministerial Conference may be convened in either 2007 or 2008. The Preparatory Group would then convene in either 2005 or 2006, respectively.

Venue

4. The host candidates should present their candidatures in writing to the ECE secretariat before the end of September 2003. In presenting their proposals to the Working Group of Senior Officials at its special session, Governments should address a number of logistical issues, as outlined below.

Participation

5. Participation in the “Environment for Europe” Ministerial Conferences has included approximately 800 official delegates from States and the European Commission, 100 delegates from United Nations organizations (including the UNECE secretariat), 150 delegates from other intergovernmental organizations and 200 representatives of non-governmental organizations. The total number of people who need to be accommodated is therefore around 1250.

Hotels

6. A sufficient number (around 1250) of hotel rooms of a good standard should be easily accessible from the conference centre. It should be possible to book these rooms several months in advance of the conference.

Conference facilities

7. The conference centre should ideally be close to the hotels and easily accessible either by foot or by public transport.

8. All meeting rooms and offices should have good sound proofing.

9. The conference facilities should include the following:

- The main conference hall, capable of seating approximately 1200 delegates;
- Ample space for exhibitions;
- A conference room able to seat approximately 150 to 200 people for meetings of the open-ended Preparatory Group. This should be accessible 24 hours per day, beginning about one week before the Conference;
- A conference room for approximately 80 people for EU coordination meetings. This should also be accessible 24 hours per day.;
- Six to eight other meeting rooms for 30 to 50 persons each for other delegations and side events. At least four of these should also be accessible 24 hours per day for parallel negotiations;
- A suite of 12 to 15 small rooms for the offices of the UNECE secretariat and the host country secretariat, including two larger common rooms for large photocopiers, printers, documents and assistants;
- Around 15 other small rooms for letting out to conference delegations as offices;
- A press centre;
- A documentation centre for the distribution of documents and written messages. This should include a pigeonhole system for all delegates;

- A photocopy centre accessible to delegations;
- A computer centre accessible to delegations (with all standard office software installed);
- Banking facilities on the premises (and willing to cash traveller's cheques);
- Restaurant facilities, including both "working" meals and a formal dining area for official events.

Host secretariat services

10. UNECE provides the substantive secretariat for the preparatory intergovernmental process and for the Conference. UNECE will maintain a web site with documentation, information on all meetings and information on the protocol for participation. It will also prepare and publish the proceedings of the Conference.

11. The host country should maintain a web site with information on the logistical arrangements, including, inter alia, the hotels and conference registration.

12. If it is seeking external financial support, the host country should prepare a detailed budget of all costs, including those funded by the country itself. This budget should be submitted to the open-ended "Environment for Europe" Preparatory Group at its first meeting. The host country should also provide regular updates to the open-ended Preparatory Group on all preparatory activities and on financing.

13. For the Conference itself, the host country should provide, in addition to the interpreters, translators, sound and light technicians, etc., at least ten persons to work with the UNECE secretariat to assist in the meeting rooms, make photocopies, distribute documents, and take care of all clerical tasks, and in addition six to eight persons to work in the documentation centre.

Communication needs

14. The "Environment for Europe" Conferences, like other international conferences, require substantial communication between delegates and their home countries and internally between the conference secretariat and delegates. The press has similar needs. For this purpose, the following is recommended:

- Installation of a limited number of payphones;
- External landline connections for all secretariat offices;
- An internal system for announcing urgent messages;
- Fax machines for delegates;
- A delegates' computer centre with e-mail connections;
- A pigeonhole system for the distribution of documents and other written messages;
- The UNECE and host country secretariats should have all necessary communication equipment (e.g. computers with access to the Internet; local cell phones for internal use; international landlines; and fax machines).

Photocopy needs

15. The host country should foresee in its budget the need to print all category I documents prior to the Conference.
16. In addition, it can be estimated that at least 1000 copies of official documents will need to be made rapidly during the Conference. It is therefore necessary for the secretariat to have sufficient paper and four high-speed photocopy machines with stapling and sorting functions.
17. The photocopy and printing needs of delegates should be met in a separate photocopy room.

Interpretation

18. The local conference secretariat needs to provide simultaneous interpretation in all three official languages of UNECE, that is, English, French and Russian. This requires not only the teams of interpreters, but also interpretation facilities in **both** the main conference hall and in the meeting room of the Preparatory Group. In the latter, teams of interpreters should be on call 24 hours per day.
19. In addition, the host country may wish to provide simultaneous interpretation for its own national language.
20. It is also suggested that interpretation facilities should be provided for at least two additional languages in the main conference hall for delegations that may wish to bring their own interpreters.

Translation

21. The host country should also have available a team of translators capable of translating documents that are prepared during the Conference in the three official languages (English, French and Russian).

Security

22. The host country needs to provide adequate security for all conference delegates.

Customs

23. The host country needs to make arrangements to ensure that all printed and electronic materials (e.g. CD-ROMs) that are sent into the country for official conference purposes, including exhibitions and side events, are delivered to the conference site in a timely matter and without additional cost to the sender.