



**World Telecommunication Development
Conference 2025 (WTDC-25)**
Baku, Republic of Azerbaijan, 17–28 November 2025



PLENARY MEETING

Document WTDC-25/13-E
30 September 2025
Original: English

Secretary-General

**AGREEMENT BETWEEN THE GOVERNMENT OF THE REPUBLIC OF AZERBAIJAN AND
THE INTERNATIONAL TELECOMMUNICATION UNION RELATING TO THE HOLDING,
ORGANIZATION AND FINANCING OF THE WORLD TELECOMMUNICATION
DEVELOPMENT CONFERENCE**

I have the honour to submit to the 2025 World Telecommunication Development Conference (WTDC-25), in Annex to this document, the Agreement between the Government of the Republic of Azerbaijan and the International Telecommunication Union relating to the holding, organization and financing of the World Telecommunication Development Conference of the International Telecommunication Union in Baku, Azerbaijan.

Doreen BOGDAN-MARTIN
Secretary-General



AGREEMENT

between

THE GOVERNMENT OF THE REPUBLIC OF AZERBAIJAN

represented by the Ministry of Digital Development and Transport

and

THE INTERNATIONAL TELECOMMUNICATION UNION

relating to

THE HOLDING, ORGANIZATION AND FINANCING OF

**THE WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE
(WTDC-25)**

**Baku, Azerbaijan
17-28 November 2025**

- A WHEREAS the Government of the Republic of Azerbaijan, represented by the Ministry Digital Development and Transport (hereinafter referred to as the "Government") has invited the International Telecommunication Union (hereinafter referred to as "ITU") to hold its next World Telecommunication Development Conference (WTDC) (hereinafter referred to as "the Meeting") in Baku from 17 to 28 November 2025;
- B WHEREAS, pursuant to Decision 637 (C24) of the ITU Council (hereinafter referred to as "the Council"), the required majority of Member States of the Union have declared themselves in favour of WTDC being held at the aforesaid place and dates;
- C WHEREAS the Government intends in that connection to abide by the provisions of the ITU Constitution and Convention (Geneva, 1992), as amended by subsequent Plenipotentiary Conferences (hereinafter referred to respectively as the "Constitution" and the "Convention"), as well as by the General Rules of Conferences, Assemblies and Meetings of the Union (hereinafter referred to as the "General Rules"), and the applicable resolutions and decisions of the Plenipotentiary Conference and the Council, in particular:
- 1 Article 25 of the Convention concerning the admission to telecommunication development conferences;
 - 2 Section 3 of the General Rules concerning the invitation to telecommunication development conferences when there is an inviting government;
 - 3 Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference, which resolves that invitations to hold conferences and assemblies of the Union away from Geneva should not be accepted unless the host government agrees to defray the additional expenditure involved;
 - 4 Resolution 83 of the Council, as amended, concerning the organization, financing and liquidation of the accounts of conferences and meetings of the Union;
 - 5 Decision 304 of the Council on the participation of the delegations of Member States of the Union in conferences and meetings of the Union;
 - 6 Resolution 1004 of the Council concerning privileges, immunities and facilities related to activities of the Union;
 - 7 Resolution 99 (Rev. Dubai, 2018) of the Plenipotentiary Conference on the status of Palestine in ITU;
 - 8 Resolution 169 (Rev. Bucharest, 2022) of the Plenipotentiary Conference on Admission of Academia to participate in the work of the Union; and
 - 9 Resolution 6 (Kyoto, 1994) of the Plenipotentiary Conference and Resolution 741 of the Council, on the conditions governing the attendance of liberation organizations at ITU meetings,

NOW THEREFORE the Government, represented by the Ministry of Digital Development and Transport, and ITU, represented by its Secretary-General (hereinafter referred to collectively as the "Parties") hereby agree as follows:

ARTICLE I

Definitions

- 1.1 For the purposes of the present Agreement, the term "Meeting participant" shall be understood to mean any delegate, member of a delegation, representative of Sector Members concerned, observers or representatives of other organizations and entities duly invited to the Meeting by the Secretary-General as per ITU's rules (Article 25 of the Convention).
- 1.2 For the purposes of the present Agreement, the term "delegate" shall have the meaning defined in No. 1006 of the Constitution.
- 1.3 For the purposes of the present Agreement, the term "delegation" shall have the meaning defined in No. 1005 of the Constitution.
- 1.4 For the purposes of the present Agreement, the term "representative of a Sector Member" shall be understood to mean any person sent by a Sector Member to the Meeting.
- 1.5 For the purposes of the present Agreement, the term "observer" shall be understood to mean any person sent by an organization, agency or entity duly invited by the Secretary-General to attend the Meeting, as an observer in accordance with Article 25 of the Convention as well as Resolution 99 (Rev. Dubai, 2018), and Resolution 6 (Kyoto, 1994).
- 1.6 For the purposes of the present Agreement, the term "ITU official" shall be understood to mean any elected official of ITU taking part in the Meeting, any staff member assigned to the Meeting, or any person specifically recruited by ITU for the Meeting.

ARTICLE II

Venue and Dates of the Meeting/Languages

- 2.1 The Meeting shall be held at the Baku Convention Center from 17 to 28 November inclusive, in Baku, Republic of Azerbaijan.
- 2.2 Specific conditions related to the precise dates during which the premises, facilities, services and local staff to be provided by the Government (see Article VII below) must be made available to ITU and fully operational are specified in Annexes 2, 3 and 4 respectively of this Agreement.
- 2.3 The Meeting shall be conducted in the six official languages of the Union (Arabic, Chinese, English, French, Russian and Spanish).

ARTICLE III

Invitations, Admission and Visas

- 3.1 The provisions of the Convention relating to admission to telecommunication development conferences and those of the General Rules relating to invitations to those conferences when there is an inviting Government, shall apply to the Meeting, without reservation.
- 3.2 Invitations to take part in the Meeting shall be sent through the Secretary-General, on behalf of the Government, to the Administration of each Member State, to the Sector Members and Academia concerned, and by the Secretary-General to ITU Member States with which the Republic of Azerbaijan has no diplomatic relations. The Secretary-General shall also issue invitations to those organizations and entities that may participate in the Meeting as observers or other Meeting participants. The final list of invitees shall be determined by ITU in consultation with the Government prior to the issuance of invitations.
- 3.3 The Government, in its capacity as host Government, in accordance with national legislation but subject to and without prejudice to the privileges and immunities governing this Agreement and the organization of the Event, shall authorize Meeting participants and all ITU officials taking part in the work of the Meeting to enter the Republic of Azerbaijan and remain within the country for the entire duration of their duties or mission in connection with the Meeting. This authorization shall also apply to their accompanying spouses and minor children. The Government shall consult with ITU with where there are well-founded reasons to believe that an individual poses a genuine and serious threat to the national security of the Host Country. This does not exclude the presentation of information by the Government to the ITU on well-founded objections in regard to the entry based on well-founded reasons to believe that an individual poses a genuine and serious threat to the national security of the Host Country. Such objections shall be based on credible evidence and shall not be related to the individual's nationality, religion, professional affiliation, political opinions, or any other discriminatory grounds
- 3.4 The Government shall take all appropriate measures with a view to issuing single entry visas, where required, to all duly registered Meeting participants and ITU officials, as speedily as possible and not later than three (3) weeks before the date of the opening of the Meeting, provided that the visa application are launched at least four (4) weeks before the opening of the Meeting. The issuance of visas free of charge shall apply exclusively to ITU officials. If the application is made later, the Government shall endeavour to grant the visa as soon as possible. Arrangements shall also be made to ensure that visas and in accordance with applicable regulations of the Republic of Azerbaijan are delivered at relevant points of entry into Azerbaijan to all duly registered Meeting participants and ITU officials who are unable to obtain them prior to their arrival. Special arrangements shall be made by the Government, in collaboration with ITU, to facilitate the delivery of visas to Conference participants who are nationals of countries where there is no diplomatic representation of Azerbaijan or there is no relationship with the Government. The procedure to be followed for issuance and delivery of necessary visas will be as per the information note which will be published by ITU on the Meeting website.

ARTICLE IV

Privileges and Immunities

- 4.1 Within the framework of the present Agreement and its implementation, the Government shall apply in respect of the Meeting, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies as approved by the United Nations General Assembly on 21 November 1947, to which the Republic of Azerbaijan is party as of 2 October 2006. Meeting participants shall, for the duration of the Meeting, and for a period of ten (10) days before they begin and five (5) days after they end, enjoy the privileges, immunities and facilities established under Article V of the 1947 Convention. ITU officials shall, for the duration of the Meeting and for a period of ten (10) days before they begin and five (5) days after they end, enjoy the privileges, immunities and facilities established under Articles VI and VIII of the 1947 Convention. For internal procedures in the Government, ITU shall provide the names and details of arrivals for those ITU officials planning to come prior to the opening of the Meeting.
- 4.2 Observers from specialized agencies and the International Atomic Energy Agency shall enjoy the privileges and immunities established under Articles VI and VIII of the 1947 Convention. Observers from the United Nations shall enjoy the privileges and immunities established under Articles V and VII of the 1946 Convention on the Privileges and Immunities of the United Nations.
- 4.3 Other duly registered participants referred to in paragraph 1.1 above shall enjoy immunity from legal process with respect to words spoken or written and any act performed by them in connection with their participation in the Meeting.
- 4.4 The local support staff provided to ITU by the Government pursuant to Articles VI and VII of this Agreement and section 3 of Annex 2 to this Agreement shall be placed under the direction and supervision of the Secretary-General. This local support staff shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in their official capacity in connection with the Meeting.
- 4.5 ITU, its property and assets, by whoever held, shall enjoy immunity from every form of legal process except insofar as in any particular case, ITU has expressly waived its immunity. It is understood that no waiver of immunity shall extend to any measure of execution. For the purpose of the 1947 Convention, the Meeting premises referred to in Article II of this Agreement shall be deemed to constitute premises of ITU in the sense of Section 5 of the 1947 Convention, and access thereto shall be subject to the authority of ITU. The premises shall be inviolable for the duration of the Meeting, including the preparatory 10-17 November 2025 and closing stages 28 November-1 December 2025. The property and assets of ITU, by whomever held, shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether by executive, administrative, judicial or legislative action. Furthermore, all documents belonging to ITU or held by it, shall be inviolable.
- 4.6 ITU and the Government shall cooperate at all times to facilitate the proper administration of justice, secure respect for the laws and regulations of the Republic of Azerbaijan and prevent any abuse in connection with the privileges, immunities and facilities provided for under this Agreement.

- 4.7 The Government shall allow the temporary importation, tax-free and duty-free, of all equipment, including technical equipment accompanying representatives of information media, and shall waive import duties and taxes on supplies necessary for the Meeting. It shall issue without delay any necessary import and export permits for this purpose.

ARTICLE V

Financial Arrangements

- 5.1 In accordance with Resolution 5 (Kyoto, 1994), the Government shall defray (see Article 5.2 below) any additional expenditure involved by reason of the Meeting being held in Baku, Republic of Azerbaijan, rather than at ITU headquarters (see Annex 1 to this Agreement). Such expenses consist in particular, without prejudice to the provisions of Article VII below, of the following:
- a) the daily subsistence allowances paid to ITU officials pursuant to the relevant provisions of the Staff Regulations and Staff Rules of ITU.
 - b) travel expenses (including any expenses related to the air tickets of ITU officials as well as any additional insurance premiums) and terminal expenses (including visas if necessary) for ITU officials in accordance with the relevant provisions of the Staff Regulations and Staff Rules of ITU and the supplementary service orders issued in connection therewith. By way of clarification, air tickets will be issued by ITU's Travel Section as per paragraph 8.2 below.
 - c) all expenses relating to transportation, insurance and dispatch/freight for equipment, material and documents from ITU Headquarters to Baku Convention Center, in Baku, Republic of Azerbaijan, and back to ITU Headquarters or, if applicable, the cost of renting equivalent material, as a result of the Meeting being held outside Geneva. This shall include a provision for miscellaneous and unforeseen expenses including freight or accompanied excess luggage for last minute material and documents needed for the Meeting as well as door-to-door transportation, unloading of trucks and delivery to the storage area at the venue of the Meeting. Total freight tonnage will be provided by ITU. Clearance for the entire shipment will be organized by the Government so as to have equipment ready on-site prior to the first working day of the first ITU officials to arrive on-site in Baku. To this effect, the Government shall engage a carrier approved by ITU, and will be responsible for any delay in delivery or any damage that may be caused to the equipment material or documents being transported.
- 5.2 For purposes of the implementation of paragraph 5.1 above, a special account shall be opened by ITU in Geneva. Not later than six (6) months before the start of the event, the Government shall deposit into the special account a sum in Swiss francs equivalent to one hundred (100) per cent of the estimated expenses referred to in paragraph 5.1 above, as indicated in Annex 1 to this Agreement.
- 5.3 The Government shall also defray expenses relating to any receptions or other social or promotional events that it organizes in conjunction with the Meeting.

- 5.4 Any other expenses incurred by ITU or chargeable to it which are not covered by 5.1 above and which are directly associated with the activities of the Conference, including the remuneration of all ITU officials shall be the responsibility of ITU and shall not be reimbursed by the Government.
- 5.5 All expenses mentioned under paragraph 5.1 shall be recorded in a special account kept by the General Secretariat of ITU, which shall manage the necessary funds in accordance with the relevant provisions of the ITU Financial Regulations and Rules and with instructions communicated to it by the Budget Control Committee of WTDC-25. The accounts shall be kept in Swiss francs.
- 5.6 ITU shall not be held responsible for any damage, injury or risk to Meeting premises, persons or property, except those due to ITU officials' negligence or wilful misconduct.
- 5.7 As soon as possible and preferably three (3) months and not later than six (6) months after the close of the Meeting, ITU shall prepare for the Government a statement of account indicating the sums paid by the Government to ITU or on behalf of ITU, and the amounts paid by ITU for facilities, staff and services chargeable to the Government in accordance with the provisions of this Article VII. The balance shall be settled in Swiss francs by the Government or by ITU, as the case may be, not later than three (3) months after the statement of account has been received. The Government shall have the right to seek and obtain justification for any amount contained in the statement.

ARTICLE VI

Security, Safety and Resilience Measures

- 6.1 The Government shall provide, at its own expense, security, and safety measures adequate to ensure the efficient functioning of the Meeting in an atmosphere of security and tranquillity free from interference of any kind (see Annex 4 to this Agreement).
- 6.2 ITU shall be solely responsible for the accreditation, registration and badging of all Meeting participants and all ITU officials.
- 6.3 Media representatives, including local media shall be accredited by ITU in consultation with the Government.
- 6.4 Personal data of Meeting participants, ITU officials and other duly registered participants collected and further processed by ITU for the organization and management of the Conference shall be handled in accordance with ITU's Data Protection and Privacy Policy. ITU shall share personal data (biodata, contact details) of duly registered participants with the Government to the extent that such sharing is necessary for the sole purpose of hosting the Conference. The Government shall protect all personal data received by ITU in accordance with the relevant national laws applicable to it by applying, at a minimum, the same level of protection afforded by the ITU Data Protection and Privacy Principles, as outlined in ITU's Data Protection and Privacy Policy. The Government shall not share such data further and shall ensure its confidentiality and integrity by putting in place all necessary protective measures (including, without limitation, administrative,

technical, physical measures) against unauthorized access and use. The Government shall securely destroy all personal data provided by ITU (and notify ITU accordingly) shortly after the purposes of processing under this paragraph 6.4 have been fulfilled. Personal data other than what is required for the issuance of visas and security background check shall neither be collected nor processed by the Government.

- 6.5 In order to accelerate issuance and delivery of visas, ITU shall provide the Government with a list of pre-registered Meeting participants and ITU officials.
- 6.6 Security and safety within the zoned Meeting premises shall be managed by the security contingent of the Republic of Azerbaijan and ITU to ensure that national and ITU security standards are imposed and shall be provided as per Annex 4. The Government shall appoint a Security Liaison Officer from the security authorities of the Republic of Azerbaijan to be in contact with ITU's Safety, Security and Resilience Coordinator for the purpose of coordination.
- 6.7 Furthermore, the Parties shall establish, in concert, a risk assessment protocol containing specific mitigation measures to ensure the safety and security of VIPs visiting the Meeting premises or invited to the Meeting.
- 6.8 The required security coverage for personnel and equipment expected prior to, during and after the Meeting will be agreed in advance. This will also include typical conference hours, and coverage requirements in person/hours per day. Included shall be security personnel requirements in terms of language, experience, skills, and special teams as required.
- 6.9 Infrastructure security and equipment as well as access control equipment and portable security equipment, including telecommunication equipment, to be made available by the Government will be determined by the ITU Safety, Security and Resilience Coordinator in coordination with the Government's Security Liaison Officer.
- 6.10 Every site used for the purpose of the Meeting must have means of access for persons with disabilities, in particular for wheelchairs, and first-aid on-site medical services shall be provided for the duration of the Meeting, twenty-four (24) hours per day, seven (7) days per week, including immediate medical ambulance transportation and admission to a hospital for emergency services (see also Annex 2). More prescriptive guidelines and information on both first aid on-site medical services and medical ambulance transportation will be placed within the Meeting's Security Plan's annex.
- 6.11 The Government shall ensure that the Venue shall provide site focal points/managers for the purpose of liaison, troubleshooting and support. Locksmiths, electricians and other repair and maintenance staff shall always be on call for the duration of the Meeting.
- 6.12 Collaboration between ITU and medical, fire, emergency and civil-protection services will be facilitated by the Government. The Government will make available to the ITU Safety, Security and Resilience Coordinator national and local plans for crisis management, business continuity and resilience mitigation measures for events, such as natural catastrophe, and other risks for the Conference.
- 6.13 If relevant at the time of the Meeting, the Government shall, in close coordination with ITU, put in place appropriate prevention and mitigation measures to mitigate

risks linked to possible COVID-19 transmission during the Conference. These measures shall be in line with UN/WHO Guidelines, as well as the recommendations of the national health authority.

ARTICLE VII

Premises, Facilities, Services and Local Staff to be Provided by the Government

- 7.1 The Government shall provide ITU, free of charge, with the premises, facilities, services and local staff indicated in Annex 2 to this Agreement, with the information technology (IT) infrastructure, equipment, services and staff indicated in Annex 3 to this Agreement as well as the Safety and Security services, equipment and staff indicated in Annex 4 to this Agreement. If any material, supplies and/or equipment provided by the Government does not conform to that identified in Annexes 2, 3 and 4 to this Agreement, ITU reserves its right to acquire or rent any other material, supplies and/or equipment; any related costs shall be borne by the Government. Prior to so doing, the Government and ITU shall liaise together and coordinate to decide if there is a need for ITU to acquire or rent any other material, supplies and/or equipment.
- 7.2 Without prejudice to the specific dates and times mentioned in Annexes 2 and 3 during which the Meeting premises shall be made available, the Conference premises shall remain at the exclusive disposal of ITU twenty-four (24) hours a day from seven (7) days prior to the opening of the Conference until a maximum of three (3) days after its closure.
- 7.3 Meeting participants, ITU officials and staff provided to ITU by the Government pursuant to the provisions of this Agreement and Section C of Annex 2 hereto shall have access to the Meeting premises at any time of the day or night, including weekends and days that are official public holidays in the Republic of Azerbaijan or Baku. Such access may also be extended to other persons, subject to prior agreement between the competent authorities of the Republic of Azerbaijan and ITU. If necessary, the Parties to the present Agreement shall decide on the specific conditions applicable to such access.
- 7.4 During and for the purposes of the Meeting, materials, equipment, publications and documents belonging to the ITU and required for the proper functioning of the Meeting shall be imported into and exported from the Republic of Azerbaijan exempt from all customs duties, taxes, prohibitions and restrictions of any kind. The Government shall promptly issue to ITU, or its agents, all import and export permits necessary for this purpose and shall facilitate, including by giving necessary instructions, any administrative procedure related to such importations and exportations.
- 7.5 The Government shall ensure that adequate accommodation in hotels or residences close to the Meeting Venue is available at reasonable commercial rates for Meeting participants and ITU officials.

ARTICLE VIII

Travel and Transport Arrangements

- 8.1 Notwithstanding the provisions of Article V of this Agreement, the Secretary-General shall make all necessary arrangements for the travel to and from the site of the Meeting of ITU officials taking part in the work of the Meeting and for the transport to and from the site of the Meeting of all the equipment, materials and supplies required for the proper functioning of the Meeting secretariat in accordance with the ITU Staff Regulations and Staff Rules, the supplementary service orders issued in connection therewith and the relevant decisions of the Council in that regard.
- 8.2 Due to the high number of air tickets to be issued during a limited period of time, as well as recurring modifications to be handled (changes in the staffing table, modification of travel dates, cancellations, etc.) air tickets shall be issued by ITU's Travel Agency.
- 8.3 For security reasons, the Secretary-General and the Deputy Secretary-General shall not travel on the same flights or use the same mode of transportation on the same date and hour.
- 8.4 The number of ITU officials travelling on the same flight or using the same mode of transportation will be limited to a maximum of thirty (30) people.

ARTICLE IX

Arrangements with respect to Media Relations

- 9.1 All official relations with the media (print, radio and television, online media, publications, etc.) with regard to the preparation, conduct and follow-up of the Meeting (including accreditation) as well as all official communication activities undertaken for the Meeting shall be the responsibility of the Secretary-General or her designated representative, in cooperation with the competent authorities designated by the Government.
- 9.2 The Secretary-General or her designated representative shall exercise this responsibility in accordance with the practice generally followed for other conferences, assemblies and meetings of ITU.
- 9.3 In its relations with the media, the Government agrees not to interfere in matters relating to substantive issues including but not limited to the structure, content or any of the proceedings of the Meeting, which are the sole responsibility of ITU. ITU agrees to inform the Government in advance of any substantive issues that may arise.

ARTICLE X

Cancellation or Postponement of the Meeting, or Change of Venue

- 10.1 In the event of cancellation, postponement, or change of Meeting Venue, regardless of whether initiated by ITU or the Government (except in cases of *force majeure*

covered by 10.3), the initiating party's liability to the other is capped at essential, unrecoverable expenses already committed or paid by the other party that no longer serve a useful purpose and could not reasonably be cancelled or reduced.

- 10.2 In addition to 10.1 above, if the Government initiates or causes the cancellation, postponement, or change of Meeting Venue (excluding *force majeure*), the Government will also be responsible for: a) expenses for alternative premises should ITU rent them; and b) addressing any claims from Member States against ITU arising from the change.
- 10.3 In a *force majeure* event causing or potentially causing cancellation, postponement, or change of Meeting Venue, ITU and the Government will immediately negotiate in good faith to agree on the practical, financial, and legal consequences.

ARTICLE XI

Implementation of the present Agreement

Arrangements for the implementation of the present Agreement shall be agreed between the Secretary-General or her designated representative and the competent authorities of the Government or the liaison officer designated by them.

ARTICLE XII

Settlement of Disputes

- 12.1 Subject to paragraph 12.5 below, any dispute between the Parties arising out of or in connection with this Agreement which cannot be settled amicably by negotiation between the Parties or by any other mutually agreed means within six (6) months of the date of notification of the dispute shall be referred to a board of three (3) arbitrators (hereinafter referred to as the "Board"). One of the arbitrators shall be appointed by the Secretary-General, and another by the Government. The two arbitrators thus appointed shall in turn appoint a third arbitrator to be chairman of the Board. Should either Party fail to appoint its arbitrator within one (1) month after notification by the other Party of the name of its arbitrator, or should the two arbitrators so appointed fail to appoint a chairman within two (2) months of the second arbitrator being appointed, the arbitrator not yet appointed (or the chairman, as applicable) shall be appointed by the President of the International Court of Justice at the request of either Party.
- 12.2 The language of arbitration shall be English, and the place of arbitration shall be Geneva.
- 12.3 Unless otherwise stipulated by the Parties in writing, the Parties agree that the Board shall be free to decide on the procedures to be followed and to allocate the costs relating to the arbitration between the Parties.
- 12.4 The Parties to the present Agreement agree that the Board's decisions on all questions of procedure and substance shall be final and binding upon them, and that no appeal of the decision may be brought before any national court or tribunal.

- 12.5 Any dispute that involves a question governed by the 1947 Convention shall be dealt with in accordance with section 32 of that Convention.

ARTICLE XIII

Liability

- 13.1 The Government shall be responsible for dealing with any action, claim or other demand brought against ITU or its officials arising out of:
- a) injury to persons or damage to or loss of property on the Meeting premises referred to in Article II that are provided by or placed under the control of the Government other than damage for which ITU is responsible pursuant to paragraph 5.6 above;
 - b) injury to persons or damage to or loss of property caused by, or incurred in using, the local transport services referred to in Annex 2 hereto;
 - c) the employment for the Meeting of staff provided by the Government under the present Agreement, including any actions or claims of any kind whatsoever brought by such staff.
- 13.2 The Government shall indemnify and hold harmless ITU and its officials in respect of any such action, claim or other demand except those due to ITU officials' negligence or wilful misconduct.
- 13.3 The Government shall procure and maintain throughout the duration of the Conference suitable event-related insurance to satisfy any potential liabilities as set out in this Article XIII.
- 13.4 ITU shall cooperate with the Government in identifying and sharing where possible, relevant information to deal with any action, claim or other demand contemplated in paragraph 13.1 of this Article.

ARTICLE XIV

Branding and Government-solicited Sponsorships

- 14.1 ITU retains all rights and interest, including all intellectual property rights to:
- a) the ITU name, abbreviation, emblem, and flag (collectively, "ITU Branding");
 - b) the Meeting title, abbreviation, and logo (collectively, "Meeting Branding"); and
 - c) the Meeting website and its content (collectively, "Meeting Website").
- 14.2 ITU Branding shall be used exclusively by ITU and shall not be used by the Government or its sponsors, as applicable, without the prior written consent of the Secretary-General or her representative duly authorized to act in the matter.
- 14.3 ITU shall create the Meeting logo in close coordination with the Government in accordance with ITU guidelines. Subject to paragraph 14.4 below, no Meeting Branding may be used by the Government or its sponsors, ITU shall retain all intellectual property rights to the name, abbreviation, title and logo of the Meeting,

without the prior written consent of the Secretary-General or her representative duly authorized to act in the matter.

- 14.4 The Government shall be authorized to use the Meeting Branding or to refer or link to the Meeting Website in connection with the following needs, provided that such use does not risk creating the impression that a commercial business, product or service has been endorsed by ITU, or is sponsoring the Meeting directly:
- a) an information brochure on the Meeting and the homepage for an Internet website set up by the Government for the Meeting;
 - b) Government publications related to the Meeting;
 - c) paid advertising—materials intended to appear in the local, regional or international media and whose purpose is to inform potential participants of logistical arrangements for the Meeting and provide them with other relevant information;
 - d) press conferences relating to the Meeting as may be necessary in connection with the preparation of the Meeting.
- 14.5 Any material created by the Government in relation to the Meeting, including but not limited to banners, posters, and flyers, as well as any such material containing the use of Meeting Branding in accordance with 14.4 above, shall:
- a) adhere to ITU event branding guidelines, as communicated by ITU;
 - b) be submitted to and approved by ITU in writing prior to production and distribution;
 - c) in case where ITU Branding has been authorised by ITU, include the byline "Organized by [ITU or ITU logo]" and "Hosted by [Government or Government logo]".
- 14.6 The Government may use its own logo and branding on materials and at activities it organizes in connection with the Meeting, provided such use does not interfere or is associated with ITU Branding, or subject to 14.4, with Meeting Branding, and it does not imply any endorsement by ITU of the Government's activities or sponsors.
- 14.7 The Government may seek sponsorships for Government-organized events, activities, and materials relating to the Meeting, provided that such sponsorships are for the Government's benefit only and do not constitute sponsorship of the Meeting itself. More specifically:
- a) All sponsorship solicitations and arrangements must clearly identify the Government as the sole beneficiary of such sponsorships and clarify that such sponsorships do not constitute sponsorship of the Meeting itself.
 - b) Permitted sponsorship visibility:
 - i) Location: Sponsor visibility, including logos and branding, is permitted only within the following designated areas of the Meeting Venue: Government booth, Government exhibition space, and at Host Country-organized social events.
 - ii) Labelling: All sponsor logos and branding must be clearly labelled as "Host Country Sponsored by [Sponsor Name]" to prevent any misleading impression that it is associated with ITU or the Meeting itself.
 - iii) Government website and digital platforms: the Government may include sponsor logos on its website, owned social media posts/platforms or other

digital platforms dedicated to the Meeting, provided such logos are clearly labelled as "Host Country Sponsored by [Sponsor Name]".

- c) Prohibited sponsorship visibility: No sponsorship recognition or branding is permitted in any of the following:
 - i) Meeting rooms or office spaces;
 - ii) Official Meeting signage, documents, materials, or merchandise (including but not limited to lanyards, badges, pins, gift bags, stationary, and technical equipment);
 - iii) In direct connection with the ITU Branding or the Meeting Branding.
- d) Liability: the Government shall be solely liable for any disputes, claims, or liabilities arising from its branding activities, sponsorship activities, or any breach of this Article, and it shall indemnify and hold harmless ITU and its officials from and against any and all such claims and liabilities.

ARTICLE XV

Sustainability

The Government is encouraged to integrate environmental and social sustainability considerations in all aspects of the Meeting's organization, including when sourcing products and services. The Government is encouraged to, in particular:

- a) take a proactive approach to reducing greenhouse gas emissions, water, energy, hazardous substances and waste;
- b) ensure the highest possible quality of recycling for a minimum of four (4) waste streams;
- c) favour environmentally-friendly, ethically and locally-produced products/material (e.g., reusable, recyclable, recycled and waste-reducing elements) and environmentally-friendly choices in the provision of catering services, signage, transportation and equipment including AV and ICT requirements (e.g., low-voltage lighting, green-certified printers);
- d) use the ITU Green Events Checklist to identify key actions to be taken with regard to making the event more sustainable.

ARTICLE XVI

Modification and termination of this Agreement

- 16.1 This Agreement, including its Annexes 1 to 4, which form an integral part hereof, may be modified by the written agreement between the Government and ITU, which shall be done by way of separate Protocols, annexed to the Agreement. Each such Protocol shall be an integral part of this Agreement and shall enter into force in accordance with the procedure detailed in Article 17.1.
- 16.2 Notwithstanding the foregoing, in the event that ITU reasonably determines that, for reasons of security, the Government is no longer in a position to host the Meeting or permit them to take place on the dates scheduled, ITU may terminate this Agreement

upon thirty (30) calendar days' written notice to the Government. In this case, the provisions of paragraph 10.2 above shall apply.

ARTICLE XVII

Signature, entry into force and duration of this Agreement

- 17.1 Following its signature by both Parties, this Agreement shall enter into force on the date of receipt by ITU of the written notification from the Government through diplomatic channels confirming the completion of respective internal procedures required for the entry into force of this Agreement.
- 17.2 The provisions of this Agreement shall remain applicable until the final settlement between the Parties, in accordance with the terms and conditions set forth herein, of all organizational, financial and other matters relating to the Meeting.

IN WITNESS WHEREOF, the undersigned, being duly authorized for that purpose, have signed the present Agreement in two (2) original copies, each in the Azerbaijani and in English languages, all texts being equally authentic. In case of any inconsistencies and divergence of interpretation, the English text shall prevail.

For the
Government of the Republic of
Azerbaijan



Mr Samaddin Asadov
Deputy Minister of the Digital
Development and Transport

For the
International Telecommunication Union



Ms Doreen Bogdan-Martin
Secretary-General

Place: 11/07/2025

Date: Geneva

Place: 25/6/2025

Date: Geneva

Annexes:

Annex 1: Additional estimated ITU expenditure resulting from the holding of the World Telecommunication Development Conference in Azerbaijan

Annex 2: Premises, facilities, services and local staff

Annex 3: Necessary information technology (IT) equipment to be provided free of charge by the Government

Annex 4: Safety and Security measures

ANNEX 1

Additional estimated expenditure resulting from the holding of the World Telecommunication Development Conference in Azerbaijan

Amounts in Swiss francs

	Specific expenses of the meetings if held in Geneva	Specific expenses of the meetings if held outside Geneva	Additional expenses to be borne by the Host Government
1 Staff expenses			
1.1 Support Staff		31 000	31 000
1.2 Provision for overtime		115 000	115 000
Sub-total	0	146 000	146 000
2 Travel & subsistence allowance expenses			
2.1 ITU Staff (pre-Conference travel)		82 000	82 000
2.2 ITU Staff		595 000	595 000
2.3 Interpreters	11 000	177 000	166 000
2.4 Insurance	1 000	1 000	0
Sub-total	12 000	855 000	843 000
3 Other expenses			
3.1 Transport and dispatch costs of equipment, materials and documents necessary for the proper functioning of the Conference secretariat		80 000	80 000
3.2 Provision for miscellaneous and unforeseen	10 000	40 000	30 000
Sub-total	10 000	120 000	110 000
TOTAL	22 000	1 121 000	1 099 000

Bases:

Exchange rate at 1st October 2024: 1 US\$ = 0.857 CHF

Only those specific items which are affected by the meetings being held in Azerbaijan rather than Geneva are included in the above

100% per diem

ANNEX 2

Premises, facilities, services and local staff

In accordance with Article VII of this Agreement, Azerbaijan 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 Meetings:

A Premises

1 Meeting rooms

1.1 *One (1) main meeting room capable of accommodating approximately one thousand five hundred (1 500) persons, equipped with:*

a) Elevated podium

- An elevated podium that can be modified to fit two configurations:
 - Davos style with six (6) armchairs with three (3) small tables,
 - desk-type with twelve (12) chairs plus an additional row of chairs and a table behind for the secretariat.
- A backdrop whose colour scheme will correspond to that of the Meetings 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.

b) Meeting room configuration

- Seating for Meetings participants and ITU officials, classroom style, with one (1) row of tables and two (2) rows of chairs (desk type).
- Area designated for broadcast media with platform for photographers.
- Multiple entry and exit doors to ease access to and from the meeting room.

c) Technical and audiovisual requirements

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) Meetings participants/ITU officials seated at table in the room.
- A set of headphones for each Meetings participant, including those seated at the head table. Each headphone must be capable of being independently set to the desired audio channel.
- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.
- Two (2) monitors in each interpretation booth (Refer to AIIC Rules for details).
- Double digital audio recording of the meetings in mp3 format: one (1) copy of the recording shall be the floor and the other copy shall be the English channel. The recordings must be made available to the ITU at the end of each session.
- Infrastructure for captioning service (refer to Annex 3 for details).

- Infrastructure for Remote Intervention service (refer to Annex 3 for details).
- An electronic name-handling system to request the floor (system + control screen at the head table). The Chair shall be able to see on a screen, placed on the head table, who has requested to speak and give the floor to the requestor.
This system has to be based on the floor plan provided by ITU the night before the opening of the Meetings, which may be subject to last-minute modification by ITU. The possibility of using a RFID system could be explored linked to the Meetings participant's badges, in order to avoid programming each individual microphone with the name of the Member State/Organization/Entity based on the floor plan provided by ITU. The system also has to work in automatic mode.
- Multi/Press box/Mixers with a minimum of eight (8) XLR connections for a direct audio patch by media into the sound system.
- At least four (4) projection screens (16:9 format), large enough to show all the different sources, clearly visible to all Meetings participants/ITU officials and at least four (4) additional flat screens (42 to 55") readily visible from the podium.
- One additional flat screen (42 to 55") readily visible from the middle of the podium to show the synoptic of the room (from the interpretation system) to show which microphone is open.
- At least four (4) projectors (HDMI, X VGA, BNC), adequate for projecting a clear image on the large projection screens, with direct wired connection via split video cables to the presentation computer (at/or near the podium) and to the video system.
- AV system (including both broadcast cameras and personnel) to project images of any speaker in real-time on the large projection screens in the room and on the four (4) additional 42" flat screens on the podium, as mentioned above. The system should also allow the possibility of inserting the name of the speaker at the bottom of the screens, the display of speech time limit clock, the captioning, the list of speakers and documents.
- One (1) laptop on the podium connected to projectors for presentation. Specifications of the laptop can be found in Annex 3.
- Speech timer.
- One (1) additional screen (14" so that it won't block the view to the Secretary of the session and Chair) on the podium, for the Secretary of the session next to the Chair.
- Audio and video webcast of the debates in six (6) languages (Arabic/Chinese/English/French/Russian/Spanish) plus floor, i.e. a total of seven (7) channels.
- Transmission of the audio (floor + A/C/E/F/R/S) and video signal(s) from the meeting room to the webcast centre, where the encoders will be installed, otherwise a secured space for the webcast encoders and workspace for three (3) persons shall be installed close to the interpretation booths (refer to Annex 3 for details).

d) IT requirements

- Wireless LAN with Internet access for all Meetings participants and ITU officials as per the performance requirements listed in Annex 3.
- Wired Fast Ethernet LAN for specific services (see floor plans from ITU).
- Power plugs for laptops (one (1) per seat at the table), including the head table.

1.2 *One (1) meeting room capable of accommodating four hundred (400) to five hundred (500) persons, equipped with:*

a) Head table

- A head table (desk-type), elevated podium, with eight to ten (8-10) places plus an additional row of chairs and a table behind for the secretariat.
- A backdrop whose colour scheme will correspond to that of the Meetings 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.

b) Meeting room configuration

- Seating for Meetings participants and ITU officials configured, classroom style, with one (1) row of tables and two (2) rows of chairs (desk type).

c) Technical and audiovisual requirements

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) Meetings participants/ITU officials seated at table in the room.
- A set of headphones for each Meetings participant, including those seated at the head table. Each headphone must be capable of being independently set to the desired audio channel.
- Double digital audio recording of the meetings in mp3 format: one (1) copy of the recording shall be the floor and the other copy shall be the English channel.
- Service must be provided, comprising recordings of the floor 1 channel of each session in common audio format (e.g. MP3). The recording for each session may be made available to its users at the end of each session.
- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.
- Two (2) monitors in each interpretation booth (Refer to AIIC Rules for details).
- An electronic name-handling system to request the floor (system + control screen at the head table). The Chair shall be able to see on a screen, placed on the head table, who has requested to speak and give the floor to the requestor.

This system has to be based on the floor plan provided by ITU the night before the opening of the Meetings, which may be subject to last-minute modification by ITU. The possibility of using a RFID system could be explored linked to the Meetings participant's badges, in order to avoid programming each individual microphone with the name of the Member State/Organization/Entity based on the floor plan provided by ITU. The system also has to work in automatic mode.

- At least four (4) projection screens (16:9 format), large enough to show all the different sources, clearly visible to all Meetings participants/ITU officials and at least three (3) additional flat screens (42") readily visible from the podium.
- At least four (4) projectors (HDMI, X VGA, BNC), adequate for projecting a clear image on the large projection screens, with direct wired connection via split video cables to the presentation computer (at/or near the podium) and to the video system.

- One (1) laptop on the podium connected to projectors for presentation. Specifications of the laptop can be found in Annex 3.
- Audio and video webcast of the debates in six (6) languages (Arabic/Chinese/English/ French/Russian/Spanish) plus floor, i.e. a total of seven (7) channels over the ITU webcast system
- Infrastructure for Remote Intervention service (refer to Annex 3 for details).
- Infrastructure for captioning service (refer to Annex 3 for details).

d) IT requirements

- Wireless LAN with Internet access for all Meetings participants and ITU officials as per the performance requirements listed in Annex 3.
- Wired Fast Ethernet LAN for specific services (see floor plans from ITU).
- Power plugs for laptops, including the podium.

1.3 *One (1) meeting room capable of accommodating approximately two hundred (200) persons, equipped with:*

a) Head table

- A head table (desk-type), elevated podium, with six (6) places.
- A backdrop whose colour scheme will correspond to that of the Meetings; the design is subject to prior approval by ITU.

b) Meeting room configuration

- Seating for Meetings participants/ITU officials, classroom style, with one (1) row of tables and one (1) row of chairs (desk type).

c) Technical and audiovisual requirements

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) Meetings participants/ITU officials seated at table in the room.
- A set of headphones for each Meetings participant/ITU official, including those seated at the head table.
- Two (2) large screens (16:9 format), clearly visible to all Meetings participants/ITU officials and one (1) additional flat screen (42") readily visible from the podium.
- Two (2) projectors (HDMI, X VGA, BNC), adequate for projecting a clear image on the screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop or PC preferably with US keyboards on the podium connected to projectors for presentations (English Windows Operating System, Microsoft Office Professional package, internal/external DVD drive and USB ports).
- Infrastructure for Remote Intervention service (refer to Annex 3 for details).

d) IT requirements

- Wireless LAN with Internet access for all Meetings participants/ITU officials as per the performance requirements listed in Annex 3.
- Wired Fast Ethernet LAN for specific services (see floor plans from ITU).
- Power plugs for laptops (one (1) per seat), including the head table.

1.4 *One (1) meeting room capable of accommodating approximately one hundred (100) persons, equipped with:*

a) Head table

- A head table (desk-type), elevated podium, with six (6) places.
- A backdrop whose colour scheme will correspond to that of the Meetings; the design is subject to prior approval by ITU.

b) Meeting room configuration

- Seating for Meetings participants/ITU officials, classroom style, with one (1) row of tables and one (1) row of chairs (desk type).

c) Technical and audiovisual requirements

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) Meetings participants/ITU officials seated at table.
- A set of headphones for each Meetings participant/ITU official, including those seated at the head table.
- Two (2) large screens (16:9 format), clearly visible to all Meetings participants/ITU officials and one (1) additional flat screen (42") readily visible from the podium.
- Two (2) projectors (HDMI, XGA, BNC), adequate for projecting a clear image on the screens, with direct connection to the projection computer.
- One (1) laptop on the podium connected to projectors for presentation. Specifications of the laptop can be found in Annex 3.
- Infrastructure for Remote Intervention service (refer to Annex 3 for details).

d) IT requirements

- Wireless LAN with Internet access for all Meetings participants/ITU officials as per the performance requirements listed in Annex 3.
- Wired Fast Ethernet LAN for specific services (see floor plans from ITU).
- Power plugs for laptops (one (1) per seat), including the head table.

1.5 *Four (4) meeting rooms each capable of accommodating approximately fifty (50) persons, equipped with:*

a) Head table

- A head table (desk-type), elevated podium, with four (4) places.

b) Meeting room configuration

- Seating for Meetings participants/ITU officials, classroom style, with one (1) row of tables and one (1) row of chairs (desk type).

c) Technical and audiovisual requirements

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) Meetings participants/ITU officials seated at table.
- A set of headphones for each Meetings participant/ITU official, including those seated at the head table.

- One (1) large screen (16:9 format), clearly visible to all Meetings participants/ITU officials.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image on the screens, with direct connection to the projection computer.
- One (1) laptop on the podium connected to projectors for presentation. Specifications of the laptop can be found in Annex 3.

d) IT requirements

- Wireless LAN with Internet access for all Meetings participants/ITU officials as per the performance requirements listed in Annex 3.
- Wired Fast Ethernet LAN for specific services (see floor plans from ITU).
- Power plugs for laptops (one (1) per seat), including the head table.

1.6 *Two (2) meeting rooms each capable of accommodating approximately thirty (30) persons, equipped with:*

- Tables and chairs for approximately thirty (30) persons, configured in a U-shape.
- One (1) wireless microphone with support. One (1) micro for two (2).
- Wireless LAN with Internet access for all Meetings participants/ITU officials as per the performance requirements listed in Annex 3.
- Wired Fast Ethernet LAN (see options and performance requirements in Annex 3).
- Power plugs for laptops (one (1) per seat).
- One (1) large screen (16:9 format), clearly visible to all Meetings participants/ITU officials.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image on the large screen, with direct connection to the projection computer.
- One (1) laptop on the podium connected to projectors for presentation. Specifications of the laptop can be found in Annex 3.

1.7 *One (1) meeting room for the Editorial Committee, equipped with:*

- Large tables and chairs for approximately thirty (30) persons, configured in a U-shape.
- One (1) wireless microphone with support.
- Two (2) large projection screens (16:9 format), clearly visible to all Editorial Committee members.
- Two (2) projectors (HDMI, X VGA, BNC), adequate for projecting a clear image on the screen(s), with direct wired connection via split video cables to the projection computer.
- Two (2) laptops connected to projectors for presentation. Specifications of the laptop can be found in Annex 3.
- Wireless LAN with Internet access for all Editorial Committee members as per the performance requirements listed in Annex 3.
- Wired Fast Ethernet LAN (See options and performance requirements in Annex 3).
- Infrastructure for Remote Intervention service (refer to Annex 3 for details).
- Power plugs for laptops (one (1) per seat).

1.8 *Four (4) meeting rooms each capable of accommodating approximately ten to fifteen (10 to 15) persons, equipped with:*

- Tables and chairs for approximately ten to fifteen (10 to 15) persons, configured in a boardroom style
- Power plugs for laptops (one (1) per seat).

All meeting rooms shall be equipped with tables (desk-type, width ~sixty (60) centimetres) for Meetings participants/ITU officials.

Bottled mineral water and glasses shall be available at each head table and in the interpretation booths.

A sufficient number of water fountains shall be made available at the entrance to each room.

A sufficient number of multi-power sockets should be available in all meeting rooms upon request.

The dates and time for the availability of each meeting room will be included in the table of requirements, bearing in mind that, unless otherwise stated in the table of requirements, all meeting rooms shall be **fully operational by 14 November 2025 0800 hours**.

A detailed table of requirements for all meeting rooms, offices, and other areas hereafter referred to as "the table of requirements", will be prepared by ITU in due time.

2 Offices

Individual offices, with natural light, for the Management team of the Conference, for the ITU elected officials and their secretariats, and for all ITU officials listed on the staffing table. These offices have to be in close proximity to the main meeting room.

Offices with, to the extent possible, natural light for the ITU officials and the local staff.

The number of offices required shall be determined by ITU on the basis of the staffing table and in light of the configuration of the Meetings' premises.

For the furniture/equipment, a detailed table of requirements will be prepared by ITU in due time identifying the quantity and type of office furniture and equipment required and the dates on which such furniture/equipment must be made available to ITU. The quantities depend on the staffing table and on the configuration of the Meetings' premises.

All premises meeting rooms, technical rooms and staff office doors shall have the same lock cylinder series in order to have a proper master key that can be provided to the ITU Security and Safety Coordinator.

Water fountains shall be made available close to the offices.

3 Areas

All work areas should, to the extent possible, have natural light.

3.1 *For the ITU officials*

- A secure technical room/wiring closets for servers and network equipment with rack space, adequate air conditioning and electrical supply backed up by UPS.
- Meetings participants' reception and registration area: six (6) working stations, with separate back office.
- Media area, consisting of an ITU office and a media working room.

- **Video/Podcast studio:** large multipurpose soundproofed space (design TBC) to cater for video messages, video interviews, podcast interviews, feature videos and selected media access. In addition, small video recording areas around the venue (approximately sixty square metres (~60 m², with minimum two (2)m high roof), to be fully equipped by the Government and/or service provider, and including in particular:
 - Glass walls and carpet equipped as VIP area - four (4) chairs and one (1) small coffee table and one (1) moveable larger round table (soundproofed with door and roof).
 - A separate control room (adjoining Studio) soundproofed with door and roof. Roof LED spots able to be switched on and off in studio.
 - Three separate editing positions (adjoining Studio) with desks and office chairs as well as lockable storage. Soundproofed with door and roof. Roof LED spots able to be switched on and off in studio.
 - One AV production admin area with six (6) desks and lockable storage cupboards for equipment.
 - A backdrop in Studio whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.
 - Numerous power sources for portable audiovisual equipment.
 - Wireless LAN with High-speed Internet access.
 - Minimum three (3) very high-speed wired fast Internet connections in edit suites.
 - A connection between the webcast centre and the TV studio to receive in the appropriate format the webcast signal for broadcast purposes.
 - A/C (able to be controlled directly in the studio).
 - Roof LED spots able to be switched on and off in studio.
- **Studio equipment, including:**
 - Three (3) Broadcast (one (1) preferably wide-angle) Cameras with CCUs (XDCam or similar) Std Lenses - Format 1920 X 1080 FULL HD (PAL) with tripods and all necessary cabling.
 - Four Podcast table microphones and stands.
 - One (1) video mixer such as Sony AnyCast and one (1) audio mixer.
 - Hard disk or SxS Recorders for each camera (ISOs as well as mix).
 - One (1) studio monitor connected to internet for remote interviews.
 - Three (3) or more principal LED Studio lights (with stands and diffusers) of variable intensity.
 - Four (4) or more secondary filler lights and spots, with diffusers for background and filling (and, if possible, reflectors).
 - Four (4) lavalier microphones, with receivers and transmitters - with additional cabling (XLR cabling to cameras if cable mics) if necessary.
 - Studio monitor connected to output from Vision Mixer (for director).
 - Three (3) Mac Pro for Editing (including Final Cut Pro X) with large screen/s and loudspeaker monitors as well as high-quality closed headphones.
 - Two (2) XDCam recorder/players or similar.

- Four (4) SSD Hard Drives for transferring/editing and backing up Rushes 2TB minimum, USB-C.
- Two (2) roving cameras Sony EOS C300 (or similar) with full ENG kit (Lights, sound, tripod, etc...) for capturing footage outside the studio.
- Interpreters' lounge.
- Storage area for empty boxes and metal cases (ITU dispatch).

Availability and operability:

The basic network infrastructure connected to power backed up by Uninterruptible Power Supply (UPS) and the server room shall be ready by 10 November 2025 0800 hours.

The offices for IT and logistics staff shall be operational by 10 November 2025 0800 hours.

Registration area and all other offices shall be fully operational by 13 November 2025 0800 hours.

3.2 For the Host Country

- Organizing Committee area.

3.3 For the Meetings participants

- Gifts distribution room with desk.
- Relaxation Lounge (comfortable quiet area, where computers and mobile phones are not permitted).
- Cybercafé (see Annex 3).
- Three hundred (300) lockers for laptops/personal effects.
- General information desk.
- Travel desk.
- Bank or ATM machine.
- Cafeteria and coffee break area (at reasonable commercial prices). See section B below for more information. Fully independent VIP lounge with high-end furniture and refreshments.
- Prayer room.
- Lost property desk with security safe for storage of found items.
- Medical service. See section B below and Annex 4 for more information.
- Water fountains shall be made available close to these areas. Single-use cups should be avoided.

All the offices/areas must be operational and fully equipped, with connectivity and furniture as indicated in the table of requirements which will be prepared by ITU in due time as described above.

B Facilities/Services

- A strict no-smoking policy shall be observed in all premises
- IT requirements (see Annex 3).
- Public audio system to make announcements.

- Air-conditioning (or heating) at a constant temperature of twenty-four (24) degrees Celsius, lighting, water and cleaning of the premises described above. If possible, temperatures and lighting is regulated for unoccupied rooms.
- The power throughout the venue for critical services of the Meetings should be backed up by Uninterruptible Power Supply (UPS).
- Recycling bins will be available throughout the venue.
- On-site first-aid facilities and dedicated personnel - to be provided for the duration of the Conference, twenty-four (24) hours per day, seven (7) days per week. For emergency services, the Government will ensure immediate ambulance transportation and admission to a hospital. See Annex 4 for more information.
- A sufficient number of large flat screens (Plasma, LCD) strategically scattered around the venue and connected to an information display system capable of presenting mixed media (video, photos, presentations, live twitter feed, announcements, room signage).
- Adequate cafeteria facilities onsite or adjacent to the Meetings' venue with a variety of food at reasonable commercial prices, for lunch. There should also be onsite a few coffee shops offering hot and cold beverages and light refreshments or snacks at reasonable commercial prices for the morning and afternoon breaks and during lunch time (from 0800 to 1900 hours and, and during weekend/evening/night sessions).
- A service for the reservation of hotel rooms, with provision for the possibility that reservations may be changed for ITU officials. This service will also be available to Conference participants at reasonable commercial rates. If possible, Conference participants will be able to modify their hotel reservations without having to bear unreasonable financial penalties. It is understood that such reservations or any penalties will not entail any liability on the part of the Government or ITU.
- For the Conference participants, a selection of different categories of hotels will be offered, from 2* through 5*. Hotels will offer fast Internet connectivity.
- Arrangements for the ITU Officials will include early check-in and late check out as per the arrival/departure dates and Internet connectivity will be included in the price of accommodation.
- An onsite Travel Agent, with functions to include reconfirming, rerouting and issuing air tickets and provide local tourist information.
- An information desk for local information for Conference participants.
- Reception desks for Meetings participants and ITU officials at the airport.
- Cars, drivers and protection, as detailed in Annex 4.
- Transport for ITU officials upon arrival from the airport to the hotel(s) and, at the end of the Meeting, from the hotels to the airport. During their stay (as specified on the staffing table), transport between the hotel(s) to the Venue will be required.
- Transport for Meeting participants (only those participants who book hotel rooms through host country website) upon arrival from the airport to the hotels listed on the host country website will be provided and back to the airport at the end of the Meetings. During the Meetings, shuttles will be organized between the hotels listed on the website and the Venue.
- Practical information, in English or in the six (6) official languages of ITU, should be made available on the Host Country website developed and maintained by the Host.

- A procedure, to be followed by Administrations or other entities wishing to send parcels containing gifts/souvenirs for distribution to Meetings participants during the Meetings, to benefit from duty-free entry facilities. This procedure will be posted on the host country website.
- Information to be provided on the Host country website includes: visa requirements and application process, tourism and travel, event venue information, accommodation proposed (including nightly rates, map and distance to the venue, booking information), transport for Meeting participants (provided by the host country), local transportation, electrical current and plugs, local currency and banking (foreign exchange rules, etc.) as well as any other practical information aimed at making the stay of Meeting participants pleasant and efficient.

C Staff

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

For the purpose of providing the services required for the various rooms and offices, local staff (multilingual personnel) shall be provided by the Host country free of charge and shall be placed under the ITU direction and supervision for the duration of their assignment, in accordance with the arrangements specified in the staffing table to be agreed by the Parties.

The job descriptions for the local staff will be prepared by ITU.

For service providers, the Host country should obtain twenty-four (24) hours per day, seven (7) days per week maintenance support from service providers for any critical components.

D Host Committee

The Host country 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 before the Meetings. This list shall include details of all bodies and authorities in all relevant areas of activities including but not limited to: safety and security liaison, media, protocol, visas, customs, transportation, hotels, logistics, IT part.

ANNEX 3

Necessary information technology (IT) equipment to be provided free of charge by the Government

1 General IT requirements

- 1.1 In accordance with Article VII of this Agreement, the Government shall take all necessary action to make available to ITU, free of charge, the IT infrastructure, equipment and services in a manner that ITU considers adequate to ensure the proper functioning of the Events and that provides the same functionalities and performance as that available at ITU headquarters.
- 1.2 The Government shall involve ITU in the equipment selection process. Any equipment selected must be approved by both Parties prior to an order being placed.
- 1.3 The Events venue and any pre-installed information and communication technology (ICT) and electrical infrastructure must be installed sufficiently early to meet the deadlines stipulated in the Table of Requirements and allow for the preparatory work to be carried out. The Government shall ensure the stability and adequacy of the electrical power supply and air-conditioning, which shall be backed up by uninterruptible power supply (UPS) units, in the IT equipment room.
- 1.4 The IT teams of both Parties shall work together to define the exact time-frame for the delivery of the infrastructure and services.

2 General requirements in regard to networks

- 2.1 A physical Ethernet network comprising two (2) logical networks: an internal network for ITU operations, known as "Blue-LAN", and an external network for meeting participants, known as "Green-LAN", which includes a cybercafé and the wireless LAN. A redundant firewall separates the two networks, both of which must provide Internet access.
- 2.2 The Government shall provide the network switches, cabling and equipment racks necessary to implement the Blue and Green LANs. The Government shall be responsible for providing the OSI model Layers 1 and 2 components of the Blue and Green LANs, Layer 3 routing of the Green-LAN and the firewall for protecting both the Blue and Green LANs. For its part, ITU shall provide routers for handling the Layer 3 routing of the Blue-LAN.
- 2.3 All network equipment selected shall be certified by the manufacturer for operating in a medium and large network environment. Under normal operating conditions, the average network ping response time from any wired connected PC to the local servers or gateway should not be more than one (1) millisecond.
- 2.4 Dedicated Internet connection for the Blue LAN
 - a) One (1) 1 Gbps duplex terrestrial Internet link with optimized routing path and guaranteed end-to-end throughput to link ITU headquarters in Geneva with the Blue-LAN at the Meetings venue. The round trip time (rtt) of the links between Geneva and the Meetings site shall not exceed two hundred (200) milliseconds.
 - b) The Internet link shall include DDOS security protection.

- c) To reduce cost, the second 1 Gbps backup link for the Blue LAN can be provided through sharing with the links for the Green LAN.
- d) The termination of the Internet link should be in the IT room where the core network equipment will be installed, using 1 Gbps RJ45 for copper or LC for fibre interface.
- e) The local Internet Service Provider shall provide forward DNS and at least eight (8) Internet routable IPv4 addresses.

2.5 Internet connections for the Green LAN

- a) Two (2) 1 Gbps duplex Internet links operating in active-active and dynamic failover mode to two (2) separate Internet exchange points (e.g. 2 PoPs of an ISP or two ISPs). Sufficient bandwidth shall be foreseen for supporting all Meetings participants/ITU officials, including reserved bandwidth for webcast.
- b) The Internet links shall include DDOS security protection.
- c) The termination of the two (2) links should be in the IT room where the core network equipment will be installed.
- d) The local Internet Service Provider shall provide forward DNS and at least 2 x 16 Internet routable IPv4 addresses. Support for IPv6 should be considered.
- e) The following protocols shall be permitted on the Internet links: http, https, ftp, sftp, pptp, pna, rtsp, Zoom/TEAMS or equivalent plus other voice, video, common VPN client protocols or tcp/udp ports on request. Effort should be made to minimize the blocking of valid sites due to false-positives reported by the ISP firewall rules. Site-to-site IPsec VPN protocol shall be permitted so that one of the links can be used as backup for the 1 Gbps dedicated Internet link for the Blue-LAN.

- 2.6 A webpage for monitoring the Internet traffic, using for example the "RDDtool" system, shall be made operational and accessible to ITU technical staff. The daily Internet traffic statistics shall be made available to ITU at the end of the meetings.

3 ITU private Blue-LAN

- 3.1 The Blue-LAN shall be connected to ITU headquarters in Geneva through the dedicated Internet connection for Blue LAN and backed up by one of the two Internet links for the Green LAN. The definition of the virtual local area networks (VLANs) in the Blue-LAN shall be communicated to the Government at least two (2) months before the opening of the Events.
- 3.2 The Blue-LAN shall be fully operational (including all network services) by the delivery deadline for end users stipulated in the Table of Requirements.
- 3.3 ITU shall provide the routers and servers necessary to implement the Blue-LAN. The Government shall provide the basic IT facilities necessary for installing the ITU equipment and the Internet connection with optimized routing path and guaranteed end-to-end throughput of approximately 1 Gbps to the nearest internet exchange point. The average round-trip time for the links between Geneva and the Events site shall not exceed 90 milliseconds.
- 3.4 The Parties' IT support teams shall work together to finalize the network design.

4 Green-LAN for Events participants, including wireless LAN

- 4.1 The Green-LAN is designed to provide a transparent Internet connection for all Events participants as well as for offices (including the registration desk) and support services, e.g. the cybercafé, etc.
- 4.2 There shall be sufficient wireless LAN access points to support approximately one thousand and five hundred (1 500) Events participants and ITU officials, with up to 3 000 wireless devices within the premises (meeting rooms, offices, cybercafé, press centre, etc.), taking into account that over 90% of the participants will be in the main meeting room during the plenary sessions:
- a) The wireless LAN capacity for each conference/meeting room and work area must correspond to the capacity of the room in question (i.e. it is to be assumed that every Events participant and ITU official may wish to connect a laptop, smartphone and PDA at the same time).
 - b) The wireless LAN shall be 802.11 n, ac, ax compliant and Wi-Fi alliance compatible.
 - c) The wireless LAN shall support common encryption protocols (e.g. WEP, WPA, WPA2, WPA3) and captive portal
 - d) The target average ping response time from the wireless devices to the gateway shall not exceed twenty (20) milliseconds under normal load conditions.
 - e) The target average throughput for each associated device shall be five (5) Mbps or above.
 - f) The wireless access points shall be centrally controlled to allow rapid, if possible automatic, reconfiguration of the access points to adapt to changing load conditions in the conference/meeting rooms and blocking of individual laptops in case of virus issues.
 - g) web-based authentication shall be implemented, based on an agreed list of usernames and passwords to be shared between the IT teams of the Host Country and ITU;
 - h) The broadcast SSID shall be set to that requested by ITU.
- 4.3 The following network services shall be provided by the Government:
- a) DHCP, DNS server for the Green-LAN.

5 Wireless LAN performance assurance

- 5.1 The wireless LAN infrastructure shall be load tested to ensure it can support the full capacity of the conference/meeting rooms.
- 5.2 The Government shall submit in advance to ITU the planned wireless LAN solution for accomplishing the above-mentioned performance objectives.
- 5.3 Wired gigabit Ethernet LAN connectivity must be made available in the ITU offices, registration areas, cybercafé, head table/podium in the conference/meeting rooms, and for all critical services such as webcast, remote intervention, captioning, etc.
- 5.4 The Government shall submit in advance to ITU the planned wireless LAN solution for accomplishing the above-mentioned performance objectives.

6 System and network security

- 6.1 Adequate security measures shall be applied such that the network infrastructure is protected from unauthorized access and attacks. Sub-networks made available to meeting participants and ITU officials shall also be protected using technologies such as access control lists and firewalls.
- 6.2 The network equipment and installed computers shall have a stable version of the latest software patches.
- 6.3 As a general rule, computers (e.g. in the cybercafé) intended for web browsing shall be configured in such a way as to prevent users from installing or saving anything within them or from shutting them down.
- 6.4 ITU shall provide additional information as part of the work documents.

7 Webcasting, Remote Intervention and Remote simultaneous Interpretation (if explicitly requested in Annex 2)

- 7.1 **Webcast service** shall be provided for the meeting rooms as described in Annex 2.

ITU will provide the webcast encoders and servers for live multilingual webcasting the meetings, with assistance from a local team recruited by the Host who are already familiar with the webcast technology, to be agreed upon between the Host Country's and ITU technical teams.

- 7.2 **Remote Intervention (Multilingual interactive Remote Participation service)** is an extension of the physical meeting room to a virtual meeting room that is hosted as a Cloud Service on the Internet, allowing remote participants to assist in the meeting across the Internet by using a computer.

The host country will provide computers (i.e. encoders) for monolingual meeting rooms.

- 7.3 **Remote Simultaneous interpretation service** is when the interpreters are located offsite and will join the event virtually via an RSI platform on their laptop to deliver interpretation simultaneously. Through the platform, they receive a live video & audio feed of the speaker(s) and deliver remote simultaneous interpretation just as if they were working with an interpreter console within the physical room.

- 7.4 The ITU will provide a customized rack to provide Multilingual Interactive Remote Participation, webcast and Remote Simultaneous Interpretation

The following items shall be provided by the Host:

7.5 Equipment and Infrastructure for the ITU AudioVisual rack

a) Video Feeds:

- i) All Video feeds should be digital (SDI or HDMI)
- ii) The video clean feed should be the active speaker coming from tracking cameras (or cameramen) or remote participation system if requested
- iii) Active document (presentation) or video projected on the screen
- iv) An image composition with both feeds: active speaker and presentation - (NB: captioning, timer... must not be included in the feeds sent to the webcast).

- b) Audio Feeds:
 - i) All Audio feeds should be symmetric and analogue
 - ii) Floor OUT from the local audio system to the ITU AV Rack (Final Floor audio channel corresponding to the Program Mix/PGM)
 - iii) IN and OUT between the floor audio channel TO and FROM the ITU AV Rack (mix-minus)
 - iv) IN audios for the six languages (EFSRAC) FROM the ITU AV Rack TO the six audio channels of the physical room audio system.
- c) Audio and video control equipment.
- d) Transmission of high-quality audio and video signals (as per Annex 2) from the meeting rooms designated for one the services described above to the ITU AV rack.
- e) The ITU AV rack dimensions are 125x87x63 cm and should be placed in the technical control room of the conference room with power backed up by UPS and enough workspace for two (2) support staff. There is one mobile rack per room.
- f) One (1) control monitor for each room where webcast is required.
- g) It should be noted that the audio digital recording of the meetings described in Annex 2 is a separate requirement, which is not part of the webcasting requirement.

7.6 One Laptop and one Projection cable to be able to show the remote participants image on the screen of the room

7.7 Network requirements for the ITU AudioVisual rack

- a) 1000BaseT connectivity for the rack.
- b) Permission of PCs on the Blue-LAN to access the webcast streams from the webcast service on the Green-LAN across the firewall.
- c) Dedicated 50 Mbps Internet bandwidth for each meeting room requiring webcast.
- d) Add 20 Mbps for streaming to each additional social platform.
- e) Appropriate ports (TCP/UDP 80, 443 and 5000) shall be opened on the Firewall to permit the viewing of the webcast across the Internet and the transfer of the archives from the Meetings venue to ITU Geneva.

8 Captioning services

In each conference room in which a captioning service is required:

- 8.1 One (1) English audio channel connection to the captioning laptop (provided by the Government or the captioning company for an audio connection via Zoom/TEAMS/or equivalent...).
- 8.2 One (1) laptop (provided by the Government or the captioning company) for projecting the captioning.
- 8.3 Video equipment to project both the caption text from the captioning laptop and the image from the camera or podium PC on the same screen, similar to sub-title or ticker bar in a video.

ITU and the Government shall work together for the appointment of the Captioning Service Provider.

9 SIM Cards

- 9.1 The exact number of SIM Cards required is contained in the "Table of Requirements" to be prepared by ITU.
- 9.2 SIM Cards with local access and capable of receiving international calls shall be made available to ITU staff on the first day of their arrival. These SIM Cards are to be assigned on-site by ITU at its discretion.
- 9.3 Key ITU officials (to be identified by ITU) must also have international access from their SIM Cards.
- 9.4 An electronic list of attributed telephone numbers shall be made available to ITU at least three (3) weeks before the Meetings, allowing ITU to assign the telephone numbers to the staff and communicating it back to the Government.
- 9.5 SIM cards provided to ITU staff must have enough credit for voice and data to cover the duration of their stay as per the staff table.
- 9.6 In addition, international access SIM cards and pre-paid cards for mobile phones are to be made available for sale in the Meetings venue.

10 PCs/laptops, Printers and other equipment

- 10.1 The exact number of PCs, printers and scanners required for supporting ITU officials and local staff, meeting rooms, rooms management system, cybercafé, registration, webcast, vote counting and spares is contained in the "Table of Requirements" to be prepared by ITU.

10.2 PCs/laptops (minimum requirements)

- a) All PCs/laptops provided shall be from a reputable manufacturer, released to the market within the last twelve (12) months, with sufficient CPU and eight (8) Gbyte memory for working efficiently in a typical office environment, in particular with:
- b) Windows 64 bit OS and MS Office 32 bit;
- c) US international keyboard in general; some PCs with keyboard of the local language for use by local staff; For laptops which come with non-US International keyboard, an external US international keyboard may be installed;
- d) USB ports;
- e) HDMI port;
- f) built-in or external speakers.

Note: All the PCs or laptops provided must be **identical**, which is a prerequisite for the replication process;

Note: If it is decided to replicate the PCs/laptops based on the ITU image, ITU will provide the Government with the specifications of the software to be installed on the machines, from which the Government will prepare a master machine. ITU can then connect to the machines over the Internet to verify the configuration. Once the configuration is confirmed, the local team can replicate the PCs/laptops based on the master machine.

Important: On the last day of the event, all the hard-disks on the PCs, laptops and servers provided by the Government must be erased.

10.3 Screens for PCs/laptops

- a) Minimum 24" flat screen with HDMI interface and USB-C interface
- b) One HDMI and one USB-C cable per screen to connect the screen to the PC/laptop

10.4 Printers (minimum requirements)

- a) Multifunction printer with network connectivity with minimum 32 ppm capacity to be used by several staff members for scanning and high volume printing. These printers should have the facility to scan to email and scan to PDF both in monochrome and colour.
- b) Laser printers with network connectivity with minimum 16 ppm capacity.
- c) Colour laser printers with network connectivity and preferably with recto-verso printing functionality with a minimum 16 ppm capacity.
- d) For the ITU document control, document reproduction teams and cybercafé, higher speed and more robust printers may be required.
- e) Toners, including spares.

10.5 Large screens (minimum requirements)

- a) Screen size: Minimum 55 inches.
- b) Type : LED/LCD/Plasma
- c) Minimum resolution: 1920 x 1080 pixels.
- d) Interface: USB, HDMI, DP
- e) Speakers.

11 Software licenses

- 11.1 ITU will provide the Government with details of software to be installed in the PCs/laptops and the configuration requirements of the servers as soon as possible before the Meetings so that the Government may conclude the necessary licence agreements.
- 11.2 It is the sole responsibility of the Government to arrange for the necessary software licences for the software installed in the servers and PCs/laptops that are provided by the Government.

12 Facilities in rooms for ICT equipment

- 12.1 The technical rooms and wiring closets for network equipment and servers shall have proper locks, with keys given to the ITU IT support team.
- 12.2 The technical rooms and wiring closets shall also have adequate air-conditioning or ventilation, meeting the environmental requirements of the installed equipment.
- 12.3 The technical rooms and the wiring closets shall be equipped with standard 19" 42U size equipment racks for network equipment and patch panels, with sufficient number of power outlets backed up by Uninterrupted Power Supply (UPS) to survive short power outages of up to ten (10) minutes.

- 12.4 The IT room for ITU Blue-LAN equipment should be equipped with:
- a) Minimum 25 m² of floor space;
 - b) Minimum six (6) power outlets on at least two (2) different circuit breakers;
 - c) Two (2) independent Uninterrupted Power Supplies (UPS) of minimum three (3) KVA each or four (4) UPSs of minimum 1.5 KVA each, to survive short power outages of up to ten (10) minutes;
 - d) Adequate air conditioning for ITU's equipment (15 000 BTU/hour);
 - e) Eight (8) RJ45 network points connecting to 1 Gbps ports on at least two network switches of the venue's LAN infrastructure.
- 12.5 Preferably SNMP managed UPS so that service personnel will be alerted in case of failover to the UPS.
- 12.6 Encoders which are either located in the webcast centre or near the meeting rooms, shall also be backed up by UPS of minimum one (1) KVA.
- 12.7 Some RJ45 connections for PCs, laptops, printers, office equipment and power outlets to be installed in offices, meeting rooms and cybercafé as per **Annex 2** and the "Table of Requirements" document.
- 12.8 Access to the site, rooms and wiring closets shall be provided to the ITU IT support team on a 24/7 basis.
- 12.9 The working room(s) for IT support staff shall have adequate ventilation and air conditioning to handle the thermal load of both the staff and the equipment that will be installed.

13 Onsite Support

Below is an estimation of the local IT staff required for the Meetings. It is the responsibility of the Government to ensure there is adequate support for the listed functions outlined below, which may vary depending on the time available for the preparation, installation and the number of people at the Meetings.

Local staff for Conference IT support (parts of it to be reflected in the Staffing Table)

For the implementation and operations of the ICT infrastructure and to provide support for end users, with the understanding that 24x7 coverage will be required during the Meetings period:

Function	Approximate start date (minimum)
ICT Coordinator	12 months before Meetings start
Network Engineer	5 months before Meetings start
System Engineer	1 month before Meetings start
Security Administrator	2 months before Meetings start
IT Technician and coordinator	2 weeks before Meetings start
IT Technicians & Service Desk Support	2 weeks before Meetings start
Network Technicians	2 weeks before Meetings start
Audiovisual Technicians for the meeting rooms	3 days before Meetings start

The job descriptions for the above functions are included in a separate document prepared by ITU with job descriptions of all local staff to be provided by the Government in accordance with Article VIII of this Agreement.

Service providers

The Government should obtain support from the manufacturer or service provider of the selected hardware and software for the implementation of this Annex. The support may include site survey, design, implementation and maintenance of the solutions. It will be appropriate to involve ITU in the selection process. In all cases ITU shall be provided with contact details of the Service Providers.

24x7 maintenance support from service providers for any critical components.

14 Documentation

The following information shall be provided to ITU during the preparatory phase, which is approximately nine (9) months ahead of the Meetings.

14.1 Initial preparatory phase

- a) Floor plan.
- b) A list of key management and IT personnel with their titles, functions and telephone numbers and email addresses.
- c) Documentation detailing the physical and logical layout of the existing network.

14.2 Middle preparatory phase

- a) A list of other IT personnel and service provider contacts with their titles, functions and telephone numbers.
- b) RFP for ICT services.
- c) Specification of selected hardware: PCs, printers, scanners, screens, servers, UPS, etc.
- d) Documentation detailing the physical and logical layout of the Events network, including:
 - i) cabling;
 - ii) network equipment;
 - iii) connectivity;
 - iv) VLANs;
 - v) access control list and firewall definitions;
 - vi) IP addresses;
 - vii) configuration files of the network equipment
 - viii) Wireless LAN infrastructure and coverage.
- e) Telephone numbering plan.
- f) Reference numbers and implementation schedule of the leased lines.

14.3 Final preparatory phase

- i) CVs of local staff.
- ii) Escalation procedure (24x7 coverage).

iii) Final operational documentation and configuration files.

Meetings timeline

A detailed Meetings timeline document will be prepared by ITU and transmitted to the Government in due time.

ANNEX 4

Safety and Security Measures

- 1 In accordance with Article VI of this Agreement, the Government shall take all necessary actions to make available to ITU, free of charge, the following facilities, services, equipment, and security staff.
- 2 For the entire duration of the Meetings, the Government shall, in particular:
 - a) Provide safety and security personnel and equipment, which are deemed necessary to ensure the appropriate level of safety and security outside the Meetings premises and official Meetings hotels. The Government will assist in the coordination with ITU inside the Meetings premises.
 - b) Provide adequate safety, security, and protection to all ITU officials, all visiting dignitaries, and all Meetings participants during their stay in Baku.
 - c) Provide a car, driver and security detail to the ITU Secretary-General upon her arrival at the airport and these logistics and personnel shall remain available to her until her departure.
 - d) Provide a car, driver and security detail to each of the other attending ITU Elected Officials upon their arrival at the airport and these logistics and personnel shall remain available to them until their departure. In addition, one service vehicle and driver shall be available for the ITU Meetings Safety, Security, and Resilience Coordinator upon his arrival in Baku and until his departure.
 - e) Provide adequate safety, security and protection to all Meetings participant shuttle buses.
 - f) Provide adequate safety, security, and protection outside and inside the Meetings premises; However, safety and security inside the Meetings premises shall be coordinated with ITU.
 - g) Provide adequate safety, security and protection to all official social events, programmes, and excursions, which are organized outside the Meetings premises.
- 3 The Government shall appoint, as soon as possible, a qualified Senior Security Liaison Officer having overall and special responsibility to address security and safety related issues for the Meetings and who shall work in close collaboration with ITU's Meetings Safety, Security, and Resilience Coordinator to ensure that the safety and security planning and measures with respect to the Meetings are comprehensive and smoothly coordinated.
- 4 With the close and continuing collaboration of the Government, ITU will produce a confidential Meetings Safety and Security Plan. The Plan will detail safety and security measures specific to the Meetings, crisis management and business continuity for emergencies, which will help to protect the Meetings Participants, ITU officials, and the Meetings premises. It will contain the specific safety and security mitigation measures and Emergency Response plans identified during the Tabletop exercise that will be prepared by the ITU and held with the Host Country event Safety and security practitioners, latest 2 months before the beginning of the event. This document will be issued to third parties on a need-to-know basis, as determined by ITU. The preliminary draft of the Meetings Safety and Security Plan will be issued as soon as possible. The document will mature as the Meetings near, as persons and

resources are allocated, and as risks are identified and addressed. The final, completed and comprehensive draft of the Meetings Safety and Security Plan will be issued just prior to the start date of the Meetings.