Model conference agreement

**AGREEMENT BETWEEN THE UNITED NATIONS AND THE GOVERNMENT OF (State) REGARDING THE ARRANGEMENTS FOR THE [CONFERENCE ON ……]**

WHEREAS[[1]](#footnote-1) at its – meeting, held on [date] the [convening organ] accepted the invitation of the Government of [state] (the “Government”) to hold the [Conference on……] (the “Conference”) at [city, state], and

WHEREAS the General Assembly of the United Nations, by paragraph 6 of section I of its resolution 31/140 of 17 December 1976, decided that sessions of United Nations bodies may be held away from their established headquarters when the Government issuing the invitation for a session to be held within its territory has agreed to defray, after consultations with the Secretary-General of the United Nations as to their nature and possible extent, the actual additional costs directly or indirectly incurred,

NOW THEREFORE, the United Nations and the Government hereby agree as follows:

Article 1

Date and place of the Conference

The Conference shall be held at [city], from \_\_\_\_ to \_\_\_\_ .

Article II

Attendance at the Conference

1. As specified [by the convening or the preparatory organ or in the rules of procedure of the Conference], the Conference shall be open to participation by the representatives or observers of:
   1. States;
   2. Organizations that have received standing invitations from the General Assembly to participate in conferences in the capacity of observers;
   3. Specialized and related agencies of the United Nations;
   4. Other intergovernmental organization;
   5. Intergovernmental organs of the United Nations;
   6. Non-governmental organizations;
   7. Officials of the United Nations Secretariat;
   8. Other persons invited by the United Nations.
2. The Secretary-General of the United Nations shall designate the officials of the United Nations assigned to attend the Conference for the purpose of servicing it.
3. The public meetings of the Conference shall be open to representatives of information media accredited by the United Nations at its discretion after consultation with the Government.

Article III

Premises, equipment, utilities and supplies[[2]](#footnote-2)

1. The Government shall provide, at its own expense, the necessary premises, including conference rooms for informal meetings, office space, working areas and other related facilities, as specified in the annex hereto. The Government shall at its expense furnish, equip and maintain in good repair all these premises and facilities in a manner that the United Nations considers adequate for the effective conduct of the Conference. The conference rooms shall be equipped for reciprocal simultaneous interpretation between [number] languages and shall have facilities for sound recording in that number of languages as well as facilities for press, television, radio and film operations, to the extent required by the United Nations. The premises shall remain at the disposal of the United Nations [24 hours a day from two weeks prior to the Conference] until a maximum of [six days] after its close.
2. The Government shall provide if possible within the conference areas: bank, post office, telephone, Internet and e-mail facilities, telefax and telex facilities, as well as appropriate eating facilities, a travel agency and a secretarial service centre, equipped in consultation with the United Nations, for the use of delegations to the Conference on a commercial basis.[[3]](#footnote-3)
3. [The Government shall install, at its own expense, facilities for the information media, in particular, to the extent required by the United Nations. In addition, the Government shall provide, at its own expense, a press working area, a briefing room for correspondents, radio and television studios and areas for interviews and programme preparation.][[4]](#footnote-4)
4. The Government shall bear the cost of all necessary utility services, including local telephone communications, of the secretariat of the Conference and its communications by telex, telefax, telephone and electronic communications system (inclusive of internet and email) between the secretariat of the Conference and United Nations offices when such communications are authorized by or on behalf of the Secretariat of the Conference.
5. The Government shall bear the cost of transport and insurance charges, from any established United Nations office to the site of the Conference and return, of all United Nations equipment and supplies required for the adequate functioning of the Conference. The United Nations shall determine the mode of shipment of such equipment and supplies.

Article IV

Accommodation

The Government shall ensure that adequate accommodation in hotels or residences is available at reasonable commercial rates for persons participating in or attending the Conference.

Article V

Medical facilities

1. Medical facilities adequate for first aid in emergencies shall be provided by the Government within the Conference area.
2. For serious emergencies, the Government shall ensure immediate transportation and admission to a hospital. The cost of any hospitalization shall be solely borne by the patient.

Article VI

Transport

1. The Government shall provide transport between the [name of] airport and the Conference area and principal hotels for the members of the United Nations Secretariat servicing the Conference upon their arrival and departure.
2. The Government shall ensure the availability of transport for all participants and those attending the Conference between the [name of] airport, the principal hotels and the Conference area.
3. The Government shall provide an adequate number of cars with drivers for official use by the principal officers and the secretariat of the Conference, as well as such other local transportation as is required by the secretariat in connection with the Conference.

Article VII

Police protection

1. The Government shall furnish such police protection as may be required to ensure the effective functioning of the Conference in an atmosphere of security and tranquillity free from interference of any kind. While such police services shall be under the direct supervision and control of a senior officer provided by the Government, this officer shall work in close co-operation with a designated senior official of the United Nations.
2. [Security within the Conference premises shall be under the direct supervision and control of the United Nations, and shall be carried out in close collaboration with the [State] security authorities, whereas security outside the Conference premises shall be the responsibility of the Government. The boundaries of these two security zones and the modalities of cooperation shall be clearly defined by the Government and the United Nations by the time the premises are handed over to the authority of the United Nations.]
3. [The modalities of security cooperation between the United Nations and the Government in these two areas shall be detailed in a separate memorandum of understanding to be concluded between the United Nations and the Government. The United Nations and the Government shall cooperate in the preparation of a comprehensive security plan based on the United Nations security assessment of the Conference. This security plan shall be the framework upon which all tasks relating to security will be executed.]
4. [The Government shall provide security equipment and security personnel at its own expense to the United Nations as specified in Annexes [ ] and [ ] to this Agreement.]

**Note: Paragraphs 2-4 may be included if UN DSS is providing security. All of these security provisions are to be reviewed and cleared by DSS.**

Article VIII

Local personnel

1. The Government shall appoint a liaison officer who shall be responsible, in consultation with the United Nations, for making and carrying out the administrative and personnel arrangements for the Conference as required under this Agreement.
2. The Government shall recruit and provide an adequate number of secretaries, typists, clerks, personnel for the reproduction and distribution of documents, assistant conference officers, ushers, messengers, bilingual receptionists, telephone operators, cleaners and workmen required for the proper functioning of the Conference, as well as drivers for the cars referred to in article VI, paragraphs 1 and 3. The exact requirements in this respect will be established by the United Nations in consultation with the Government. Some of the persons shall be available at least [one week] before the opening of the Conference and until a maximum of [six days] after its close, and to maintain such night-time services, as required by the United Nations.

Article IX

Financial Arrangements

1. The Government, in addition to the financial obligations provided for elsewhere in this Agreement, shall, in accordance with General Assembly resolution 31/140, section I, paragraph 5, bear the actual additional costs directly or indirectly involved in holding the Conference in [host State] rather than at [name of city in which the established headquarters of the United Nations organ or body holding the Conference is located]. Such costs, which are provisionally estimated at approximately $US\_\_\_\_\_\_\_\_, shall include, but not be restricted to, the actual additional costs of travel and staff entitlements of the United Nations officials assigned to plan for or attend the Conference, as well as the costs of shipping any necessary equipment and supplies. Arrangements for the travel of United Nations officials required to plan for or service the Conference and for the shipment of any necessary equipment and supplies shall be made by the Secretariat in accordance with the Staff Regulations and Rules of the United Nations and its related administrative practices regarding travel standard, baggage allowances, subsistence payments and terminal expenses.
2. The Government shall, not later than [date], deposit with the United Nations the sum of $US \_\_\_\_\_ , representing the total estimated costs referred to in paragraph 1. If necessary, the Government shall make further advances as requested by the United Nations so that the latter will not at any time have to finance temporarily from its cash resources the extra costs that are the responsibility of the Government.
3. The deposit and the advances required by paragraph 2 shall be used only to pay the obligations of the United Nations in respect of the Conference.
4. After the Conference, the United Nations shall give the Government a detailed set of accounts showing the actual additional costs incurred by the United Nations and to be borne by the Government pursuant to paragraph 1. These costs shall be expressed in   
   United States dollars, using the United Nations official rate of exchange at the time the payments are made. The United Nations, on the basis of this detailed set of accounts, shall refund to the Government any funds unspent out of the deposit or the advances required by paragraph 2. Should the actual additional costs exceed the deposit, the Government shall remit the outstanding balance within one month of the receipt of the detailed accounts. The final accounts shall be subject to audit as provided in the Financial Regulations and Rules of the United Nations, and the final adjustment of accounts shall be subject to any observations which may arise from the audit carried out by the United Nations Board of Auditors, whose determination shall be accepted as final by both the United Nations and the Government.

Article X

Liability

1. The Government shall be responsible for dealing with any action, claim or other demand against the United Nations or its officials and arising out of:
   1. personal injury, or property loss or damage, in the premises referred to in article III that are provided by or are under the control of the Government;
   2. personal injury, or property loss or damage caused by, or incurred in using, the transportation referred to in article VI that is provided by or is under the control of the Government;
   3. the employment of personnel arranged for or provided by the Government for the Conference referred to in article VIII.
2. The Government shall indemnify and hold harmless the United Nations and its officials in respect of any such action, claim or other demand.

Article XI

Privileges and Immunities

1. The Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946, to which the [host state] is a party,[[5]](#footnote-5)  shall be applicable in respect of the Conference. In particular, the representatives of States referred to in article II, paragraph 1 (a), above, shall enjoy the privileges and immunities provided under article IV of the Convention, the officials of the United Nations performing functions in connection with the Conference referred to in article II, paragraphs 1 (g) and 2, above, shall enjoy the privileges and immunities provided under articles V and VII of the Convention and any experts on mission for the United Nations in connection with the Conference shall enjoy the privileges and immunities provided under articles VI and VII of the Convention.
2. The representatives or observers referred to in article II, paragraph 1 (b), (d), (e), (f) and (h), above, shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in connection with their participation in the Conference.
3. The personnel provided by the Government under article VIII, above, 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 Conference.
4. The representatives of the specialized or related agencies, referred to in article II, paragraph 1 (c), above, shall enjoy the privileges and immunities provided by the Convention on the Privileges and Immunities of the Specialized Agencies or the Agreement on the Privileges and Immunities of the International Atomic Energy Agency, as appropriate.[[6]](#footnote-6)
5. Without prejudice to the preceding paragraphs of the present article, all persons performing functions in connection with the Conference, including those referred to in article VIII and all those invited to the Conference, shall enjoy the privileges, immunities and facilities necessary for the independent exercise of their functions in connection with the Conference.
6. All persons referred to in article II shall have the right of entry into and exit from   
   [host state], and no impediment shall be imposed on their transit to and from the Conference area. They shall be granted facilities for speedy travel. Visas and entry permits, where required, shall be granted free of charge, as speedily as possible and not later than two weeks before the date of the opening of the Conference, provided the application for the visa is made at least three weeks before the opening of the Conference; if the application is made later, the visa shall be granted not later than three days from the receipt of the application. Arrangements shall also be made to ensure that visas for the duration of the Conference are delivered at [specified point(s) of entry] to participants who were unable to obtain them prior to their arrival. Exit permits, where required, shall be granted free of charge, as speedily as possible, and in any case not later than three days before the closing of the Conference.
7. For the purpose of the Convention on the Privileges and Immunities of the   
   United Nations, the conference premises specified in article III, paragraph 1, above, shall be deemed to constitute premises of the United Nations in the sense of section 3 of the Convention and access thereto shall be subject to the authority and control of the United Nations. The premises shall be inviolable for the duration of the Conference, including the preparatory stage and the winding-up.
8. All persons referred to in article II, above, shall have the right to take out of [host state] at the time of their departure, without any restriction, any unexpended portions of the funds they brought in to [host state] in connection with the Conference and to reconvert any such funds at the rate at which they had originally been converted.[[7]](#footnote-7)
9. The Government shall allow the temporary importation, tax-free and duty-free, of all equipment, including technical equipment accompanying representatives of information media, and shall waive import duties and taxes on supplies necessary for the Conference. It shall issue without delay any necessary import and export permits for this purpose.
10. [The United Nations shall enjoy the same value added tax (VAT) privileges that other United Nations agencies and/or international organizations in [host State] currently enjoy. Accordingly, the United Nations will recover any VAT paid in connection with a Meeting from [entity] paid upon presentation of original tax invoices. The Government of [State] shall facilitate the recovery of VAT paid by the United Nations for a Meeting.]

Article XII

Settlement of disputes

Any dispute concerning the interpretation or the application of this Agreement, except for a dispute subject to section 30 of the Convention on the Privileges and Immunities of the United Nations or of any other applicable agreement, shall, unless the Parties otherwise agree, be resolved by negotiations or any other agreed mode of settlement. Any such dispute that is not settled by negotiations or any other agreed mode of settlement shall be submitted at the request of either Party for a final decision to a tribunal of three arbitrators, one of whom shall be appointed by the Secretary-General of the United Nations, one by [State] and the third, who shall be the Chairperson, by the other two arbitrators. If either Party does not appoint an arbitrator within three months of the other Party having notified the name of its arbitrator or if the first two arbitrators do not within three months of the appointment or nomination of the second one of them appoint a Chairperson, then such arbitrator shall be nominated by the President of the International Court of Justice at the request of either party to the dispute. Except as otherwise agreed by the Parties, the tribunal shall adopt its own rules of procedure, provide for the reimbursement of its members and the distribution of expenses between the Parties, and take all decisions by a two-thirds majority. Its decision on all questions of procedure and substance shall be final and, even if rendered in default of one of the parties, be binding on both of them.

Article XIII

Annexes

1. The Annexes to this Agreement shall form an integral part hereof and unless expressly provided otherwise, a reference to this Agreement constitutes, at the same time a reference to any Annex hereto.
2. [The exact numbers listed in the Annexes may be subject to minor revisions. The final number of items required by the United Nations shall be communicated to the Government no later than [ ]].
3. [Notwithstanding paragraph 2 of the present Article, the standards and numbers of items listed in the Annexes to this Agreement should be considered minimum standards and numbers. If the Government wishes to provide higher standards or more items than requested by the United Nations, the Government may do so after prior consultation with the United Nations/]

Article XIV

Final provisions

1. This Agreement may be modified by written agreement between the United Nations and the Government.
2. This Agreement shall enter into force immediately upon signature by the Parties and shall remain in force for the duration of the Conference and for such a period thereafter as is necessary for all matters relating to any of its provisions to be settled.

SIGNED this \_\_ day of \_\_\_\_\_\_\_\_\_\_\_ 201\_\_\_\_\_ at [city] in duplicate in [English or French), both texts being equally authentic.

1. When appropriate, further preambular paragraphs may be inserted concerning the decisions authorizing the Conference or concerning its motivation and objectives. [↑](#footnote-ref-1)
2. Depending on the practical requirements and arrangements for the Conference, the details of this article, and of articles IV and V, may vary to some extent. The schedule referred to at the end of the first sentence of paragraph 1 is to be prepared separately for each conference to reflect its special requirements and the particular facilities that are to be made available. [↑](#footnote-ref-2)
3. Based on General Assembly resolution 35/10 C, annex, para. 10. [↑](#footnote-ref-3)
4. This can be included based on the needs of the Conference. [↑](#footnote-ref-4)
5. Include this clause only if the host State is a party. [↑](#footnote-ref-5)
6. If the host State is not a party to these agreements, application of the United Nations convention, mutatis mutandis, may be provided for instead. [↑](#footnote-ref-6)
7. This paragraph is not required if the Conference is held in a State with a freely convertible currency. [↑](#footnote-ref-7)