



Co-Organisation of conferences, seminars, meetings and training activities in the framework of the Eastern Partnership, Black Sea Synergy and Northern Dimension under the events contract

Information Note

1. Introduction

As part of the implementation activities of the **Eastern Partnership, Black Sea Synergy and Northern Dimension**, the European Commission's (EC) events contract can provide financial support in:

- Ministerial level meetings
- Platform and panel meetings
- Seminars, studies or other small scale activities
- Capacity building and training meetings

Proposed events should be in line with the new joint staff working document: Eastern Partnership – **Focusing on key priorities and deliverables (20 Deliverables for 2020)**.

The co-organising country is expected to make significant contributions regarding content, bringing experts and expertise to the table.

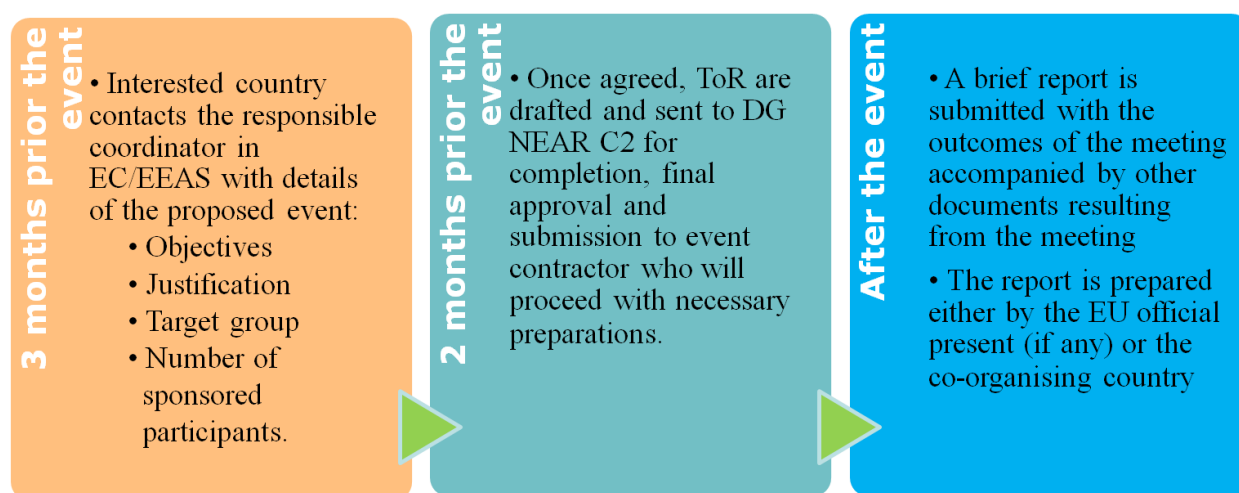
2. Procedure prior to event

- At least **three months in advance**, the country requesting funding contacts the relevant coordinator in the EC/EEAS indicating:
 - the proposed objective of the event,
 - its justification in line with the joint staff working document,
 - target group, number of sponsored participants and duration.
- After agreement on co-organising the event from the EC/EEAS and subject to availability of funds, specific **Terms of Reference (ToR)** are drafted by the interested country in collaboration with the EC/EEAS coordinator (**two months before the proposed event**).
- The ToR need to be sent to DG NEAR C2 (NEAR-EAP-EVENTS@ec.europa.eu) by the responsible coordinator for completion, final approval and submission to the event contractor.
- For recurring events, such as EaP Platforms and Panels, the coordinator can simply submit the ToR to DG NEAR C2, copy to the EEAS counterpart.
- DG NEAR C2 sends the final ToR to the contractor with a deadline of five working days to submit a **financial offer**. At this point, a save-the-date can be sent to participants/countries.

- Following approval of the financial offer by DG NEAR C2, the contractor will start necessary preparations and invitations can be sent.
- Changes to the ToR after the approval of the financial offer are not permitted.

3. Procedure after the completion of the event

- **A brief report** is required after the completion of the event with the outcomes of the meeting accompanied by other documents resulting from the meeting. The report is prepared by the EU official present (if any) or the co-organising country.



4. Costs that can be covered by DG NEAR's events contract

- Travel arrangements, visa fees, accommodation, local transport, medical, accident and repatriation insurance and daily allowance (per diem) for representatives of the relevant partner countries and, exceptionally, for agreed speakers from EU Member States.
- Conference room, local assistance by a team of hostess/stewards, interpretation (EN-RU-EN only), catering (meals/snacks/coffee breaks), production of brochure/leaflet/presentation, photographer, moderator and secretarial support.

5. Rules regarding co-funding from the Host Partner Country or Host EU Member State

- **Host Partner Country needs to provide:** A minimum of one of the following:
 1. Welcome dinner/cocktail
 2. Conference room with equipment, including interpretation equipment
 3. Interpretation

- **Host EU Member State needs to provide:** A minimum of two of the following:
 1. Welcome dinner/cocktail
 2. Conference room with equipment, including interpretation equipment.
 3. Interpretation

In the case of field visits the hosting country is expected to ensure the content of the site visit (contact the entity to provide access to the facilities, a guide/presentation, information material etc.).

6. Possible support from the European Commission

On contents

- Support in drafting the agenda, including identifying experts and contributing to drafting of the meeting documents.

On logistics (through the contractor)

- Booking travel and accommodation for EaP participants;
- Offering support with visas and covering the visa fees, as well as the costs of medical insurance;
- Paying daily allowances (*per diems*);
- Arranging catering (either lunch or dinner);
- Arranging transport from/to venue/airport/hotel;
- In the case of events in EU Member States, assisting with the use of public transport;
- Preparing badges and conference kits;
- Producing and sending out invitations;
- Offering assistance by hostess/steward at the meeting;
- Arranging interpretation.

The events contract **cannot** cover the costs of EU Member States participation, unless:
 (i) they are speakers on the agenda or participate in regional events under the BSS framework;
 and (ii) **are not public servants or international organisations' employees**. Furthermore, it cannot cover the fees of experts.

Any other services to be covered by the Commission and provided by the Contractor will be decided on a case by case basis, after discussion with the countries interested in hosting events. The list of services above is not considered as binding for the EC.

Attachments:

- Joint staff working document: Eastern Partnership – Focusing on key priorities and deliverables.
- Terms of Reference (ToR) template.