

Host Country Agreement

Subject: Agreement between the Government of China (the Government/host country) and the United Nations Educational, Scientific and Cultural Organization (UNESCO) concerning the thirty-first session of the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS-XXXI) in Beijing, China, 7-11 April 2025

Dear Vice Minister,

I have the honour to refer to the letter dated 6 September 2024 in which the Chinese National Focal Point to IOC (Ms Chen Danhong, Director-General of the International Cooperation Department, Ministry of Natural Resources of China) informed me of your Government's offer to host the above-mentioned meeting.

I would like to warmly thank your Government for its offer and confirm acceptance, as indicated in the reply of the Executive Secretary of the Intergovernmental Oceanographic Commission (IOC) of UNESCO and Assistant Director-General of UNESCO dated 11 September 2024, on behalf of the Organization.

A. Nature and scope of the meeting

In accordance with the provisions of the "Regulations for the general classification of the various categories of meetings convened by UNESCO" adopted by the General Conference at its 14th session and amended at its 18th, 25th, 33rd and 37th sessions, this meeting is regarded as falling within category II (intergovernmental meetings).

The purpose of this meeting is to review progress against the Implementation Plan of the ICG/PTWS, evaluate the results of the PacWave24 exercise, and decide on recommendations to enhance tsunami preparedness in the Pacific, including volcano-generated tsunamis, and in particular to continue monitoring the implementation of the community-based Tsunami Ready Recognition Programme in the region. This meeting will also include a one-day IOC and International Union of Geodesy and Geophysics - Joint Tsunami Commission (IUGG-JTC) Workshop on the first day (7 April 2025).

B. Participation

In accordance with Resolution EC-XXXIX.8 of the IOC Executive Council and Article 6 paragraph C.10 of the Statutes of the IOC, the following participants are invited to take part in the meeting:

- a) IOC Member States within and bordering the Pacific Ocean and adjacent seas;

Observers to this meeting shall include:

- a) Other IOC Member States;

b) Organizations (including NGOs), programmes and projects, who are invited in accordance with the IOC Rules of Procedure.

In addition, in conformity with Article 6, paragraph C.10, of the Statutes of the IOC, the following shall be invited to participate, without the right to vote:

- a) Representatives of Member States of organizations of the United Nations system which are not members of the IOC;
- b) Representatives of organizations of the United Nations system;
- c) Representatives of such other intergovernmental and non-governmental organizations as may be invited subject to conditions specified in the IOC Rules of Procedure.

The total number of participants, including representatives, observers and members of the UNESCO Secretariat, is expected to be approximately 100.

I have the honour to submit for your consideration the usual proposals for the arrangements for this meeting.

I. VENUE AND DATE OF THE MEETING

The meeting will be held on 7-11 April 2025 at the Capital Hotel in Beijing, China.

II. ORGANIZATION OF THE MEETING

The responsibility for the operational and technical organization of the meeting lies with both the competent authorities of the host country and UNESCO on the basis of the attached statement of requirements (see Annex).

However, nothing herein shall preclude the parties from mutually agreeing to such adjustments as may be desirable to ensure the smooth conduct of the meeting. All matters relating to the operational and technical organization of the meeting will be handled through the liaison officer appointed by the Government of China.

III. SECURITY MEASURES

The Government of China is responsible for providing, at its own expense, the police protection and security measures necessary for the holding of the preparatory meetings and meetings of the event, as well as any other meeting related to the event, in an atmosphere of calm and serenity, without interference of any kind.

The police and security arrangements will be based on a risk assessment. They shall meet the standards of the United Nations Security Management System (UNSMS), which confers to the United Nations Designated Official (DO) for China an overall responsibility for the security of United Nations personnel, premises and assets throughout the country. The Designated Official (DO) must be kept informed of the measures envisaged.

The police and security arrangements will be under the direct supervision and/or control of a Senior Security Coordination Officer designated by the Government of China who will work in close coordination with the Event Security Coordinator appointed for this purpose by UNESCO and/or the locally competent United Nations security officer.

IV. PRIVILEGES AND IMMUNITIES

The Government of China will apply, in all matters relating to this meeting, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United

Nations and its Annex IV relating to UNESCO. All persons entitled to participate in the meeting must have the right to enter and leave the territory of China promptly. In that respect, it is understood that no restriction on the right to enter, stay in and depart from the territory of China may be imposed on a person entitled to participate in the meeting, regardless of his or her nationality.

V. HEALTH MEASURES

In the event that the meeting is held during a global/regional/local health crisis, the Government of China will put in place a set of health protocols to ensure the safety of meeting participants as well as staff of the organizing teams. These protocols should be in line with the latest UNESCO and host country health guidelines and can be reconsidered at any time if necessary.

In this regard, the Government will develop guidelines for the practical organization of the meeting and any other meetings and events related to the main meeting, taking into account the concepts of population density, audience flow, space and volume of the venue, as well as specific guidelines for catering.

Preventive and protective measures to reduce the risk of propagation from and into the meeting venue should also be in place at official event locations: hotel accommodation, meeting facilities (including interpretation booths and offices), cultural sites, etc. Transportation vehicles assigned for the event should also be subject to these procedures.

The host country will be responsible for informing and, if necessary, reminding participants and organizers, as well as professionals (artists, exhibitors, technicians, service providers, volunteers, etc.), of the measures in place, and for ensuring that they are respected by everyone at all times.

The Government will provide a dedicated medical team to manage participants or personnel who are in contact with people who are potentially at risk or who have developed symptoms.

VI. ENVIRONMENTAL MEASURES

The Government of China is committed to taking environmental considerations into account at all stages of the planning, organization and running of the meeting in order to minimize its environmental impact, in accordance with the UNESCO Environmental Sustainability and Management Policy.

In providing the space, facilities, utilities and services for the meeting, the Government will aim to avoid and reduce, to the extent possible, greenhouse gas emissions associated with hosting the meeting, and calculate and offset the remaining emissions with a view to achieving climate neutrality of the meeting. In this regard, the Government will propose a detailed action plan to UNESCO with measures to reduce the environmental impact of the meeting, which shall include targeted resource efficiency measures to minimize energy and water consumption and waste generation. The Government will, among other things, implement an internationally recognized environmental management system (e.g. ISO 20121) to plan, coordinate and report on the sustainability aspects of the meeting and will ensure that this system is evaluated.

All facilities, services and resources necessary to implement a climate neutral and sustainable meeting will be included in the financial planning for the meeting and will be provided by the Government of China.

VII. PERSONAL DATA PROTECTION AND PRIVACY

The Government of China undertakes to take into account privacy-by-design and by-default considerations at all stages of the planning, organization and implementation of the meeting in order to minimize the risks associated with the processing of personal data, in accordance with the UNESCO Principles on Personal Data Protection and Privacy and their applicable regulations and rules.

In this regard, the Government will undertake a privacy impact assessment to build and demonstrate the implementation of the Principles so that data subjects retain control over their personal data. The Government will report on the data protection aspects of the meeting, including technical and administrative safeguards against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access to personal data, and will ensure that measures are evaluated.

VIII. DAMAGE AND ACCIDENTS

As long as the premises reserved for the meeting remain at the disposal of UNESCO, the Government of China shall bear the risk of damage to the premises, equipment and furniture, and shall assume full responsibility for any accidents to persons attending the meeting. However, the Government does not assume responsibility for damage caused by gross negligence or intentional misconduct of participants. The Government shall take all necessary measures to ensure the protection of the above-mentioned premises, equipment, furniture and persons against risks, particularly fire. It may also claim compensation from UNESCO for damage to persons and property caused by the fault of staff members or agents of the Organization.

IX. DISPUTE RESOLUTION

Any dispute relating to the interpretation or implementation of this Agreement shall be settled by negotiation or such other procedure as the parties may agree.

If, as I hope, these proposals are acceptable to you, I would be grateful if you would sign both copies of this letter and return one to me as soon as possible.

Upon signature by both parties, this letter shall constitute the agreement between the Government of China and UNESCO with respect to this meeting.

Please accept, Sir, the assurance of my highest consideration.

Firmin Edouard Matoko
Assistant Director-General
for Priority Africa and External Relations

For the Government of China

Name Mr SUN SHUXIAN
Title Vice Minister of Natural Resources
Administrator of the State Oceanic Administration
Signature
Date .. [redacted]

Annex

STATEMENT OF REQUIREMENTS

Agreement between the Government of China (the Government/host country) and the United Nations Educational, Scientific and Cultural Organization (UNESCO) concerning the thirty-first session of the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS-XXXI) in Beijing, on 7-11 April 2025.

1. BASIS FOR ASSESSMENT

- 1.1 Meeting venue: Capital Hotel in Beijing, People's Republic of China
- 1.2 Dates: 7-11 April 2025
- 1.3 Duration: 5 days
- 1.4 Meeting format: in-person with the possibility of remote participation
- 1.5 Approximate number of participants: 100 (including key participants, representatives, observers and members of the Secretariat)
- 1.6 Working language(s): English
- 1.7 Organization of work: Plenary sessions, intrasessional working groups/committees' meetings*, scientific workshop, field trip, gala reception.
(* in-person only)
- 1.8 Meeting of statutory bodies:
 - a) Plenary session
 - b) Elections Committee
 - c) Recommendations Committee
- 1.9 Audio or video recording: Plenary sessions will be recorded with high audio quality ensuring that all presentations made are captured with high visual quality (recordings will remain the property of UNESCO)
- 1.10 Documents to be drafted:
 - before the meeting: Reports of the ICG/PTWS Chair, Technical Secretariat, Member States, Working Groups and Task Teams, in English and in Spanish, where applicable
 - during the meeting: Recommendations.
 - after the meeting: Executive Summary, Full Report

2. UNESCO'S RESPONSIBILITIES

- 2.1 Make prior arrangements and cooperate technically with the host country authorities.
- 2.2 Co-chair the Programme Committee with a representative of the host country and participate in the Organizing Committee.

- 2.3 Propose the programme of the meeting, which must be developed in cooperation with the authorities of the host country.
- 2.4 Propose speakers for the meeting, in close consultation with the host country authorities.
- 2.5 Prepare and translate invitations and send them to participants.
- 2.6 In consultation with the host country authorities, prepare, translate and send electronically the working and information documents of the meeting.
- 2.7 Establish contacts with public and private institutions in order to raise funds for the activities related to the meeting, in cooperation with the authorities of the host country.
- 2.8 Establish contacts with other United Nations agencies.
- 2.9 Create and maintain a web page dedicated to the meeting in one language (English) on the UNESCO Internet portal.
- 2.10 Support the activities of the Rapporteur and the drafting group for the meeting.
- 2.11 Draft and translate the final report of the meeting, send it to the invited participants and disseminate it to other participants electronically.
- 2.12 Provide a list of Member States and Associate Members for the preparation of nameplates.
- 2.13 Arrange for interpretation and recruit interpreters for English-Spanish/Spanish-English interpretation for the purpose of facilitating remote participation of delegates/experts with Spanish as their mother-language. Any remote intervention will have to be made in English as the working language of the session. UNESCO is solely responsible for recruitment.
- 2.14 In-kind contribution from staff: advice on programmatic, technical and logistical issues.
- 2.15 Propose specific measures to improve the environmental performance of the meeting in its planning, organization and execution and support the Government of China in the implementation of these measures, in accordance with the UNESCO Environmental Sustainability and Management Policy and UNESCO's Guidelines for Green Meetings.
- 2.16 Offset greenhouse gas emissions from the travel of UNESCO staff and participants whose travel costs are funded by UNESCO, as part of its internal carbon tax on air travel and encourage both sponsored and self-funded participants to use climate-friendly modes of transport.
- 2.17 Communicate the meeting's environmental objectives and actions to participants and make them visible in official meeting documents.

3. HOST COUNTRY'S RESPONSIBILITIES

3.1 Preparation of the content

- (a) Co-chair the Programme Committee with a UNESCO representative;

- (b) Actively contribute to the development of the meeting programme;
- (c) Assist in the selection of international experts for the working groups and, subsequently, the keynote speakers;
- (d) Contribute to the development of the meeting's website content.

3.2 Services

3.2.1 The host country:

- (a) chairs the organizing committee;
- (b) establishes contacts with public and private institutions in order to raise funds for the activities related to the meeting, in cooperation with UNESCO.

3.2.2. Within the overall budget cap of its offering, the host country finances:

- (a) travel and subsistence expenses for representatives of international organizations, least developed countries (LDCs) and small island developing States (SIDS) designated by UNESCO in consultation with China;
- (b) the cost of local, national and international communications by the UNESCO Secretariat (on-site) for official purposes;
- (c) the potential additional costs required to organize a climate-neutral and environmentally friendly meeting.

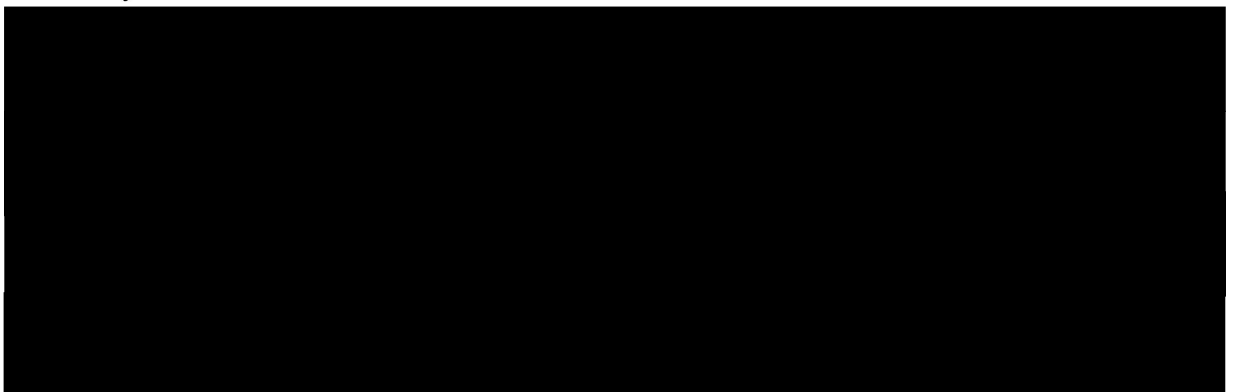
3.2.3. The host country will provide and pay for any interpretation and translation services for any language(s) (other than those required for the meeting) that it requires.

3.3 Security

The Government of China should provide all necessary security equipment and personnel at its own expense. It should also provide the necessary protection to ensure the safety of VIPs and dignitaries during their stay on its territory.

(a) Safety management and coordination:

- Mr Dakui Wang will act as the Senior Security Coordination Officer designated by the Government of China;
- He will work closely, including remotely, on the security organization with the following Event Security Coordinators of the United Nations Security Management System:



(b) Definition of minimum-security measures:

The police and security arrangements provided by the Government of China shall meet the standards of the United Nations Security Management System (UNSMS). It will have to be based on an assessment of the threats, whether in terms of terrorism, common criminality or public disturbances.

With respect to the restricted perimeter of the meeting venue, the minimum level of organization must allow for:

- an effective verification of pedestrian accreditations, a detection of metallic masses and a baggage X-ray;
- an effective verification of the identities and/or accreditations of all persons employed on site or any external supplier (security agents, deliverymen, etc.);
- consideration of the distance between the event premises and the vehicle parking lot or public road;
- provision of dedicated and priority emergency numbers with the coordination of internal forces.

With respect to the perimeter outside the meeting, the measures must provide for an adequate police presence to deter, detect and prevent hostile action.

3.4 Visas and customs

The Government of China shall facilitate the application for and issuance of visas free of charge to meeting participants, the UNESCO Secretariat and interpreters, as well as the clearance of documents and working materials required for the meeting (including for the exhibition, if applicable).

3.5 Eco-responsibility

The Government of China ensures that environmental sustainability considerations are ambitiously integrated and visible in all stages and aspects of the planning and organization of the meeting. Inter alia, the Government will propose environmentally friendly hotels, suppliers, catering services and modes of transportation, as well as resource efficiency measures. This includes, but is not limited to, the following:

3.5.1. Meeting venue

The host country provides meeting venues and accommodation with a minimal environmental footprint, preferably eco-labelled, and/or with an environmental management system in place including the following criteria:

- easy access from city centre/airport and between meeting venue and accommodation (preferably by public transportation, bike or foot);
- energy and water saving measures in place;
- use of renewable energy sources;
- waste sorting and recycling system in place, as well as measures to limit waste;
- eco-responsible purchasing and subcontracting policy, e.g. regarding the purchase of household supplies and products, such as ecological/eco-labelled cleaning products.

3.5.2. Documents and communication materials

The host country ensures that:

- (a) all working documents will be shared in electronic format (latest version) via the meeting website or a dedicated application;
- (b) the use of printed documents and flyers is avoided as much as possible and working documents and the agenda will only be printed exceptionally on request in order to make the meeting “papersmart” or “paperless”;
- (c) if printing is considered absolutely necessary, it will be done only on chlorine-free, recycled, unbleached and Forest Stewardship Council (FSC) certified paper, using vegetable-based ink rather than petroleum-based ink;
- (d) access badges and nameplates are recyclable and collected at the end of the meeting for this purpose to avoid unnecessary waste;
- (e) the distribution of goodies from partners is discouraged and all communication materials come from a sustainable source;
- (f) the environmental measures implemented for the organization of the meeting are communicated to the participants (for example by using specific signage, or via a practical guide), in order to make them aware of this subject and encourage good practices.

3.5.3. Waste

The host country ensures that waste generation during the meeting is kept to a minimum, including ensuring that:

- (a) no single-use plastics are used during the event;
- (b) a recycling system for at least paper and plastic be put in place;
- (c) in the event of a lack of local waste treatment, an external waste collection and recycling partner is mandated;
- (d) recycling bins must be clearly labelled and available around the meeting site.

3.5.4. Food and catering

The host country provides that:

- (a) all cutlery, plates and cups used for the meeting are reusable;
- (b) water fountains or carafes are made available at the meeting venue and single-use plastic bottles are thus avoided;
- (c) local, seasonal, organic and fair trade products are used whenever possible;
- (d) the supplier is informed in advance of the exact number of participants and their possible dietary restrictions;
- (e) the catering menu includes at least one vegetarian/vegan main course for each meal.

3.5.5. Transport

The host country:

- (a) provides for non-motorized, public or electric modes of transportation whenever possible for travel between the hotel and the meeting venue and/or the airport;
- (b) provides participants with information and possible discounts on public transport options.

3.5.6. Resource efficiency

The Government ensures that specific measures are put in place throughout the meeting, both at the venue and in the proposed accommodation, as well as in the preparation of the meeting, to limit energy and water consumption and waste production, for example by:

- (a) regulating the temperature in a way that saves energy (e.g. no cooling to below 26°C, no heating above 19°C);
- (b) preferring natural lighting;
- (c) switching off lights and electronic devices when not in use;
- (d) using sustainably sourced and reusable designs and materials.

3.5.7. Climate neutrality and environmental reporting

The Government will, to the extent possible, measure the environmental impact of the meeting in terms of venue, accommodation and local transport, and provide UNESCO with detailed information on: the use of water, electricity and other energy sources; waste generation; paper use and printing; and greenhouse gas emissions. Greenhouse gas emissions, including for the travel of self-financed participants, will be offset through the purchase of certified emission reductions (CERs) to ensure that the meeting is climate neutral.

3.6 Accessibility

The Government of China is committed to taking into account the needs of participants with disabilities at all stages of the planning, organization, implementation and assessment of the meeting to ensure accessibility for all participants to all aspects of the meeting, in accordance with the United Nations Convention on the Rights of Persons with Disabilities (CRPD) and guided by the operational framework of the United Nations Disability Inclusion Strategy (UNDIS).

The way in which UNESCO events are conducted sets visible standards for inclusion and accessibility for people with all types of disabilities.

In particular, the host country shall ensure that all official meeting venues, including meeting spaces, dining areas, and restrooms, as well as hotel accommodations and transport vehicles used for the event, are fully accessible to participants with a range of disabilities, such as mobility, visual, auditory, and cognitive impairments. Accessibility features will be integrated throughout the venue to facilitate ease of access for all attendees, including those in wheelchairs.

Facilities must meet the highest accessibility standards while incorporating universal design principles and provide reasonable accommodation for people with disabilities.

Emergency and evacuation plans shall be developed to include specific provisions for assisting individuals with disabilities. These plans will ensure that all participants, regardless of their abilities, can safely evacuate in case of an emergency. Procedures will be communicated to all staff and volunteers, and regular drills will be conducted to ensure preparedness.

Staff and volunteers involved in the event shall receive at least basic training on disability awareness and inclusive practices to ensure they are fully equipped to assist attendees with disabilities effectively. This training will cover essential techniques for using assistive technologies, effective communication strategies, and appropriate support methods to enhance accessibility and participation for all attendees.

The Government of China will appoint a designated accessibility officer at least one month prior to the event. This officer will ensure compliance with all accessibility standards and serve as the primary point of contact for participants regarding any accessibility concerns or requests for reasonable accommodations. All requests for reasonable accommodations should be made via email, the registration tool of the event, a designated form on the event's site, or by phone.

3.7 Participant registration and accreditation

When and as appropriate agreed with UNESCO, the Government of China may be responsible for the pre-registration of all participants, by setting up a dedicated online platform, designed according to UNESCO criteria, and for issuing the necessary accreditations. In this case, it is responsible for preparing the official list of participants and updating it regularly for publication on the meeting website, according to UNESCO criteria.

Based on the official list of participants, the host country will produce, in consultation with UNESCO, the access badges for the meeting, taking into account environmental criteria.

The host country will ensure personal data is processed in a fair and transparent manner, in accordance with the UNESCO Principles on Personal Data Protection and Privacy. For meetings, this means providing registrants with clear information regarding (i) what personal data is being collected, (ii) who is collecting it, (iii) who it might be shared with, (iv) what it will be used for, (v) how long it will be retained, and (vi) who to contact in case registrants have questions about the processing of their personal data. This information should be provided to registrants by means of a privacy notice prior to submitting their registration. Personal data collected during registration should be kept secure and used only for the purposes disclosed in the privacy notice. Registrants should always be provided with the option to opt-in for secondary purposes, such as inclusion in a shared event participant list, receiving post-event updates, or other content related to the event's theme (e.g., newsletter).

3.8 Premises

3.8.1 Meeting rooms

- i. Plenary room:** one (1) u-shaped or in classroom layout meeting room with at least 60 seats at table (all equipped with microphones, headsets, nameplates of Member States participants) and 15 seats without table, and a head table (viewable to the projector screen) for Chair, two Vice-Chairs and Technical Secretary, and one (1) extra seat available, open day and night from 7 to 11 April 2025 (time for set-up and dismantling not included).

Equipment: dedicated computer and projector for presentations, and technical audio/visual capability to allow remote participation as well as interpretation. Interpreting booths must comply with ISO 4043:2016–12 EN, 200108:2017 10 EN and 20109:2016 12 EN to the extent possible for English and Spanish.

- ii. **Breakout (Working Group) sessions rooms:** three (3) smaller meeting rooms (for Intrasessional Working Group meetings) with 20 seats around a table in each room (no microphones required), available all day on 10 April 2025.

3.8.3 Other premises (a) **Interpreters' lounge or booth:** quiet room equipped with two (2) desks and chairs, Internet access, available for the duration of the whole session.

As well as:

- Catering areas
- Information point
- Printing facility
- Registration of participants
- Badge distribution
- Transportation desk
- Luggage room
- Cloakrooms
- Contemplation room
- Bank counter (currency exchange and cash withdrawal)
- First-aid post

3.9 **Summary of equipment and supplies (examples below, specify quantity if applicable)**

- Free WIFI available at the meeting venue
- Electrical outlets in all areas to charge phones and laptops, as well as extension cords and adapters
- Billboards
- Screens for programme display and other announcements
- PCs with Windows and Office operating systems
- Laser printers/scanners
- 100% recycled and sustainably sourced paper for photocopying and office supplies
- Water fountains or carafes with reusable or recyclable cups in all spaces
- Selective sorting bins in all areas
- Reusable/recyclable meeting bags and badges for participants, in consultation with UNESCO.

3.10 **Meeting visibility and branding**

The Government of China will ensure the visibility of the meeting to the participants, through appropriate communication materials (website, social networks, banners, signs, badges and derivative products for the meeting) displayed/distributed on this occasion. Communication materials are produced by the host country in coordination with UNESCO, in accordance with the Organization's graphic standards and visual identity, and in compliance with environmental criteria (see paragraph 3.5.2. above),

bearing the title of the meeting, the UNESCO logo and the host country's emblem. The nature of the link with UNESCO (co-organization) is clearly visible on all these materials.

The host country shall ensure that no visibility of non-official partners/sponsors of the meeting shall appear on such materials, whether inside or outside the official venue of the event.

Display locations include the spaces/rooms of the official meeting sites, as well as all places and media, online and offline, where communication elements about the event are available (website, social networks, airports, transit locations, hotel accommodation, host city sites).

The United Nations flag and the flag of the host country shall be flown outside the main meeting site for the duration of the meeting.

Any communication material for the meeting (invitations, press releases, programmes, brochures, merchandising, etc.) bearing UNESCO's name, acronym or logo, as well as the visual identity of the meeting, must have received prior approval from UNESCO. Visual guides and graphic charts are provided by UNESCO to facilitate interaction and content production.

3.11 Local staff

The Government of China provides the following local staff (examples below):

- National liaison officer
- Staff to manage participant registrations
- Bilingual assistants for the secretariat
- Bilingual medical staff (first aid at the meeting venue)
- Technicians to set up simultaneous interpretation, sound and audio recordings, presentations and projections in all meeting rooms
- Audiovisual technicians (video capture)
- Technicians to ensure online services (videoconferencing, streaming, etc.)
- Workers/movers
- Security officers
- Photocopier operators
- Document collators
- Computer maintenance technicians
- Cleaning staff
- Cloakroom attendants

To facilitate communication, local staff should speak English or should be assisted by a person with English ability.

The host country will ensure gender balance in the composition of local staff.

3.12 Accommodation and transportation

The Government of China lists eco-friendly hotel accommodation in different categories and price ranges. UNESCO staff and interpreters are accommodated at the meeting hotel.

The host country provides airport and train station pick-up and drop-off transportation for participants and provides shuttle buses, preferably electric, between hotels and

the meeting venue or facilitates the use of public transportation or self-service bicycles, while respecting the environmental criteria under paragraph 3.5.5. above.

3.13 Freight

All documents and exhibition materials imported for the purpose of the meeting shall be sent to Mr. Dakui Wang (address: No. 8 Dahuisi Road, Haidian District, Beijing 100081, China; Cell: +86 13436818769), who will arrange for their clearance and prompt delivery to the meeting venue.

3.14 Reception fees

The host country provides one reception on 8 April 2025 for the main participants, as well as coffee, tea and water for all participants from 7 to 11 April 2025.

3.15 Food and refreshments

Restaurants and bars offering fast food at negotiated rates must be provided at the venue for a fee, meeting the environmental criteria under paragraph 3.5.4. above.

The host country arranges for snacks and refreshments for the meeting bureau, drafting group and local staff working outside of meeting hours (early morning or late evening).