



SERVICE REQUEST AND SPECIFIC TERMS OF REFERENCE
14th Annual Assembly of the Eastern Partnership Civil Society Forum

Last updated: 25/05/2022

1. BACKGROUND INFORMATION

1. N° of invited participants: **Maximum a total of 250 participants**
(in terms of conference kits, badges, lunch, etc.)
- 210 sponsored participants** (travel and accommodation, all expenses related to their stay)
2. Eligible countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, EU countries
3. Start and end dates of event: **5-7th December 2022**
4. Location of event: Prague, Czech Republic
5. Deadline for receiving the offer: **08 June, 2022 EOB**
- 7. Contact person(s) for the assignment (phone number, e-mail, fax):**
- Ana Furtuna, Director of the Secretariat of the EaP CSF
secretariat@eap-csf.eu
Calum Thomson, Administrative Manager admin@eap-csf.eu
8. Small summary of event: The Annual Assembly of the Eastern Partnership Civil Society Forum (EaP CSF) is the key event conducted on an annual basis since 2009. It is the highest decision making body in the EaP CSF and serves as a platform for debate on the achievements of the Forum and the EaP in general, as well as on civil society contribution to the reform process in the region. Every year the event brings together over 200 civil society representatives from the EaP region and the EU, as well as other stakeholders.
- This year, we will organise the 14th Annual Assembly of the Eastern Partnership Civil Society Forum.

2. SCOPE OF THE WORK

International travel arrangements for invited participants **YES** **NO**

IMPORTANT:

The specific agenda of the event is yet to be confirmed. At previous Annual Assemblies, the first day of the event (in this case, this would be the 5th December) was designated as an arrival day, with a limited agenda in the afternoon to reflect the fact that most participants would be arriving throughout the morning and early afternoon. However, depending on the outcome of international developments and potential policy changes, the EaP CSF may require additional time for discussion at the Annual Assembly this year. For this reason, we may decide to use the 5th December as a full day (Day 1) in the agenda of the event, shifting the arrival day to the 4th December. **We would greatly appreciate if you could prepare separate financial quotes for these two scenarios, which are highlighted in yellow.**



Departure date: **4/5th December 2012**

Return date: **7th December (after 14.00)**

Comments / special requirements:

- Maximum **2/3** nights are eligible.
- Exception: 23 pax to arrive on the **3rd/4th** December (**3/4** nights in total)
- Flight bookings should be flexible (to allow for cancellation/changes) and respect valid security concerns (no layovers in destinations where participants could be at risk e.g. Moscow). Business class travel and other associated requests from participants cannot be accommodated

Visa arrangements and reimbursement? **Yes** **No**

Hotel reservations **Yes** **No**

Category: maximum 130 €/person/night, incl. breakfast and taxes

Check-in date: **4/5th December 2022**

Check-out date: **7th December 2022**

and hotel rooms in the same location **Yes** **No**

Comments / special requirements:

- **4/5th December 2022 (Arrival Day):**
 - 1 meeting room for 15 pax (in the morning)
 - 1 Meeting room for 150 pax in the afternoon (half-day) (to be confirmed)
- **5th and/or 6th December 2022 (Day 1/2):**
 - A large conference hall for 250 pax
 - 4 smaller rooms for each for breakout session/trilateral stakeholder meetings (WG1 - 60 pax; WG2-5 - 35 pax; WG3 – 30 pax; WG 4 – 35 pax)
- **7 December 2022 in the morning (half-day, Day 2/3):** A large conference hall for 250 pax
- **6th or 7th December 2022:** a room for up to 30 pax for the press conference (with a speaker table) for 2 hours (to be confirmed).
- **4/5th – 7th December:** 1 meeting room for the EaP CSF secretariat (1 table, 12+ chairs, 1 printer)

Catering (Meals and coffee breaks) **Yes** **No**

Quantity and type of meals: 250 pax

Requests: Warm and cold vegetarian options, high volume of tea (majority of guests from tea drinking countries)

Possible standard formula **(2 night scenario):**

On Arrival Day:

- Lunch for 15 pax
- Afternoon coffee break for 150 pax (incl. vegetarian option)



On Day 1 – 6th December:

- 2 coffee breaks (1 morning + 1 afternoon), incl vegetarian option
- Warm and cold buffet lunch (incl. vegetarian option)

On Day 2 – 7th December:

- 1 coffee break, incl. vegetarian option (morning)
- Warm and cold buffet lunch (incl. vegetarian option)

Possible standard formula **(3 night scenario):**

On Arrival Day:

- Lunch for 15 pax
- Afternoon coffee break for 150 pax (incl. vegetarian option)

On Day 1 - 5th December:

- 2 coffee breaks (1 morning + 1 afternoon), incl. vegetarian option
- Warm and cold buffet lunch (incl. vegetarian option)

On Day 2 - 6th December:

- 2 coffee breaks (1 morning + 1 afternoon), incl. vegetarian option
- Warm and cold buffet lunch (incl. vegetarian option)

On Day 3 - 7th December:

- 1 coffee break, incl. vegetarian option (morning)
- Warm and cold buffet lunch (incl. vegetarian option)

Local transport **Yes** **No**

Arrange transfers from airport to hotel and vice versa.

Preparation of badges **Yes** **No**

Quantity: 250

Comments / special requirements:



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- Badge should include an agenda in a plastic badge holder, a unique QR code for entry (if possible), name and organisation, picture of participant and different participant groups must be colour-coded by lanyard, (detailed information will be provided by organisers)
- Design must be agreed with conference organisers

Subscribe medical, accident and repatriation insurance **Yes** **No**

Quantity: 250

Producing and sending out invitations **Yes** **No**

Comments / special requirements: Text of the invitation will be provided by the organisers

Online registration of participants **Yes** **No**

Comments / special requirements:

- Registration to be completed by 15 October. Hard external deadline. Internally, exceptions can be made in necessary cases.
- Registration form to be sent to the participants will need to approved by the organisers

The registration form has to include:

- Name, organisation, position, country, contact data (email and phone number)
- Arrival and departure dates
- Visa details
- Type of Participation (to be specified by the organisers)
- Dietary requirements
- Special Assistance

The registration solution should:

- Automatically detect and block duplicate registrations (same email address used more than once)
- Allow organisers to monitor and approve/reject registrations online

Local assistance by a team of hostesses/stewards **Yes** **No**

Welcome participants at their hotel

Assistance at the conference

Comments / special requirements:



- 2 persons/ per day in total in the conference venue and at the registration (to be confirmed)

Booking and hiring of a conference room **Yes** **No**

- Decoration: 4 rollup banners + 1 EaP Index roll-up (paper+ construction) cardboard backdrop behind the stage + logo/photo wall for the foyer + 1 digital lectern board for podium + 1 hashtag cut-out + 5 speech bubble cut-outs. Design for all the visual elements will be provided by organisers. Possibility to use screens for event cards, displaying agenda
- 2 trophies for two award presentations – 1 for Pavel Sheremet Award , 1 for Civil Society Award

Extra meeting rooms and/or secretariat room (Specify): secretariat room

Conference equipment needed: video- and audio solution in 6 rooms, incl. interpretation equipment, and stream from the main hall, stage in the main hall

Interpretation: EN-RU-EN simultaneous interpretation bearing in mind 6 parallel sessions at parts of the event (to be confirmed)

Comments / special requirements:

- Required technical equipment: receivers, microphones, sound systems, in the main hall additionally speaker's monitor and clock, remote control, computers, camera and operator, technicians, stage + 1 screen on the side of the stage + 1 screen in front of the conference room (displaying live tweets)
- 8 Madonna mics + 1 lectern with mic for the main hall, 2 table mic in each breakout rooms, 3-4 wireless mics for Q&As from the audience in each room, headsets for participants and speakers who need interpretation
- Interpretation equipment: booth for 2 biggest rooms (plenary + 1 big room), tour-guide-style translation equipment should be provided for the smaller ones
- Streaming + post event movie: Live stream in English + postproduction movie 3-5min (several short interviews and shooting of the sessions)
- Design files should be agreed with organisers

Preparation of name plates, conference kits, signage, etc. **Yes** **No**

Type and quantities (specify):

- name and country plates;
- conference kits: colour-coded lanyard, EaP CSF logo pen and paper/notebook (design file must be agreed with conference organisers)

Production of brochure, leaflets, presentation, etc. **Yes** **No**

- Design of colour brochures of 20 pages to be shared in dedicated online space with other documents and event agenda
 - o QR codes to access specific documents on display at the venue



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Photographer **Yes** **No**

Comments / special requirements:

- For the whole duration of the event
- live-streaming of Day 1 (and potentially Day 2 with 3 night scenario);
- video shoot with a cameraman of Day 1/2 + producing a short video of the event (1-3 minutes).

Moderator's activities **Yes** **No**

Secretariat support **Yes** **No**

Comments / special requirements:

- 6 people inside the venue for trouble-shooting, mic duties, name plates and for responding to organisational questions; (to be confirmed)
- Access to a printer with scanning/copying capabilities
- Support necessary to conduct the online registration of all participants, develop the list of participants, gather signatures and distribute the basic sets among all participants.

Security **Yes** **No**

Comments / special requirements:

- 'No badge = No entry' solution for the event, photographic badges, unique QR codes for participants;
- 1 or 2 security personnel (3rd party or hotel provided), to be discussed with service provider
- Explore options for secure/encrypted communication channels for distribution of invitations and other communications, e.g. Signal, ProtonMail etc. in particular to participants from Belarus and Azerbaijan

Reporting activities **Yes** **No**

Comments / special requirements:

All the documents needed for the financial reporting of the EaP CSF Secretariat will need to be prepared one month after the event at the latest. Questions to financial manager of the EaP CSF Secretariat finance@eap-csf.eu

Other services **Yes** **No**

- stable and fast internet connection



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Location and date:	Name and signature of Programme Manager:
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