

## ANNEX-A

### TERMS OF REFERENCE – Meeting of the Standing Committee on Hydrology (SC-HYD)

2-6 December 2024

#### 1. Accommodation

Arrival Date	Departure Date	Quantity	Type of Rooms
SUN 1 December	SAT 7 December	27 people (17 external and 10 staff)	Single rooms

#### 2. Meeting Rooms

- One large room for 27 people
- 2 small break-out rooms (10 – 15 people)

#### 3. Programme

Dates	Morning	Afternoon	Evening
MON 2 December	Meeting	Meeting	Cocktail 18:30 – 19:30 Diner 19:30 – 21:30
TUE 3 December	Meeting	Meeting	Diner 19:30 – 21:30
WED 4 December	Meeting	Meeting	Diner 19:30 – 21:30
THU 5 December	Meeting	Meeting	Cocktail 18:30 – 19:30 Diner 19:30 – 21:30
FRI 6 December	Meeting	-	

#### 4. Material

- Fixed screen and projector
- Note books and pens
- Flip charts
- Sound system with microphones
- Mineral water

#### 5. Meals

Dates	AM	Break	PM	Break	Evening
SUN 1 December	07:30 – 08:30 – Breakfast		12:30-13:30 – Lunch		Diner 19:30 – 21:30
MON 2 December	07:30 – 08:30 – Breakfast	10:00 – 10:30 Coffee Break	12:30-13:30 – Lunch	15:30 – 16:00 – Tea Break	Cocktail 18:30 – 19:30 Diner 19:30 – 21:30
TUE 3 December	07:30 – 08:30 – Breakfast	10:00 – 10:30 Coffee Break	12:30 – 13:30 – Lunch	15:30 – 16:00 – Tea Break	Diner 19:30 – 21:30

WED 4 December	07:30 – 08:30 – Breakfast	10:00 – 10:30 Coffee Break	12:30 – 13:30 – Lunch	15:30 – 16:00 – Tea Break	Diner 19:30 – 21:30
THU 5 December	07:30 – 08:30 – Breakfast	10:00 – 10:30 Coffee Break	12:30 – 13:30 – Lunch	15:30 – 16:00 – Tea Break	Diner 19:30 – 21:30
FRI 6 December	07:30 – 08:30 – Breakfast	10:00 – 10:30 Coffee Break	12:30 – 13:30 – Lunch	Departure of 12 people	Diner 19:30 – 21:30
SAT 7 December	07:30 – 08:30 – Breakfast	Departure of the rest			

## 6. Location

Hotels/conference rooms in Geneva or surrounding areas within Switzerland and France.

## 7. Offer submission

The Vendor is required to complete, sign and return the Annex-C-Submission Form RFQ 2423-24 and related annexes as specified in the SECTION 1: LETTER OF INVITATION in the Request for Quotation.

## 8. Sustainability requirements of the contractor

The Contractor's compliance with the following sustainable requirements would be an asset:

- a) Have a corporate environmental policy or an environmental management system (ISO 14001 or equivalent).
- b) Have at least one (1) female team member among the key personnel to be employed for the provision of the services under these Terms of Reference.
- c) Have an internal policy regarding the sustainability and monitoring of their supply chains.

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