

**AGREEMENT**

*between*

**THE GOVERNMENT OF THE REPUBLIC OF INDIA  
represented by the Minister of Communications**

*and*

**THE INTERNATIONAL TELECOMMUNICATION UNION  
represented by the Secretary-General**

*relating to*

**THE HOLDING, ORGANIZATION AND FINANCING OF  
THE WORLD TELECOMMUNICATION STANDARDIZATION ASSEMBLY  
(New Delhi, 15-24 October 2024)**

*and to*

**THE HOLDING, ORGANIZATION AND FINANCING OF  
THE GLOBAL STANDARDS SYMPOSIUM  
(New Delhi, 14 October 2024)**

*and*

**the Leadership Training  
(New Delhi, 25 October 2024)**

*of the*

**INTERNATIONAL TELECOMMUNICATION UNION**

## PREAMBLE

- A WHEREAS, pursuant to Resolution 77 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, the next World Telecommunication Standardization Assembly of the International Telecommunication Union (hereinafter referred to as "ITU") is to be held in the last quarter of 2024;
- B WHEREAS, for that purpose, the Government of the Republic of India (hereinafter referred to as the "Government") has invited ITU to hold the World Telecommunication Standardization Assembly (hereinafter referred to as the "Assembly") in New Delhi from 15 to 24 October 2024, as well as the Global Standards Symposium (hereinafter referred to as the "Symposium") in New Delhi on 14 October 2024 the Assembly, and the Symposium being collectively referred to as the "Events");
- C WHEREAS the required majority of the Member States of the Union have declared themselves in favour of the Events being held at the aforesaid place and on the aforesaid dates; and
- D WHEREAS the Republic of India intends in that connection to abide by the provisions of the ITU Constitution and Convention (Geneva, 1992), as amended by subsequent Plenipotentiary Conferences (Kyoto, 1994; Minneapolis, 1998; Marrakesh, 2002; Antalya, 2006 and Guadalajara, 2010) (hereinafter referred to respectively as the "Constitution" and the "Convention"), 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 admission to world telecommunication standardization assemblies;
  - 2) Section 3 of the General Rules, concerning invitations to world telecommunication standardization assemblies, 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 the 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 Minister of Communications, and ITU, represented by the Secretary-General, (hereinafter referred to collectively as the "Parties"), hereby agree as follows:

## ARTICLE I

### Definitions

- 1.1 For the purposes of this Agreement, the term "Assembly participant" shall be understood to mean any delegate, member of a delegation, representative of Sector Members concerned or observer invited to the Assembly by the Secretary-General (see Article 25 of the Convention, Section 3 of the General Rules and Resolution 169 (Rev. Dubai, 2018) of the Plenipotentiary Conference), including any observer pursuant to Resolutions 99 (Rev. Dubai, 2018) and 6 (Kyoto, 1994) of the Plenipotentiary Conference and Council Resolution 741. Furthermore, the term "Symposium participant" shall be understood to mean any speaker/moderator/facilitator duly invited by the Secretary-General to participate in the Symposium.
- 1.2 For the purposes of this Agreement, the term "delegate" shall be understood to mean any person sent by the government of a Member State of ITU to the Assembly or Symposium.
- 1.3 For the purposes of this Agreement, the term "member of a delegation" shall be understood to mean any representatives, advisers, attachés or interpreters, other than delegates, sent by the government of a Member State of ITU to the Assembly or Symposium.
- 1.4 For the purposes of this Agreement, the term "representative of a Sector Member" shall be understood to mean any person sent by a Sector Member to the Assembly or Symposium.
- 1.5 For the purposes of this Agreement, the term "observer" shall be understood to mean any person sent by an organization, institution (including an academic institution) or entity duly invited by the Secretary-

General to attend the Assembly as an observer in accordance with Article 25 of the Convention as well with Resolutions 99 (Rev. Dubai, 2018), 6 (Kyoto, 1994) and 169 (Rev. Bucharest 2022) of the Plenipotentiary Conference.

- 1.6 For the purposes of this Agreement, the term "ITU official" shall be understood to mean any elected official of ITU taking part in the Assembly or Symposium, any ITU official or staff member assigned to the Assembly or Symposium or any official specifically recruited by ITU for the Assembly or Symposium.

## ARTICLE II

### **Venue and dates of the Events**

- 2.1 The Events shall be held in the ITPO International Exhibition-cum-Convention Centre (IECC), Pragati Maidan, at New Delhi (India).
- 2.2 The official opening of the Assembly shall take place on 15 October 2024, and the Assembly shall in principle complete its work on 24 October 2024.
- 2.3 The Symposium shall take place on 14 October 2024.
- 2.4 The leadership training shall take place on 25 October 2024.
- 2.5 Specific conditions related to the precise dates during which the premises, facilities, services and local support staff to be provided by the Government (see Article VII below) must be made available and fully operational are specified in Annexes 2, 3 and 4, respectively, to this Agreement.

## ARTICLE III

### **Invitations and admission**

- 3.1 The provisions of the Convention relating to admission and those of the General Rules relating to invitations when there is an inviting government shall apply to the Assembly, without reservation.
- 3.2 Invitations to take part in the Assembly shall be sent by the Secretary-General to ITU Member States. The Secretary-General shall also issue invitations to Sector Members and to those organizations, institutions and entities that may participate in the Assembly as observers.
- 3.3 Invitations to take part in the Symposium shall be sent by the Secretary-General.
- 3.4 The Government, in its capacity as host government, shall authorize Assembly and Symposium participants and all ITU officials taking part in the work of the Events to enter India and remain within the country for the

entire duration of their duties or mission in connection with the Events. Such authorization shall also apply to their accompanying spouses and minor children.

- 3.5 To that end, the Government shall take all appropriate measures with a view to issuing and delivering the necessary visas and entry permits, where required, to all Assembly or Symposium pre-registered participants and ITU officials, free of charge, as speedily as possible and not later than two (2) weeks before the opening dates of the Events, provided application for the visa has been made at least three (3) weeks before the opening of the Event concerned; if the application is made later, the Government shall do its best to grant the visa as early as possible. Arrangements shall also be made to ensure that visas and entry permits are delivered at relevant points of entry in India to Assembly or Symposium pre-registered participants and ITU officials who were unable to obtain them prior to their arrival.
- 3.6 Special arrangements shall be made by the Government, in collaboration with ITU, to facilitate the delivery of visas to Assembly or Symposium pre-registered participants who are nationals of countries in which India has no diplomatic representation.
- 3.7 In order to accelerate the issuance and delivery of visas, at least forty-five (45) days before the opening of the Events, and thereafter on a weekly basis, ITU shall provide the Government with a list of all Assembly or Symposium pre-registered participants and ITU officials.

## ARTICLE IV

### **Privileges and immunities**

- 4.1 Within the framework of this Agreement and its implementation, the Government shall apply in respect of the Assembly and Symposium 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 (hereinafter referred to as the "1947 Convention"), to which India has been a Party since 10 February 1949 (see also Council Resolution 1004, confirming its earlier Resolution 193). In particular, Assembly and Symposium delegates and members of delegations shall, for the duration of the Assembly and Symposium, and for a period of three (3) days before they begin and three (3) days after they end, enjoy the privileges, immunities and facilities established under Article V of the 1947 Convention. In addition, ITU officials shall, for the duration of the Assembly and Symposium, 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.

- 4.2 Observers from the United Nations, specialized agencies and the International Atomic Energy Agency shall enjoy the privileges and immunities established under Articles VI and VIII of the 1947 Convention.
- 4.3 Other observers and the representatives referred to in paragraphs 1.4 and 1.5 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 Assembly.
- 4.4 Notwithstanding the above, Symposium participants 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 Symposium.
- 4.5 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 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 Assembly or Symposium.
- 4.6 ITU, its property and assets, by whomever held, shall enjoy immunity from every form of legal process except insofar as in any particular case it has expressly waived its immunity. It is, however, understood that no waiver of immunity shall extend to any measure of execution. For the purposes of the 1947 Convention, the Events 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 and control of ITU. The premises shall be inviolable for the duration of the Events, including the preparatory and closing stages. 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 and data belonging to ITU or held by it, irrespective of their format or support, shall be inviolable.
- 4.7 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 India and prevent any abuse in connection with the privileges, immunities and facilities provided for under this Agreement.

## ARTICLE V

### Financial arrangements

5.1 In accordance with Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference, the Government shall defray any additional expenses directly or indirectly incurred by ITU by reason of the Assembly and Symposium being held in New Delhi (see Annex 1 to this Agreement) rather than at ITU headquarters. Such expenses consist in particular, without prejudice to the provisions of Article VII below, of the following:

- the daily subsistence allowances paid to ITU officials pursuant to the relevant provisions of the Staff Regulations and Staff Rules of ITU and supplementary service orders issued in connection therewith. In accordance with ITU Staff Rules, as the lodging (hotel rooms) shall be provided by the Government at its own expense, the rate for the daily subsistence allowance shall be reduced by fifty (50) per cent;
- travel expenses (including 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 supplementary service orders issued in connection therewith;
- the cost of transport and insurance charges (ITU headquarters – the conference centre referred to in paragraph 2.1 above – ITU headquarters) of all equipment, materials and documents necessary for the proper functioning of the Events secretariat.

These expenses shall be recorded in special accounts kept by the General Secretariat of ITU, which shall manage the necessary funds in accordance with instructions communicated to it by the Budget Control Committee of the Assembly. The accounts shall be kept in Swiss francs.

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 30 June 2024, the Government shall deposit into this 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 detailed in Annex 1 to this Agreement.

5.3 The Government shall also bear any expenses relating to any receptions or other social or promotional events that it organizes in conjunction with the Events.

5.4 Any other expenses incurred by ITU or chargeable to it that are directly associated with the activities of the Events, including the remuneration of all ITU officials and the repair of any damage or injury done to Events premises, persons or property and due to ITU officials' gross negligence

or wilful misconduct, shall be the responsibility of ITU and shall not be reimbursed by the Government.

- 5.5 Subject to the provisions of paragraph 5.4 above, ITU shall not be held responsible for any damage or injury to Events premises, persons or property.
- 5.6 As soon as possible, and not later than six (6) months after the close of the Assembly, 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 and services chargeable to the Government. The balance shall be settled in Swiss francs by the Government or by the Union, 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 amounts contained in the statement.

## ARTICLE VI

### **Security and safety measures**

- 6.1 The Government shall provide, at its own expense, security and safety measures adequate to ensure the efficient functioning of the meetings held within the framework of the Events, in an atmosphere of security and tranquility 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 Events participants and all ITU officials as well as media representatives.
- 6.3 Personal data other than what is required for the issuance of visas/entry permits shall not be collected by the Government. Personal data collected by ITU for the registration of Events participants and others shall include only what is needed for the smooth functioning of the Events. The confidentiality of such data shall be subject to ITU's rules and practice.
- 6.4 Security and safety within the Events premises shall be the responsibility of the Host Country and ITU. The Host Country's security contingent performing duties within the Events premises shall be functioning under the overall direction of the Security and Safety Coordinator designated by the ITU Secretary-General to ensure that ITU security and safety standards are imposed. Security and safety outside the Events premises shall be the responsibility of the Government. The perimeters of these two security and safety zones shall be clearly defined by ITU and the Government at the time the premises are handed over to ITU. Close protection of foreign VIPs shall be provided by and shall remain under the



responsibility of the Government throughout the duration of their stay. The Government shall appoint a Liaison Officer from its Special Protection Unit to be responsible for foreign VIP close protection and to be in contact with ITU's Security and Safety Coordinator for the purposes of coordination.

- 6.5 Furthermore, the Parties shall establish, in concert, a risk assessment protocol containing specific mitigation measures in order to ensure the safety and security of VIPs present within the Events premises or invited to the Events.
- 6.6 The requirements in respect of personnel and equipment to provide security coverage prior to, during and after the Events shall be agreed sufficiently in advance. Said requirements shall include the meeting working hours and staffing numbers, expressed in person/hours per day. The security personnel requirements shall be determined in terms of language, experience, skills and the composition of special teams.
- 6.7 The requirements in respect of infrastructure security and the equipment, including access control equipment and portable security equipment, as well as telecommunication equipment, to be made available by the Government shall be determined by the ITU Security and Safety Coordinator in coordination with the Government's Senior Security and Safety Liaison Officer.
- 6.8 Every site used for the purposes of the Events must be accessible to persons with disabilities, particularly persons with reduced mobility, and first-aid medical services shall be provided on site throughout the duration of the meetings, including, where necessary, in the event of an emergency, immediate transportation and admission to a hospital.
- 6.9 The Government shall ensure the presence within the Events premises of a focal point/coordinator responsible for liaison, troubleshooting and support. Locksmiths, electricians and other repair and maintenance staff shall be on call at all times throughout the duration of the meetings.
- 6.10 Collaboration between ITU, medical, fire, emergency and civil-protection services will be facilitated by the Government. The Government will make available to the ITU Security and Safety Coordinator national and local plans for mitigation of natural catastrophe and other risks so that strategic crisis management and business continuity planning can be prepared to host the Meetings.

## ARTICLE VII

### **Premises, facilities, services and local support staff to be provided by the Government**

- 7.1 The Government shall provide ITU, free of charge, with the premises, facilities, services and local support staff indicated in Annex 2 to this Agreement, as well as with the IT infrastructure, equipment and services indicated in Annex 3 to this Agreement. The Government shall endeavour to ensure that all the materials, supplies and/or equipment provided will conform to that identified in Annexes 2 and 3 to this Agreement. In case of any nonconformity, ITU reserves the right to purchase or rent such materials, supplies and/or equipment, in which case any related costs shall be borne by the Government. The Events premises shall remain at the disposal of ITU twenty-four (24) hours a day from eight (8) days prior to the opening of the Symposium until a maximum of two (2) days after the closure of the Assembly.
- 7.2 Assembly and Symposium participants, ITU officials and local support staff provided to ITU by the Government pursuant to the provisions of this Agreement and of section 3 of Annex 2 to this Agreement shall have access to the Events premises at any time of the day or night, including weekends and days that are official public holidays in India. Such access may also be extended to other persons, subject to prior agreement between the competent Indian authorities and ITU. If necessary, the Parties to this Agreement shall decide on the specific conditions applicable to such access.
- 7.3 The materials, equipment, publications and documents belonging to ITU and required for the proper functioning of the Events shall be imported into and exported from India exempt from all import and 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.
- 7.4 The Government shall ensure that adequate accommodation in hotels or residences close to the conference centre indicated in paragraph 2.1 of this Agreement is available at reasonable commercial rates for Assembly and Symposium participants.

## 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 of ITU officials taking part in the work of the Assembly and Symposium and for the transportation to the Events venue indicated in paragraph 2.1 of this Agreement of all the materials and equipment required for the proper functioning of the Events secretariat in accordance with the Staff Regulations and Staff Rules of ITU, supplementary service orders issued in connection therewith and relevant decisions of the ITU Council in that regard.
- 8.2 For security reasons, the Secretary-General and Deputy Secretary-General shall not travel on the same flights or use the same mode of transportation at the same hour on the same date.
- 8.3 The number of ITU officials travelling on the same flight or using the same mode of transportation shall 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 (radio and television, electronic media, newspapers and other publications, etc.) with regard to the preparation, conduct and follow-up of the Events (including accreditation), as well as all official communication activities undertaken for the Events, shall be the responsibility of the Secretary-General or his designated representative, in cooperation with the competent authorities designated by the Government.
- 9.2 The Secretary-General or his designated representative shall exercise this responsibility in accordance with the practice generally followed for other conferences, assemblies and meetings of ITU. In particular, accreditation of information media representatives shall be the sole responsibility of ITU.
- 9.3 In its relations with the media, the Government agrees not to interfere in matters relating to substantive issues, including the structure or content of the Assembly and the Symposium, which are the sole responsibility of ITU.
- 9.4 The Government shall allow the temporary importation, tax free and duty free, of all equipment, including technical equipment, accompanying accredited representatives of information media. It shall issue without delay any necessary import and export permits for this purpose.

- 9.5 For internal security reasons, ITU shall, as soon as possible, provide the Government with a list of all Assembly and Symposium accredited media representatives. ITU shall advise the Government of any changes to that list. The Government shall inform ITU in a timely manner of any security issue which could have a negative impact on the participation in the Events of an information media representative.

## ARTICLE X

### **Cancellation, postponement or change of venue of the Assembly and/or Symposium**

- 10.1 In the event of the cancellation, postponement or change of venue of the Assembly and/or Symposium as the result of a decision by ITU, ITU's responsibility to the Government shall be limited to expenses deriving from the decision, whether committed or already paid, in respect of items needed for the organization and preparation of the Assembly and/or Symposium, to the extent that such expenses no longer serve any useful purpose and provided that they were essential and cannot be cancelled or reduced. This provision shall not, however, apply if the cancellation, postponement or change of venue is based on reasons of security, in which case the provisions of paragraph 10.2 below shall apply.
- 10.2 If, prior to or during the Assembly and/or Symposium, the Government is no longer in a position to host the Assembly and/or Symposium or permit it/them to take place on the dates scheduled, or requests that the venue of the Assembly and/or Symposium be changed, the Government's responsibility to ITU shall be limited to the total amount of the expenses deriving from that decision, in particular all expenses already committed or paid by ITU in respect of items needed for the Assembly and/or Symposium, to the extent that such expenses no longer serve any useful purpose and provided that they were essential and cannot be cancelled or reduced. Any expenditure which may be incurred by ITU for the rental of premises other than those specified in Article II of this Agreement for the holding of the Events shall likewise be defrayed by the Government. The Government shall be responsible for dealing with any action, claim or other demand arising from, or in connection with, such cancellation, postponement or change of venue, brought by a participant against ITU.
- 10.3 In the event of a case of *force majeure* causing or likely to cause the cancellation, postponement, interruption or change of venue of the Assembly and/or Symposium, the Parties undertake to enter into negotiations within five (5) days after the receipt by either of the Parties of written notification that the case of *force majeure* has occurred, in order to reach agreement on the practical, financial and legal consequences of

such case of *force majeure*. Unless the Parties establish otherwise in writing, such agreement shall be concluded within seven (7) days after the beginning of the negotiations and in accordance with Article XV below. Should the Parties fail to reach an agreement, the dispute shall be settled in accordance with the provisions of Article XII below.

## ARTICLE XI

### **Implementation of this Agreement**

Arrangements for the implementation of this Agreement shall be agreed upon in writing between the Secretary-General or his 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 this Agreement agree that the Board's decision 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 arising from, or in connection with, the Events, brought against ITU or its officials and arising out of:

- a) injury to persons or damage to or loss of property on the premises referred to in Article II above that are provided by or placed under the control of the Government, other than damage for which ITU is responsible pursuant to paragraph 5.4 above;
- b) injury to persons or damage to or loss of property caused by, or incurred in using, the transport services referred to in Annex 2 to this Agreement;
- c) the employment for the Events of staff provided by the Government under this 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 provided to be caused by the gross negligence or willful misconduct of ITU officials.

## ARTICLE XIV

### **Use of names, abbreviations, titles, logos and flags**

14.1 The name, abbreviation, logo and flag of ITU shall be used exclusively by ITU and shall not be used by the Government or by the Events organizing committee or its partners or official suppliers, as the case may be, without the prior written consent of the Secretary-General or his representative duly authorized to act in the matter.

14.2 ITU shall retain all intellectual property rights to the name, abbreviation, title and logo of the Assembly and of the Symposium, which may not be used, subject to paragraph 14.3 below, without the prior written consent of the Secretary-General or his representative duly authorized to act in the matter.

14.3 The Government shall be authorized to use the names, abbreviations, titles and logos of the Assembly or Symposium, respectively, in connection with the following needs, provided that such use does not create the impression that a commercial business, product or service has been endorsed by ITU:

- a) an information brochure on the Assembly or Symposium and the homepage for an Internet website set up by the Government for that purpose;

- b) other publications whose text has been approved in advance by ITU;
- c) publicity materials intended to appear in the local or international media, the content of which has been approved in advance by ITU and whose purpose is to inform potential participants of logistical arrangements for the Assembly and/or Symposium and provide them with other relevant information;
- d) press conferences relating to the Assembly or Symposium and such other events as may be necessary in connection with the preparation of the Assembly or Symposium.

14.4 The Government shall keep ITU regularly informed concerning any use it makes of the name, abbreviation, title or logo in the context of paragraph 14.3 above. It may not be held responsible for the fraudulent use of the Assembly and Symposium names, abbreviations, titles or logos by an unauthorized third party.

## ARTICLE XV

### **Modification and termination of this Agreement**

This Agreement, including its Annexes 1 to 4, which form an integral part thereof, may not be modified or terminated except by written agreement between the Government and the Secretary-General. Any modification shall be considered an integral part of this Agreement.

## ARTICLE XVI

### **Entry into force and duration of this Agreement**

- 16.1 This Agreement shall enter into force as from the date of its signature by both Parties.
- 16.2 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 Events.

IN WITNESS WHEREOF, the undersigned, being duly authorized for that purpose, have signed this Agreement in two (2) original copies in the Hindi and English Language. In case of divergence in Interpretation, the English text shall prevail

For the  
Government of the Republic of India



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Ashwini Vaishnaw  
Minister of Communications

For the  
International Telecommunication Union



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Doreen Bogdan Martin  
Secretary-General

Place: New Delhi  
Date:

Place: Geneva  
Date:

**Annexes: 4**



## ANNEX 1

**ADDITIONAL ESTIMATED ITU EXPENSES RESULTING FROM THE HOLDING OF  
THE 2024 WORLD TELECOMMUNICATION STANDARDIZATION ASSEMBLY  
IN NEW DELHI, INDIA**

	<i>a</i>	<i>b</i>	<i>c = b-a</i>
	Specific expenses of the Conference if held in Geneva	Specific expenses of the Conference if held outside Geneva	Additional expenses to be borne by the Host Government
<b>1 Staff expenses</b>			
1.1 Support Staff	0	23,000	23,000
1.2 Provision for overtime	0	100,000	100,000
<b>Sub-total</b>	<b>0</b>	<b>123,000</b>	<b>123,000</b>
<b>2 Travel &amp; subsistence allowance expenses</b>			
2.1 ITU Staff (Conference)	0	6,30,000	6,30,000
2.2 Interpreters	46,000	1,78,000	1,32,000
<b>Sub-total</b>	<b>46,000</b>	<b>8,08,000</b>	<b>7,62,000</b>
<b>3 Other expenses</b>			
3.1 Transport and dispatch costs of equipment, materials and documents necessary for the proper functioning of the Conference secretariat	0	100,000	100,000
3.2 Provision for miscellaneous and unforeseen	10,000	20,000	10,000
<b>Sub-total</b>	<b>10,000</b>	<b>120,000</b>	<b>110,000</b>
<b>TOTAL</b>	<b>56,000</b>	<b>10,51,000</b>	<b>9,95,000</b>

Basis:

1. UN exchange rate of January 2024: 1 US \$ = 0.853 Swiss franc
  2. DSA New Delhi, India, January 2024: 234 USD (199,60 CHF) per day 50% DSA is considered in this estimate
  3. Number of Staff considered in the above estimate: 160
  4. Number of days of DSA considered in the above estimate: 2'445 days
  5. All Staff are traveling in Economy Class, except Elected Officials (Business Class).
  6. Only those specific items which are affected by the Conference being held in India rather than Geneva are included in the above.
- The referred expenditure in 8.1 is not in addition to Annex 1.

## ANNEX 2

### **Premises, facilities, services and local staff to be provided by the Government**

In accordance with Article VII of this Agreement, the Government shall take all necessary actions to make available to ITU, free of charge, the following premises, facilities, services and local staff, as necessary, and in a manner that ITU considers adequate to ensure the proper functioning of the Events.

For the purposes of this Annex, the term "participant" shall be understood to mean any Symposium or Assembly participant, respectively, and any ITU official.

#### **1 Premises<sup>1</sup>**

##### **1.1 Conference rooms**

##### **a) *A main conference room capable of accommodating approximately one thousand and five hundred (1500) persons, equipped with:***

###### ***Head table***

- A head table (desk-type), elevated podium, with fourteen (14) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.
- A backdrop whose colour scheme will correspond to that of the Events and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.
- A lectern with one (1) roaming microphone.

###### ***Meeting room configuration***

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).
- Multiple entry and exit doors to facilitate movement into and out of the conference room.
- Area designated for broadcast media with platform for photographers.

###### ***Technical and audiovisual (AV) requirements***

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) participants seated at table in the room.

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<sup>1</sup> A strict no-smoking policy shall be observed on all ITU premises.

- A set of headphones for each 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.

- Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:

The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor should be provided. It must be possible for several different users to use the product simultaneously, both at the Venue and back at ITU headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.

The recording system must also be suitable for the creation of the legal reference meeting record. Thus, in addition to satisfying the readability and reliability requirements mentioned above, it must be easy to store and durable.

- At least four (4) projection screens, large enough to show all the different sources, clearly visible to all participants, and at least four (4) additional flat screens (at least 42 inches), readily visible from the head table.
- At least four (4) projectors (HDMI, XGA, BNC), adequate for projecting a clear image on the large projection screens, with direct wired connection via split video cables to the presentations computer (at or near the podium) and to the video system.
- An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real-time onto the large projection screens in the room and onto the four (4) additional 42-inch flat screens, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents. The activation of the speech time limit clock shall be controlled by the AV team.
- One (1) laptop on the podium connected to projectors for presentation. Specification of the laptop can be found in Annex 3.

One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

- Infrastructure for remote intervention service (refer to Annex 3 for details);
- 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 signals from the meeting room to the webcast and remote intervention centre, where the encoders will be installed; otherwise, a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons shall be installed close to the interpretation booths.
- Infrastructure for captioning service (see [Annex 3](#)).
- An electronic name-handling system to request the floor (system + control screen at the head table).
- Multi/press box/Mixers with a minimum of twenty-four (24) XLR outputs for a direct audio patch by media into the sound system.

#### ***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in [Annex 3](#).
- Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.
- Power plugs for laptops (one (1) per seat), including at the head table.

#### ***b) One (1) conference room capable of accommodating approximately seven hundred and fifty (750) persons, equipped as follows:***

##### ***Head table***

- A head table (desk-type), elevated podium with fourteen (14) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.
- A backdrop whose colour scheme will correspond to that of the Events; the design is subject to prior approval by ITU.
- A lectern with one (1) roaming microphone.

##### ***Meeting room configuration***

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

### ***Technical and audiovisual (AV) requirements***

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table. Each headphone must be capable of independent switching 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.
- -
- Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:
  - The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor will be provided. It must be possible for several different users to use the product simultaneously, both at the Conference venue and back at ITU headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.
- The recording system must also be suitable for the creation of the legal reference meeting record. Thus, in addition to satisfying the readability and reliability requirements mentioned above, it must be easy to store and durable.
- 
- Two (2) large projection screens, clearly visible to all participants, and two (2) additional flat screens (42 inches), readily visible from the head table.
- Two (2) projectors (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large projection screens, with direct wired connection via split video cables to the projections computer.
- An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real time onto the large screens in the room and onto the two (2) additional 42-inch flat screens on the podium, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents.
- -
- One (1) laptop on the podium connected to projectors Specification of the laptop can be found in Annex 3.

- One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.
- 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 signals from the meeting room to the webcast centre, where the encoders will be installed; otherwise, a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons shall be installed close to the interpretation booths.
- Infrastructure for remote intervention service (refer to Annex 3 for details)
- Infrastructure for captioning service (see Annex 3).
- An electronic name-handling system to request the floor (system + control screen at the head table).

#### **IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention and access control stations.
- Power plugs for laptops (one (1) per seat), including at the head table.

#### **c) Two (2) conference rooms capable of accommodating approximately three hundred (300) persons, each equipped as follows:**

##### **Head table**

- A head table (desk-type), elevated podium with six (6) places. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.
- A backdrop whose colour scheme will correspond to that of the Events; the design is subject to prior approval by ITU.

##### **Conference room configuration**

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

##### **Technical and audiovisual (AV) requirements**

- A sound system with one (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.

- A set of headphones for each participant, including those seated at the head table.
- Digital audio recording: Floor .
- One (1) large projection screen, clearly visible to all participants, and one (1) additional flat screen (42 inches), readily visible from the podium.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the screen, with direct wired connection via split video cables to the presentations computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details).

#### ***IT requirements***

- Wireless LAN with Internet access for all participants as per the performance requirements listed in Annex 3.
- -
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat), including at the head table.

**d) *One (1) conference room capable of accommodating approximately one hundred and fifty (200) persons from 21 – 23 October 2024 in Hall 1, first floor equipped as follows:***

#### ***Head table***

- A head table (desk-type), elevated podium with six (6) places.

#### ***Meeting room configuration***

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

#### ***Technical and audiovisual (AV) requirements***

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.



- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

**e) One (1) conference room capable of accommodating approximately one hundred and fifty (150) persons equipped as follows:**

**Head table**

- A head table (desk-type), elevated podium with six (6) places.

**Meeting room configuration**

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

**Technical and audiovisual (AV) requirements**

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

**IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat).

**f) Two (2) conference room capable of accommodating approximately one hundred (100) persons, each equipped as follows:**

**Head table**

- A head table (desk-type), elevated podium with six (6) places.

**Meeting room configuration**

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

**Technical and audiovisual (AV) requirements**

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.

- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details).

***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat).

***g) One (1) conference room capable of accommodating approximately fifty (50) persons, equipped as follows:***

***Meeting room configuration***

- Tables and chairs for approximately fifty (50) persons, configured in a U-shape.

***Technical and audiovisual (AV) requirements***

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details);

***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table..

- Power plugs for laptops (one (1) per seat).

**h) One (1) meeting room for the Editorial Committee for approximately thirty (30) persons, equipped with:**

- Large tables and chairs for approximately thirty (30) persons, configured in a Ushape.
- One (1) wireless microphone with support.
- Two (2) large projection screens, clearly visible to all Editorial Committee members.
- Two (2) projectors (HDMI, X VGA, BNC), adequate for projecting a clear image onto the screen(s), with direct wired connection via split video cables to the projections computer.
- Two (2) PCs or laptops for projections. Specification 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 Gigabit Ethernet LAN (Number specified in the table of requirements).
- Power plugs for laptops (one (1) per seat).

**i) Three (3) conference rooms capable of accommodating fifty (50) persons, each one equipped as follows:**

**Head table**

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

**Meeting room configuration**

- Tables and chairs for approximately fifty (50) persons, in a classroom style configuration.

**Technical and audiovisual (AV) requirements**

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- ✓ Infrastructure for remote intervention service (refer to Annex 3 for details);

#### ***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table.
- Power plugs for laptops (one (1) per seat).

#### ***j) Two (2) conference rooms capable of accommodating thirty (30) persons, each one equipped as follows:***

##### ***Head table***

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

##### ***Meeting room configuration***

- Tables and chairs for approximately thirty (30) persons, in a classroom style configuration.

##### ***Technical and audiovisual (AV) requirements***

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- ✓ Infrastructure for remote intervention service (refer to Annex 3 for details);

#### ***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table.
- Power plugs for laptops (one (1) per seat).

#### ***k) Three (3) meeting rooms accommodating between ten (10 to twenty (20) persons, boardroom style, tables and chairs only in a quiet area (otherwise microphones will be necessary). These rooms will be used as breakout rooms for Committees and Bilateral meetings.***

All conference rooms shall be equipped with tables (desk-type, width approximately sixty (~ 60) centimetres) for participants.

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

Multiple water fountains shall be made available at the entrance to each conference room and throughout the venue. Single-use cups should be avoided.

All the conference rooms will be **fully operational** as per the operational date and time specified in the Table of Requirements.

## **1.2 Offices**

Individual offices, with good phonic isolation and with natural light (if possible), for the Chairman of the Assembly, chairmen and secretaries of committees, elected officials of ITU and their secretariats. These offices must be in close proximity to the conference room in which the plenary meetings are held.

Wireless LAN with Internet and wired and wireless “Blue LAN” access for all ITU officials as per the performance requirements listed in **Annex 3**.

Offices, to the extent possible with natural light, for the ITU officials and local staff. The number of offices required for ITU staff shall be determined by ITU on the basis of the staffing table and having regard to the configuration of the Events premises. For the furniture/equipment, a detailed table of requirements shall be prepared by ITU in due time, identifying the quantity and type of office furniture and equipment required. The quantities shall depend on the staffing table and on the configuration of the Event premises.

Multiple water fountains shall be made available close to the offices. Single-use cups should be avoided.

Availability and operability: A sufficient number of offices will be available for staff arriving on 09.10.2024 and other offices will be made available based on the arrival dates in the Staffing Table (see Table of Requirements).

## **1.3 Areas**

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

### **1.3.1 For the ITU officials**

- A secure technical room/wiring closets for ITU servers and network equipment (refer to Annex 3 for details).
- TV studio

A Video/ Podcast/ Photographic studio - a 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 meters (~60 m<sup>2</sup>, 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 (3) separate editing suites (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 two to three (2 – 3) 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.
- TV 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 (4) 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 Studio lights (with stands and diffusers) of variable intensity, LED or fluorescent Kino-flo Diva-Lite, or Tungsten, quartz, HMI.
  - 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) Hard Drives for transferring/editing and backing up Rushes 2TB minimum, USB-C / USB-3.
- One (1) roving camera Sony EOS C300 MkII (or similar) with full ENG kit (Lights, sound, tripod etc...) for capturing footage outside the studio.
- Media area, consisting of an ITU office and a press working area.
- Interpreters' lounge.
- Storage area for empty boxes and metal cases (ITU dispatch).

### **1.3.2 For the Host Country**

- Host Country area.
- Organizing Committee area.

### **1.3.3 For participants**

- Participant reception and registration area with six (6) workstations and with a separate back office with communicating door between the two areas.
- Bookshop.
- Gifts distribution room with desk and storage area.
- Cybercafé (see Annex 3 to this Agreement).
- One hundred and fifty (150) lockable cabinets for laptops/personal effects.
- A relaxation lounge (a comfortable quiet area in which computers and mobile phones are not permitted) would be appreciated.
- General information desk staffed by Host Country.
- An onsite Travel Agent with functions to include reconfirming, rerouting and issuing air tickets.
- Bank or ATM machine within the Centre.
- Coffee-break area (at reasonable commercial prices).
- Cafeteria (at reasonable commercial prices).
- Availability of refreshments and food to be provided in the event of evening/night/weekend sessions.
- VIP room with refreshments.
- Twenty-four (24) hour medical service and dedicated personnel onsite at venue, as well as ambulance service and personnel. See Annex 4 for more information.
- Prayer rooms.
- Lost-property desk.
- Multiple water fountains shall be made available close to these areas. Single-use cups should be avoided.

All the offices/service desks must be operational and fully equipped, with connectivity and furniture as indicated in the table of requirements, to be prepared by ITU in good time as described above.

**Facilities/services**

- IT requirements (see Annex 3 to this Agreement).
- Air-conditioning (or heating) at a constant temperature of twenty-four (24) degrees Celsius, lighting, water supply and cleaning services for the premises, as indicated above. If possible, temperatures and lighting is regulated for unoccupied rooms.
- On-site first-aid facilities throughout the duration of the Events, twenty-four (24) hours per day, seven (7) days per week. The first-aid facility is to be divided into two parts: a waiting area and a separate examination room. In cases of emergency, the Government shall ensure immediate transportation and admission to a hospital.
- Recycling bins will be available throughout the venue.
- Video openers for play-back in the conference rooms as participants take their seat; design is subject to prior approval by ITU.
- Public audio system for making announcements.
- A sufficient number of large flat screens (plasma, LCD or LED) strategically scattered around the venue and connected to an information display system capable of presenting mixed media (videos, photos, presentations, live tweets, announcements, room signage, program of meetings); number to be confirmed at a later stage.).
- A service for the reservation of hotel rooms, with provision for the possibility of changing reservations, shall be provided for ITU officials. This service shall also be available to 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 being understood that such reservations shall not entail any liability on the part of the Government or ITU.
- For participants, a selection of different categories of hotel shall be offered, from two to five stars. Hotels must offer fast Internet connectivity, will be located in walking distance or easily reachable by public transport from the venue, and ideally have an environmental/sustainability policy in place.
- Arrangements for ITU officials must allow for early check-in and late check-out as per the arrival/departure dates indicated in the staffing table, and Internet connectivity must be included in room prices.
- An on-site travel agency with functions including issuance, reconfirmation and amendment of air tickets.
- An information desk for participants wishing to obtain local information.



- Reception desks for Conference participants and participating ITU officials at the airports.
- Provide cars, drivers and protection as detailed in Annex 4.

Cars, with drivers, will be provided upon arrival at the airport and will be available until departure for ITU's five (5) elected officials, for Protocol and for Security, i.e. a total of seven (7) cars. A personal courtesy car to VVIP/VIPs, as necessary, for the duration of their attendance at the Events, including airport transfers upon arrival and departure.

- ITU officials shall be provided with transportation from the airport to their hotels and, once the Assembly has ended, from their hotels to the airport. Before and during the Events, a shuttle service shall be provided from the hotels to the Centre and vice versa.
- Participants shall be provided with transportation from the airport to the hotels shown in the official list published on the Host Country's event website and, once the Assembly has ended, from those hotels to the airport. During the Events, a shuttle service shall be provided from the hotels shown in the official list published on the Host Country's event website to the Centre and vice versa. .  
Schedules of the shuttles (including for night sessions, as appropriate) will be established by ITU in consultation with the Government.
- A detailed procedure to be followed by administrations or other entities wishing to send packages/parcels/crates containing gifts/souvenirs for distribution to participants during the Events in order to benefit from duty-free importation and exportation. The procedure shall be posted on the Host Country's event website together, where appropriate, with the corresponding forms.
- Access to facilities within the Events premises for participants and/or local staff with disabilities, including the podium in the main conference rooms.
- Useful information about the city and surrounding area, in English or in the six (6) official languages of ITU, to be published on the Host Country's website.

### **3 Staff**

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

The Government shall provide the Events with local staff (including security staff, see Annex 4 for more information), at no cost to ITU, in accordance with the arrangements specified in the staffing table.

#### **4 Host Country organizing committee**

The Government shall provide ITU with a list of names, titles, functions and contact information of all the persons constituting the Host Country organizing committee.

This list shall include details of all bodies and authorities in all relevant areas of activity, including but not limited to: police, security, media, protocol, visas, customs, transportation, hotels, logistics and IT services.

## 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 timeframe 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 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 150 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 (1000) Events participants and ITU officials, with up to 2000 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. WINS, DHCP, DNS server for the Green-LAN.
  - b. SMTP server on the Green-LAN provided by the Government.

## **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 participation, 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**

- 7.1. Webcast service shall be provided for the meeting rooms as described in **Annex 2**.
- 7.2. ITU may provide the webcast encoders and servers for live multilingual webcasting the meetings, with assistance from a local team recruited by the Government who are already familiar with the webcast technology, to be agreed upon between the Host Country's and ITU technical teams.

The following items shall be provided by the Government:

### **7.3. Equipment and Infrastructure for webcast**

- a. Three (3) video feed for each webcast encoder as follows:

- i. The video feed should be the active speaker coming from tracking cameras (or cameramen) or remote participation system if requested
- ii. Active document (presentation) or video projected on the screen
- iii. An image composition with both feeds: active speaker and presentation  
- (N.B: captioning, timer... must not be included in the feeds sent to the webcast)
- b. Audio feeds including floor + the interpreted languages
- 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 webcast to the webcast centre, where the encoders will be installed.
- e. The encoders are in mobile racks whose dimensions are 125x87x63cm 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.

#### **7.4. Network requirements for webcast**

- a. 1000BaseT connectivity for the encoders.
- 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 Internet bandwidth to be confirmed
  - i. Minimum bandwidth of 5 Mbps
  - ii. Recommended bandwidth of 10 Mbps

These values are for the streaming itself and it is recommended to have some extra bandwidth available for other internet activities. Streaming includes audio and video feed (for each of the channels from the meeting rooms as described in **Annex 2**).
- d. Appropriate ports (TC/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. Active Remote intervention (if explicitly requested in **Annex 2**)**

- 8.1. Multilingual interactive Remote Participation/Intervention 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.

8.2. The ITU will provide a customized rack to provide Multilingual Interactive Remote Participation

8.3. The host country should provide computers (i.e., encoders) for monolingual meeting rooms.

The following items shall be provided by the Government:

8.4. Equipment and Infrastructure for remote intervention

- a. One (1) audio channel connection per language as well as of the floor (mix minus) to the Multilingual Interactive Remote Participation Rack, which is provided by ITU.
- b. One audio connection to inject audio coming from the remote participant on the floor of the room
- c. Two video feeds: clean camera feed and active document or video projected on the screens (same as webcast) for remote screen sharing operation (N.B: captioning, timer... must not be included in the feeds sent to the Remote)
- d. One (1) gigabit Ethernet connection for each remote intervention laptop.
- e. One Laptop and one Projection cable to be able to show the remote participants image on the screen of the room
- f. The multilingual remote participation system is in the same mobile racks as webcast whose dimensions are 125x87x63cm 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

## 9. Captioning services

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

- 9.1. 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...).
- 9.2. One laptop (provided by the Government or the captioning company) for projecting the captioning.
- 9.3. 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.

## 10. SIM Cards

- 10.1. The exact number of SIM Cards required is contained in the "Table of Requirements" to be prepared by ITU.



- 10.2. 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.
- 10.3. Key ITU officials (to be identified by ITU) must also have international access from their SIM Cards.
- 10.4. 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.
- 10.5. SIM cards provided to ITU staff must have enough credit for voice and data to cover the duration of their stay in India as per the staff table.
- 10.6. In addition, international access SIM cards and pre-paid cards for mobile phones are to be made available for sale in the Meetings venue

## **11. PCs/laptops, Printers and other equipment**

- 11.1. 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.

### **11.2. 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:** It is very important that all the PCs or laptops provided are **identical**, which is a prerequisite for the replication process;

**Note:** In the event that 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

### **11.3. Screens for PCs / laptops**

- a. Minimum 24" flat screen with HDMI interface
- b. One HDMI cable per screen to connect the screen to the PC/laptop

### **11.4. 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 color
- 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.

### **11.5. 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.

## **12. Software licences**

- 12.1. 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.
- 12.2. 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.

### **13. Facilities in rooms for ICT equipment**

- 13.1. The technical rooms and wiring closets for network equipment and servers shall have proper locks, with keys given to the ITU IT support team.
- 13.2. The technical rooms and wiring closets shall also have adequate air-conditioning or ventilation, meeting the environmental requirements of the installed equipment.
- 13.3. 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.
- 13.4. The IT room for ITU Blue-LAN equipment should be equipped with:
  - a. Minimum 25 m<sup>2</sup> 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 (15000 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.
- 13.5. Preferably SNMP managed UPS so that service personnel will be alerted in case of failover to the UPS.
- 13.6. 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.
- 13.7. 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.
- 13.8. Access to the site, rooms and wiring closets shall be provided to the ITU IT support team on a 24/7 basis.
- 13.9. 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.

### **14. 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.

## **15. Documentation**

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

### **15.1. 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.

### **15.2. 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.

### **15.3. 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.

## ANNEX 4

### Security and safety measures

1. In accordance with Article VI of this Agreement, the Government shall take all necessary and appropriate actions to make available to ITU, free of charge, the following facilities, services, equipment and staff.
2. For the entire duration of the Events, the Government shall, in particular:
  - 2.1 Provide the safety and security personnel and equipment deemed necessary to ensure the appropriate level of safety and security inside – including the participant registration areas – and outside the Events venue, in the hotels officially selected to accommodate participants or host meetings, and at any locations at which receptions or other social events are to be held.
  - 2.2 Provide adequate safety, security and protection to all ITU officials, all high-level participants and all other participants in the Events during their stay in India.
  - 2.3 Provide the ITU Secretary-General, upon her arrival at New Delhi airport, with a limousine and driver; this arrangement, including the personnel, shall remain at the Secretary-General's disposal, until her departure from New Delhi. Also, upon her arrival, the Secretary-General shall receive a full and detailed briefing on the security arrangements made specifically in regard to her.
  - 2.4 Provide each of the other four (4) ITU elected officials, upon their arrival at New Delhi airport, with a limousine and driver; this arrangement, including the personnel, shall remain at their disposal, until their departure from New Delhi. Also, upon arrival, each elected official shall receive a full and detailed briefing on the security arrangements made specifically in regard to him.
  - 2.5 Provide the ITU Security and Safety Coordinator for the Events, upon his arrival at New Delhi airport, with one service vehicle and driver; this arrangement, including the personnel, shall remain at his disposal, until his departure from India.
  - 2.6 Provide adequate safety, security and protection to all Events participant shuttle buses.
  - 2.7 Provide adequate safety, security and protection, both inside and outside the Events venue. Safety and security inside the venue shall, however, be under ITU's coordination and control (see paragraph 6.4 of this Agreement).
  - 2.8 Provide adequate safety, security and protection for all official social events, programmes and excursions, including those organized outside the Events venue.
3. If necessary, by reason of the occurrence or risk of events such as civil unrest, riots or attacks liable to destabilize the country's security situation, the Government shall assist ITU in its "duty of care towards its staff" and shall evacuate all ITU officials directly to the Union's headquarters in Geneva (Switzerland). The Government shall likewise ensure that adequate assistance

and protection are provided, where necessary, to all Events participants should such situations arise, until such time as the participants in question are able to travel in complete safety to their respective countries/places of origin.

4. The Government shall, as soon as possible (and not later than six (6) months prior to the opening date of the Events), appoint an experienced Security Liaison Officer to have overall and special responsibility for addressing security and safety issues relating to the Events and to work in close collaboration with ITU's Events Safety and Security Coordinator to ensure that the safety and security planning for the Events and the measures taken with respect to all the meetings held within the framework thereof are comprehensive, and smoothly coordinated.
  5. With the close and continuing collaboration of the Government, ITU will produce a confidential Event Safety and Security Plan. The Plan will detail safety and security measures specific to the Meetings, to the Meetings participants, to ITU officials, and to the Event venue. In addition, the plan will detail crisis management and business continuity mitigation measures for emergencies, which will help to protect the Meetings Participants, ITU officials, and the Meetings premises. This document will be issued to third parties on a need-to-know basis, as determined by ITU. The preliminary draft of the Event Security Plan will be issued not later than three (3) months before the start date of the Meetings. 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 Event Safety and Security Plan will be issued just prior to the start date of the Meetings.
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