



国际电信联盟



世界电信发展大会 (WTDC-02)

2002年3月18日-27日 土耳其, 伊斯坦布尔

文件 **115 (Cor.1)-C**

2002年3月18日

原文: 英文

第2委员会

国际电联

秘书长的说明

土耳其共和国政府与国际电联秘书长的协议

请将下列附件2英文版增加到第115号文件中:

ANNEX 2

Premises, Facilities/Services and local staff to be Provided for the Conference by the Government of Turkey

In accordance with Articles I and V of this Agreement, the Government shall make available to the ITU, free of charge, the following staff, facilities and services as necessary and in a manner that the ITU considers adequate to ensure the proper functioning of the Conference:

1. The Government shall provide, in a timely manner, and maintain in good repair, the furniture, furnishings and equipment, including but not limited to sound equipment, PCs (recent-model PCs with audio capabilities) with software and keyboards in the languages required (F/E/S/R/C/A), printers, documents reproduction and printing facilities, photocopying machines for the Secretariat, telephones, fax machines and electrical connections for electronic terminals for the Conference premises.
2. **Premises**
 - a) A main conference room capable of accommodating approximately one thousand two hundred (1200) persons (six hundred (600) at table, six hundred (600) behind), equipped with:
 - a podium with twelve (12) seats,
 - one (1) phone, local line, with ringing lamp, close to the podium,
 - a big table for the précis-writers with three (3) chairs and headphones,
 - booths and equipment for simultaneous interpretation in seven (7) languages,
 - one microphone for every two (2) participants seated,
 - triple recording of the meetings: two (2) copies of the floor and one (1) copy of the English Channel,
 - power plugs for laptops to the extent possible,
 - electronic Message Board,
 - one (1) large screen, clearly visible to all Participants both on the floor and on the podium itself,
 - one (1) PC and SVGA-compatible data/video projection facilities,
 - connection to some offices for the audio system in three (3) languages F/E/S plus floor i.e. a total of four (4) channels,
 - b) One (1) conference room capable of accommodating approximately six hundred (600) persons (three hundred (300) at table and three hundred (300) behind), equipped with:
 - a podium with eight (8) to ten (10) seats,
 - one (1) phone, local line, with ringing lamp, close to the podium,
 - a big table for the précis-writers with 3 chairs and headphones,
 - booths and equipment for simultaneous interpretation in seven (7) languages,
 - one (1) microphone for every two (2) participants seated,
 - triple recording of the meetings: two (2) copies of the floor and one (1) copy of the English channel,
 - power plugs for laptops to the extent possible,
 - electronic Message Board,
 - one (1) large screen, clearly visible to all Participants both on the floor and on the podium itself,

- one (1) PC and SVGA-compatible data/video projection facilities,
- connection to some offices for the audio system in (3) languages F/E/S plus floor, i.e. a total of four (4) channels,

- c) One (1) other conference room, capable of accommodating approximately three hundred (300) persons (one hundred and fifty (150) at table and one hundred and fifty (150) behind), booths and equipment for simultaneous interpretation in three (3) languages, one (1) microphone for every two (2) participants seated, a podium with six (6) seats. One (1) phone, local line, with ringing lamp. Electronic Message Board. Power plugs for laptops to the extent possible.
- d) One (1) meeting room, with a capacity of one hundred (100) persons, with microphones. One (1) phone, local line, with ringing lamp. Electronic Message Board.
- e) One (1) meeting room, with a capacity of eighty (80) persons, with microphones. One (1) phone, local line, with ringing lamp. Electronic Message Board.
- f) One (1) room, with a capacity of fifty (30) seats.
- g) One (1) room, with a capacity of twenty (20) seats.
- h) One (1) room with a capacity of thirty (30) seats for the Editorial Committee.
All conference rooms shall be equipped with tables (desk-type) for Conference Participants; water pitchers and glasses shall be available on the podiums, at the entrances to the rooms and in the interpretation booths. Water distribution for the offices too. Offices for the Chairperson of the Conference, Vice-Chairs, Chairs and Secretaries of Committees, and for the elected officials of the ITU.
- i) Offices for the ITU staff and the local Secretariat. The offices for the ITU staff and the spaces allotted for documents reproduction, documents distribution and participants registration shall be available one (1) week before the opening date of the Conference.
- j) Adequate space for a payable cafeteria service (at a prevailing market price) during morning and afternoon breaks and for luncheon, with seating, as well as "coffee islands", from 8 a.m. to 6 p.m. and, if required, for evening/night sessions.
- k) An area for the reception and registration of Conference Participants.
- l) An area equipped with ~ forty (40) PCs (multilingual system) with Internet access, a maximum of laptop connections, printers, and modems for the use of Conference Participants.
- m) Technical area for servers and networking equipment available at least two (2) weeks before start of the Conference.
- n) Cloakrooms and racks for the participants who want to leave their documents/bags/etc. after the meetings.
- o) A prayer Room.

3. **Facilities/Services**

- a) Local Area Network (LAN) equipment to be used at the Centre, including servers, hubs, switches, routers, network adapters, wiring and associated software, as needed. The LAN must include all ITU office areas, registration and document preparation areas in a single network. The network must be installed, tested and operational before the arrival of the first ITU secretariat staff.

- b) Redundant and space diverse international circuits to link ITU headquarters in Geneva with the LAN at the Centre.
- c) Air-conditioning (or heating) at a constant temperature of twenty (20) degrees Celsius, lighting, water and cleaning of the Conference premises described above.
- d) Security measures to ensure the efficient functioning of the Conference in an atmosphere of security and tranquillity, free from interference of any kind. Security within the Conference premises shall be under the control of ITU. Security outside the Conference premises shall be the responsibility of the Government. The perimeters of these two security zones shall be clearly defined by the ITU and the Government at the time the premises are handed over to the ITU. The Government shall appoint a security coordinator to work closely with the ITU security coordinator to ensure coherence of the entire security plan.
- e) First-aid facilities within the Conference Centre; for emergency services, the Government shall ensure immediate transportation and admission to a hospital.
- f) Screens for the announcement of the meetings.
- g) A service for the reservation of hotel rooms for Conference Participants and for participating ITU officials, at reasonable commercial rates. It is understood that such reservations shall not entail any liability on the part of the Government or the ITU.
- h) Telecommunication services (telephone, GSM phones for local communications (two (2) of them with international access), group 3 & 4 facsimiles, and Internet access) in accordance with the provisions of Article III of this Agreement.
- i) Reception and information services for Conference Participants in English, French and Spanish.
- j) Reception of Conference Participants and participating ITU officials at the airport.
- k) A Travel Agent, with a temporary office in the Centre with functions to include reconfirming, rerouting and issuing air tickets.
- l) Transport for ITU staff to and from the airport and their hotels and, on a daily basis, to and from their hotels and the Conference Centre.
- m) Transport for the participants upon arrival from the airport to their hotels on 16 and 17 March.

4. **Local staff**

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

27 November 2001