ANNEX 2 (14 October 2008)

PREMISES, FACILITIES, SERVICES AND LOCAL STAFF TO BE PROVIDED BY THE PORTUGUESE PARTY

In accordance with Article VII of this Agreement, the Portuguese Party 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 that ITU considers adequate to ensure the proper functioning of the Events:

1. Premises[1]

Conference rooms

a)   A main conference room capable of accommodating approximately one thousand (1000) persons, equipped with:

Head table
- A head table (desk type) with ten (10) places plus an additional row of chairs behind for the secretariat and a table.
- A backdrop whose colour scheme will correspond to that of WTPF-09 and will be suitable for camera (TV or still camera); the design is subject to approval by ITU.
- A lectern with one (1) mobile microphone.

Participants – Meeting room configuration – classroom style
- One (1) row of tables (desk type) and one (1) row of chairs for the participants.

Technical requirements
- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) participants seated at table in the room.
- A set of headphones for each participant, including those seated at the head table.
- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in seven (7) languages. Five (5) booths with two (2) places each and two (2) booths with three (3) places each.
- Digital audio recording of the meetings: one (1) copy of the floor and one (1) copy of the English channel.
- An electronic name-handling system to request the floor with options for voting system and calculation of quorum (system + control screen at the head table).
- Multibox, mixers with XLR connections for audio take up for journalists.

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

IT requirements

- Wireless LAN with Internet access for all the participants and ITU officials.
- Wired Fast Ethernet LAN allowing participants and ITU officials to connect their laptops to the Internet by wire if desired. One (1) for every two (2) seats at table, including the head table.
- Power plugs for laptops (one (1) per seat), including the head table.
- Four (4) large screens, clearly visible to all the participants and three (3) additional flat screens (42'') readily visible from the head table.
- Two (2) PC or laptops at the head table connected to projectors (one (1) for presentation and one (1) for speech time limit clock), US keyboard (Microsoft Word and PowerPoint, CD-ROM drivers and USB ports).
- Four (4) projectors (XVGA, BNC), equivalent to latest model used in Geneva, with direct wired connection via split video cables to the presentation computer at or near the podium and to the video system.
- One (1) printer behind the head table.
- A video system (including both camera and personnel) to project images of speakers in real-time on the large screens in the room and on the additional 42'' flat screens at the head table, as mentioned above. The system should also allow the possibility of inserting the name of the speaker at the bottom of the screens. Idem for the time limit clock from the PC at the head table.
- Audio and video webcast of the debates in seven (7) languages (Arabic/Chinese/English/French/Russian/Spanish/Portuguese) plus floor, i.e. a total of eight (8) channels. Webcast in the six (6) ITU official languages plus Portuguese, reserved for ITU Ties Users only. Webcast of the floor is opened to the public.
- Transmission of the audio (floor + A/C/E/F/R/S/P) and video signal(s) 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 are requested close to the interpretation booths.

This conference room has to be **fully operational** on Tuesday 21 April 2009, at 12h00.

b)   One (1) conference room capable of accommodating approximately five hundred (500) persons, equipped with:

Head table

- A Podium, Davos style, with armchairs and small tables for seven (7) persons.

- A backdrop whose colour scheme will correspond to that of WTPF-09 and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.
- A lectern with one (1) mobile microphone.

Participants – Meeting room configuration – theatre style
- Chairs.

Technical requirements
- One (1) mobile microphone for each person seated at podium.
- Mobile microphones and hosts/hostesses for the participants in the room.
- A set of headphones for each participant, including those seated at the podium.
- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in seven (7) languages. Five (5) booths with two (2) places each and two (2) booths with three (3) places each.
- Digital audio recording of the meetings: one (1) copy of the floor and one (1) copy of the English channel.
- Multibox, mixers with XLR connections for audio take up for the journalists.

IT requirements
- Wireless LAN with Internet access for all the participants and ITU officials.
- Two (2) large screens, clearly visible to all the participants and two (2) additional flat screens (42'') readily visible for those seated on the podium.
- One (1) laptop on the lectern connected to projector for presentation, US keyboard (Microsoft Word and PowerPoint, CD-ROM drivers and USB ports).
- Two (2) projectors (XVGA, BNC), equivalent to latest model used in Geneva, with direct wired connection via split video cables to the presentation laptop and to the video system.
- A video system (including both camera and personnel) to project images of speakers in real-time on the large screens in the room and on the additional 42'' flat screens at the head table, as mentioned above. The system should also allow the possibility of inserting the name of the speaker at the bottom of the screens.
- Audio and video webcast of the debates in seven (7) languages (Arabic/Chinese/English/French/Russian/Spanish/Portuguese) plus floor, i.e. a total of eight (8) channels. Webcast in the six (6) ITU official languages, plus Portuguese reserved for ITU Ties Users only. Webcast of the floor is opened to the public.
- Transmission of the audio (floor + A/C/E/F/R/S/P) and video signal(s) 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 are requested close to the interpretation booths.

This conference room has to be **fully operational** on Monday 20 April 2009 at 12h00.

c)   One (1) conference room capable of accommodating approximately three hundred (300) persons, equipped with:

Head table
- A head table (desk type) with six (6) places.
- A backdrop whose colour scheme will correspond to that of WTPF-09 and will be suitable for camera (TV or still camera); the design is subject to approval by ITU.

Participants – Meeting room configuration – classroom style
- One (1) row of tables (desk type) and one (1) row of chairs for the participants and ITU officials.

Technical requirements
- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) participants seated at table in the room.
- A set of headphones for each participant, including those seated at the head table.
- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in seven (7) languages. Five (5) booths with two (2) places each and two (2) booths with three (3) places each.
- Digital audio recording of the meetings: one (1) copy of the floor and one (1) copy of the English channel.

IT requirements
- Wireless LAN with Internet access for all the participants and ITU officials.
- Wired Fast Ethernet LAN allowing participants and ITU officials to connect their laptops to the Internet by wire if desired. One (1) for every two (2) seats at table, including the head table.
- Power plugs for laptops (one (1) per seat), including the head table.
- Two (2) large screens, clearly visible to all the participants and two (2) additional flat screens (42'') readily visible from the head table.
- One (1) PC or laptop at the head table connected to projector, US keyboard (Microsoft Word and PowerPoint, CD-ROM drivers and USB ports).
- Two (2) projectors (XVGA, BNC), equivalent to latest model used in Geneva, with direct connection to the projection computer.
- One (1) printer behind the head table.

- Audio and video webcast of the debates in seven (7) languages (Arabic/Chinese/English/French/Russian/Spanish/Portuguese) plus floor, i.e. a total of eight (8) channels. Webcast in the six (6) ITU official languages plus Portuguese, reserved for ITU Ties Users only. Webcast of the floor is opened to the public.
- Transmission of the audio (floor + A/C/E/F/R/S/P) and video signal(s) 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 are requested close to the interpretation booths.

This conference room has to be **fully operational** on Monday 20 April 2009 at 12h00.

d)   One (1) conference room capable of accommodating approximately fifty (50) persons. This room will be mainly used for the IGoE Meeting (if held) and for press conferences.

Head table
- A head table (desk type) with six (6) places.
- A backdrop whose colour scheme will correspond to that of WTPF-09 and will be suitable for camera (TV or still camera); the design is subject to approval by ITU.

Participants – Meeting room configuration – classroom style and U shape for Press Conference
- One (1) row of tables (desk type) and one (1) row of chairs for the participants and ITU officials.

Technical requirements
- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) participants seated at table in the room.
- For Press conferences, a set of headphones for each participant, including those seated at the head table.
- For Press conferences, a sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in English and Portuguese.
- Digital audio recording of the meetings, floor and English channel.

IT requirements
- Wireless LAN with Internet access for all the participants and ITU officials.
- Wired Fast Ethernet LAN allowing participants and ITU officials to connect their laptops to the Internet by wire if desired. One (1) for every two (2) seats at table, including the head table.
- Power plugs for laptops (one (1) per seat), including the head table.

- One (1) large screen, clearly visible to all the participants and those seated at the head table.
- One (1) PC or laptop at the head table connected to projector, US keyboard (Microsoft Word and PowerPoint, CD-ROM drivers and USB ports).
- One (1) projector (XVGA, BNC), equivalent to latest model used in Geneva, with direct connection to the projection computer.
- Audio/video system (including both camera and personnel) along with the webcast option.
- A teleconference facility to enable participants/journalists covering the Events off-site to take part in the meeting/press conferences.
- Multibox, mixers with XLR connections for audio take up.
- One (1) printer behind the head table.

This conference room has to be **fully operational** on Sunday 19 April 2009 at 11h00.

For all the conference rooms, bottled mineral water and glasses shall be available at each head table, in the interpretation booths and at the entrance of each room.

e) **Three (3) small rooms** for VIPs bilateral meetings equipped with armchairs, small tables and refreshments.

These rooms have to be **fully operational** on Monday 20 April 2009, at 09h00.

Offices

Offices for the Chairman of WTPF-09 and his assistant, for the elected officials of ITU and their secretariats, for the ITU staff, preferably with natural light.

For the furniture/equipment, the *table of requirements* provided by ITU details the number of desks, bins, chairs/armchairs with wheels, visitors chairs, tables, open shelves, large and small lockable cupboards, VIP furniture, telephones with local and international access, faxes, mobile phones, photocopying machines, flip charts, PCs, keyboards, laptop connections, printers, scanners, screens, projectors, plasma screens, etc

Water fountains will be made available close to the offices.

Availability: on 13 April 2009, having in mind that the basic network infrastructure connected to power backed up by Uninterruptible Power Supply (UPS) shall be ready prior to the arrival of the first ITU staff, on 13 April 2009.

Operability: the dates for each office will be mentioned in the table or requirements.

Areas

For the ITU Staff
- Technical rooms/wiring closets for servers and network equipment with rack space, adequate air conditioning and electrical supply backed up by UPS.
- Room for PC and printers preparation before the Events (which will subsequently be used as a meeting room).
- Reproduction of documents with adequate air-conditioning and equipment (high speed material with recto/verso, collating and stapling capabilities).
- Press area: ITU staff plus journalists and interview area.
- Interpreters' lounge.
- Storage area for empty boxes and metal cases (ITU dispatch).

For Portugal
- Host Country area.
- Organizing Committee area.

For the participants
- VIP Room for approximately thirty (30) persons.
- Participants' reception and registration.
- Cybercafé.
- Cabinets with lockers for laptops/personnel effects.
- General information desk.
- Flight reconfirmation desk.
- Telecommunication centre.
- Medical service.
- Prayer room.
- "Lost and Found" desk.
- Coffee break area (at reasonable commercial prices).
- Cafeteria (at reasonable commercial prices).

Water fountains will be made available close to these areas.

For the furniture/equipment, please refer to *the table of requirements* provided by ITU in due time as described above.

Availability: on 13 April 2009, having in mind that the basic network infrastructure connected to power backed up by Uninterruptible Power Supply (UPS) shall be ready prior to the arrival of the first ITU staff on 13 April 2009. Operability: the dates for each area will be mentioned in the table of requirements.

## 2.	Facilities/services

- IT requirements: (refer to Annex 3).
- Air-conditioning (or heating) at a constant temperature of twenty (20) degrees Celsius, lighting, water and cleaning of the premises described above.
- On-site first-aid facilities to be provided for the duration of the Events; twenty-four (24) hours per day. For emergency services, Portugal shall ensure immediate transportation and admission to a hospital.
- Access to and facilities within the Events premises for participants and/or ITU officials and/or local staff with disabilities.
- Public audio system to make announcements.
- Large flat screens (Plasma, LDC) for announcement of the meetings and Press.
- A service for the reservation of hotel rooms, with provision for the possibility that reservations may be changed for ITU officials. This service shall be available also to Events participants at reasonable commercial rates. It is understood that such reservations shall not entail any liability on the part of Portugal or ITU. Concerning the rates for the ITU staff, please refer to the daily subsistence allowances (Annex 5). For the participants, a selection of different categories of hotels has to be offered, from 2* through 5*. Hotels should offer Internet connectivity. Internet connectivity must be included in price of accommodations for ITU staff.
- A Travel Agent, with a temporary office in the Congress Center with functions to include reconfirming, rerouting and issuing air tickets.
- Information services for participants at the Congress Center.
- Reception desk for participants and participating ITU officials at the airport.
- Cars and drivers will be provided upon arrival at the airport and will be available until departure for the five (5) elected officials.
- One car and driver which will be shared between ITU Protocol and ITU's Security and Safety Coordinator.
- Transport for ITU staff upon arrival from the airport to the hotels and, at the end of WTPF-09, from the hotels to the airport.
- Transport for the Events participants upon arrival from the airport to the official hotels will be provided and back to the airport at the end of WTPF-09. During the Events, shuttles will be organized from the official hotels to the Congress Center and vice versa. Schedules of the shuttles will be established by ITU.
- Cafeteria Service during morning and afternoon breaks and for luncheon, with seating, as well as "coffee islands".
- A brochure, in English or in the six (6) official languages of ITU, containing useful information about the city and the surrounding area, available in sufficient copies for all Events participants and ITU officials.

3. __Staff__

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

Portugal shall provide the Events with local staff (including security staff), at no cost to ITU, in accordance with the arrangements specified in the staffing table to be agreed by the Parties.

4. __Host Committee__

Portugal shall provide ITU with a list of names, titles, functions and contact information of all the persons constituting the Host Committee as soon as possible and at least six (6) months before WTPF-09. This list shall include details of all bodies and authorities in all relevant areas of activities including but not limited to: police, security, media, protocol, visas, customs, transportation, hotels, logistics, IT part.

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