

TO BE ASSUMED BY THE GOVERNMENT OF [**CO-HOST COUNTRY**] AND BY THE FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS FOR THE [**SESSION NUMBER/NAME OF THE COMMITTEE/TASK FORCE**]

The following provisions set out the respective responsibilities to be assumed by the Government of the [**co-host country**], hereinafter referred to as the Host Government, and by the Food and Agriculture Organization of the United Nations, hereinafter referred to as FAO, acting on its behalf and on behalf of WHO, to ensure the smooth conduct of the [**session number and name of the Committee/Task Force** ], hereinafter referred to as the Session, which forms part of the Joint FAO/WHO Food Standards Programme of the Organization.

The Session will be held in [**venue**] from [**date of the session**].

FAO will be responsible for organizing the Session, issuing all invitations and circulating the Provisional Agenda and working documents for the Session.

The Session will be conducted in [**working languages**]. The Host Government, in collaboration with the Government of [**host country**], will be responsible for providing interpreters whose curricula are to be cleared by the Chief FAO interpreter.

#### **PART I - OPERATIONAL RESPONSIBILITIES OF FAO**

A. Staff (at FAO's cost in accordance with FAO regulations)

FAO will:

1. Designate and make available the Secretary and Assistant Secretary of the Session, and other officers as may be required.
2. Bear all necessary costs of FAO staff provided, including salaries, subsistence allowances and travel to and from the Session.

B. Services

FAO will:

3. Arrange for the preparation of the draft report of the Session for adoption at the end of the Session.
4. Issue and distribute a report of the Session after its conclusion.

#### **PART II - RESPONSIBILITIES OF THE HOST GOVERNMENT WITH REGARD TO PRIVILEGES AND IMMUNITIES FOR FAO/WHO AND PARTICIPANTS**

The Host Government undertakes to:

4. Accord, for the purpose of the Session, to delegates and observers, and to FAO and WHO, its property, funds and assets as well as to FAO and WHO staff, all the privileges and immunities provided for in Article VIII, paragraph 4, and Article XVI, paragraph 2, of the Constitution and Rule XXXVIII-4 (Rule modified on 22 November 2009, ex article XXXVII) of the General Rules of the Organization, and specified in the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies.
5. Grant visas and all necessary facilities to delegates, observers and consultants attending the Session.
6. Hold FAO, WHO and their staff harmless in respect of any claims by delegates and observers or by other third parties arising out of the Session, except where it is agreed by the Host

Government, FAO and WHO that the claim arises from gross negligence or wilful misconduct of such staff.

### **PART III - OPERATIONAL RESPONSIBILITIES OF THE HOST GOVERNMENT**

#### **A. Staff**

The Host Government will:

7. Appoint a Liaison Officer who will be responsible for the coordination of local facilities and arrangements for the Session.
8. Make available local typists, photocopier machines and related assistance and services required for the conduct of the Session.
9. Make available, in coordination with the Government of the **[host country]**, qualified interpreters for the simultaneous interpretation into **[working languages]** and qualified translators for the translation of the draft report (for adoption at the end of the Session) and final reports of the Session (to report to the Commission) from **[working languages]**.

#### **B. Facilities and Equipment**

The Host Government will provide for:

10. One conference room, with seating and table space for **[approximate number]** persons and fully equipped for simultaneous interpretation according to the attached standards; **[number]** offices for the Secretariat adequately furnished and space for duplication and collation of documents.
11. Sufficient amount of personal computers with international keyboard, equipped with Word 2000 or later, Adobe Acrobat, Web browser and e-mail, and connected to printers, photocopying machines, duplicating facilities and other equipment as required.

#### **C. Supplies and Services**

The Host Government will provide:

12. Office supplies, stationery and paper as required, badges, country flags and name plates.
13. Facilities for local reproduction of in-session documents, including draft reports, needed for the Session.
14. Telephone, telefax and postal services within **[co-host country]**, as well as Internet connection, for use by the Secretariat, free of charge, in connection with the work of the Session.
15. First-aid facilities for delegates, observers and staff.

#### **D. Transport**

The Host Government will:

16. Provide transport within **[co-host country]** for delegates, observers and staff as required for the conduct of the Session, and especially transport from hotel to meeting site, depending upon local circumstances.