

# TRACTATENBLAD

VAN HET

KONINKRIJK DER NEDERLANDEN

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**JAARGANG 2014 Nr. 100**

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A. TITEL

*Briefwisseling houdende een verdrag tussen het Koninkrijk der Nederlanden en de VN Economische Commissie voor Europa (VN/ECE) inzake de vijfde zitting van de Vergadering van Partijen bij het Verdrag betreffende toegang tot informatie, inspraak in besluitvorming en toegang tot de rechter inzake milieuaangelegenheden (Verdrag van Aarhus), de tweede zitting van de Vergadering van Partijen bij het Protocol betreffende registers inzake de uitstoot en overbrenging van verontreinigende stoffen, en de voorbereidende overleggen daarvan, te Maastricht, Nederland, van 29 juni tot 4 juli 2014 (met bijlagen);  
Genève, 29 april 2014*

B. TEKST

**Nr. I**

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE  
The Executive Secretary  
Under-Secretary General

11 February 2014

Ref. ECE / EVN / 2014 / 37

Excellency,

I have the honour to refer to the fifth session of the Meeting of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention), second session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Con-

vention (Protocol on PRTRs) and their associated preparatory meetings to be held, at the invitation of your Government, in Maastricht, the Netherlands, from 29 June to 4 July 2014.

With the present letter, I would like to obtain your Government's acceptance of the following arrangements.

I. Participants in the fifth session of the Meeting of the Parties to the Aarhus Convention and the second session of the Meeting of the Parties to the Protocol on PRTRs and their associated preparatory meetings (hereafter unless it is stated otherwise- meetings) will be invited by the Executive Secretary of the United Nations Economic Commission for Europe (ECE) in accordance with the rules of procedure of the Meetings of the Parties to the Convention and to the Protocol on PRTRs and would include up to 500 participants, including:

- a) 56 delegations from ECE member States comprising up to 220 delegates;
- b) Up to 40 representatives from specialized and related agencies;
- c) Up to 150 representatives of other intergovernmental and non-governmental organizations;
- d) 10 officials of the ECE secretariat;
- e) Up to 80 other participants (academics, experts, etc.).

2. The Government will provide for the meetings adequate facilities including meetings and office space, personnel resources, office supplies and equipment, telephone and fax services, as described in Annex I. The Government will provide adequate medical facilities for first aid in emergencies, and, for serious emergencies, the Government will ensure immediate transportation and admission to a hospital. The Government will provide full assistance for making necessary arrangements in the case of death.

3. In accordance with the United Nations General Assembly Resolution 47/202, Part A, paragraph 17, adopted by the General Assembly on 22 December 1992, the Government will assume responsibility for any supplementary expenses arising directly or indirectly in holding the meetings in Maastricht, the Netherlands. Such costs, the estimate of which is provided in Annex II, include, but are not restricted to:

- a) the provision of tickets to United Nations officials who are required to plan for or service the meetings in accordance with the United Nations rules and regulations and its related administrative practices regarding travel standard and baggage allowances;
- b) the payment (in local currency) to the United Nations officials of subsistence allowance and terminal expenses in accordance with the UN regulations and rules and its official daily subsistence rate in effect at the time of the meetings; and
- c) the cost of shipping any necessary equipment, supplies and documents.

4. The Convention of 13 February 1946 on the Privileges and Immunities of the United Nations, to which the Netherlands is a party, shall be applicable, *mutatis mutandis*, in respect of the meetings except for article II, section 3. In particular:

a) Representatives of States shall enjoy the privileges and immunities provided under Article IV of the Convention;

b) Officials of the United Nations participating in or performing functions in connection with the Work Session shall enjoy the privileges and immunities provided under Articles V and VII of the Convention;

c) Participants invited by the United Nations shall enjoy the privileges and immunities accorded to experts on mission for the United Nations by Article VI of the Convention;

d) Officials of the specialized agencies participating in the meetings shall be accorded the privileges and immunities provided under articles VI and VIII of the Convention on the Privileges and Immunities of the Specialized Agencies.

5. Without prejudice to the provisions of the Convention on the Privileges and Immunities of the United Nations (safe for – as above mentioned – article II, section 3), all participants and persons performing functions in connection with the meetings shall enjoy such privileges and immunities, facilities and courtesies as are necessary for the independent exercise of their functions in connection with the meetings.

6. Personnel provided by the Government pursuant to this Agreement 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 meetings.

7. All participants and all persons performing functions in connection with the meetings shall have the right of unimpeded entry into and exit from the Netherlands. Visas and entry permits, where required, shall be granted promptly and free of charge by Dutch missions abroad. This does not exclude the presentation by the Government of well-founded objections concerning a particular individual. Such objections, however, must relate to specific criminal or security-related matters and not to nationality, religion, professional or political affiliation.

8. The Government will be responsible for dealing with any action, claim or other demand against the United Nations arising out of (i) injury to person or damage to property in conference or office premises provided for the meetings; (ii) the employment for the meetings of personnel provided or arranged by the Government; and the Government shall hold the United Nations and its personnel harmless in respect of any such action, claim or other demand.

9. The rooms, offices and related localities and facilities put at the disposal of the meetings by the Government shall be the Conference Area which will constitute United Nations Premises within the meaning of Article II, Section 3, of the Convention on the Privileges and Immu-

nities of the United Nations of 13 February 1946 for the duration of the Session, including the preparation and winding-up stages.

10. The Government shall notify the local authorities of the convening of the meetings and, at its expense, provide security as may be required to ensure the safety of the participants and the effective functioning of the meetings. While such security 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.

11. Any dispute concerning the interpretation or implementation of these arrangements, except for a dispute subject to the appropriate provisions of the Convention on the Privileges and Immunities of the United Nations or of any other applicable agreement, shall be settled through negotiations and mutual agreement. In case such agreement cannot be reached, the dispute shall be referred at the request of either party for final decision to a tribunal of three arbitrators, one to be named by the Secretary-General of the United Nations, one to be named by the Government and the third, who shall be the Chairman, to be chosen by the first two arbitrators. If either party fails to appoint an arbitrator within 60 days of the appointment by the other party, or if these two arbitrators should fail to agree on the third arbitrator within 60 days of their appointment, the President of the International Court of Justice may make any necessary appointments at the request of either party.

I have the honour to propose that this letter and your confirmation in writing of the above shall constitute an agreement between the United Nations and the Government of the Netherlands regarding the hosting and organization of the fifth session of the Meeting of the Parties to the Aarhus Convention, second session of the Meeting of the Parties to the Protocol on PRTRs and their associated preparatory meetings (Maastricht, the Netherlands, 29 June – 4 July 2014). The agreement shall take effect upon the date of your reply and shall remain in effect for the duration of the meetings and for such additional period as is necessary for its preparation and winding up, the total duration of this Agreement, however, not to exceed one year.

Please accept, Excellency, the assurances of my highest consideration.

SVEN ALKALAJ

Enclosures: Annexes I and II

*Her Excellency*

*Ms. Melanie Schultz van Haegen-Maas Geesteranus*

*Minister for Infrastructure and the Environment of the Netherlands*

*The Hague*

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## Annex I

### **Facilities and personnel required for the organization of the fifth session of the Meeting of the Parties to the Aarhus Convention, second session of the Meeting of the Parties to the Protocol on PRTRs and their associated preparatory meetings to be held in Maastricht, the Netherlands from 29 June to 4 July 2014**

#### *A. Meetings and Office Space Facilities*

##### *1. Participation*

1.1. Participation in the respective meetings will include delegates from the Parties to the Aarhus Convention and from the Parties to the Protocol on PRTRs and, in accordance with rule 6 of the rules of procedure of the Meeting of the Parties to the Convention (AC RoP) and rule 6 of the rules of procedure of the Meeting of the Parties to the Protocol on PRTRs (RoPP), will also include Signatories and other States, regional economic integration organizations, the United Nations, its specialized agencies and the International Atomic Energy Agency, and relevant intergovernmental and non-governmental organizations. The staff of the UNECE secretariat to the Aarhus Convention and Protocol on PRTRs (hereafter UNECE secretariat) will service the meetings.

1.2. In accordance with rules 7 and 23 of the AC RoP and rules 7 and 23 of the RoPP, the meetings shall be open to members of the public. The Government will collaborate with the UNECE secretariat to establish appropriate registration procedures aimed at facilitating access to members of the public, while at the same time ensuring adequate security.

1.3. Having regard to rule 7, paragraph 2, of the AC RoP, the Government may consider the possibility of providing the necessary technical equipment for broadcasting or video podcasting the proceedings of the meetings via the Internet or using other audio-visual means to the public.

## 2. Meeting venue facilities

2.1. The fifth session of the Meeting of the Parties to the Aarhus Convention will cover the period from 30 June to 2 July 2014 and the second session of the Meeting of the Parties to the Protocol on PRTRs will cover the period from 2 to 4 July 2014. The high-level segment of the Meetings of the Parties to the Aarhus Convention and to the Protocol on PRTRs will take place on 2 July 2014. The meetings of the subsidiary bodies of the Aarhus Convention and the Protocol on PRTRs will take place on 29 June 2014 and of 1 July 2014 respectively.

2.1. The meeting venue, including all meeting rooms and offices, should be made fully accessible for setting up purposes at least 24 hours before the opening of the registration on 28 June 2014 afternoon.

2.2. The venue facilities will include the following:

2.2.1. The first meeting room (Salle I) for the fifth session of the Meeting of the Parties to the Aarhus Convention and the second session of the Meeting of the Parties to the Protocol on PRTRs, with seating for approximately 400 delegates, including sufficient table space for each delegation (including observer delegations under rule 6 of the AC RoP and rule 6 RoPP), equipped for simultaneous interpretation into English, French and Russian and in accordance with the arrangements specified in paragraph 3.2. The interpretation equipment will be of a standard similar to that of the Palais des Nations, Geneva, with a sufficient number of microphones and headphones to enable all delegations to join in the discussions from their seats. The interpretation booths will be well insulated. In addition, 100 seats will be provided at the side or back of the room for non-participatory observers and press. The room will be accessible 24 hours per day, from 29 June to 4 July 2014;

2.2.2. The second meeting room (Salle II) able to seat approximately 180 people for the final preparatory meetings, side-events and press conferences as needed. This will be accessible 24 hours per day, from 29 June 2014 to 3 July 2014. The meeting room will be equipped for simultaneous interpretation into English, French and Russian and in accordance with the arrangements specified in paragraph 3.3. The interpretation equipment will be of a standard similar to that of the Palais des Nations, Geneva, with a sufficient number of microphones and headphones to enable all delegations to join in the discussions from their seats. The interpretation booths will be well insulated;

2.2.3. The third meeting room (Salle III) for the Convention's Compliance Committee meetings, negotiations and side events, accessible 24 hours a day, for approximately 50 people and able to seat approximately 30 people for the period 29 June – 4 July 2014. The meeting room will be equipped with an adequate sound amplification system and in accordance with the arrangements specified in paragraph 3.4. Upon the request of the UNECE secretariat in ac-

cordance with paragraph 7.2, the meeting room will be equipped for simultaneous interpretation between English and French and/or between Russian and English. The interpretation equipment will be of a standard similar to that of the Palais des Nations, Geneva, with a sufficient number of microphones and headphones to enable all delegations to join in the discussions from their seats. The interpretation booths will be well insulated;

2.2.4. The fourth meeting room (Salle IV) for the Bureau meetings, accessible 24 hours a day, for approximately 30 people and able to seat approximately 20 people for the period 29 June – 4 July 2014;

2.2.5. The fifth meeting room (Salle V) for negotiations, side events and the Protocol's Compliance Committee meetings, accessible 24 hours a day, for approximately 100 people and able to seat approximately 50 people for the period 29 June – 4 July 2014. Upon the request of the UNECE secretariat in accordance with paragraph 7.2, the meeting room will be equipped for simultaneous interpretation between English and French and/or between Russian and English. The interpretation equipment will be of a standard similar to that of the Palais des Nations, Geneva, with a sufficient number of microphones and headphones to enable all delegations to join in the discussions from their seats. The interpretation booths will be well insulated;

2.2.6. A meeting room for approximately 75 people for EU coordination meetings. This will also be accessible 24 hours per day; from 28 June to 4 July 2014 (payment, equipment, other requirements to be subject to an agreement between the EU Presidency and the Government);

2.2.7. A meeting room for approximately 100 people for NGO coordination meetings. This will also be accessible 24 hours per day, from 28 June to 4 July 2014 (space facilities and equipment to be provided free of charge, details of requirements to be subject to an agreement between NGOs and the Government);

2.2.8. Offices for the senior officials of the host country, as required;

2.2.9. An office for the UN senior officials (for up to 3 persons) from 29 June to 4 July 2014;

2.2.10. Two rooms to be used as the working offices of the UNECE secretariat from 27 June to 4 July 2014, including one room for large photocopiers, printer, fax machine, documents and assistants. Rooms for the host country secretariat, as required. All rooms will have a sufficient number of desks and appropriate equipment in accordance with the arrangements specified in sections 4 and 6;

2.2.11. An office for public interest NGOs with desks and equipment (space facilities and equipment to be provided free of charge, details of requirements and duration to be subject to an agreement between NGOs and the Government) from 28 June to 4 July 2014;

2.2.12. An office for the EU Presidency with desks and equipment (payment, equipment, other details of requirements to be subject to an agreement between the EU Presidency and the Government) from 28 June to 4 July 2014;

2.2.13. Other offices for the delegations (payment, equipment, other details of requirements to be the subject of agreement between the delegations and the Government);

2.2.14. Ample space for exhibitions, outside the main meeting room (provided by the Government at no cost for displays of the UN organizations and public interest NGOs);

2.2.15. Registration/information desk(s) near the entrance to the premises;

2.2.16. Security checkpoint(s) (see section 11 on special needs for Security);

2.2.17. Pigeon holes for distribution of the documents to participants in or just outside the main meeting room;

2.2.18. A press centre, including: a separate room for press conferences; a separate room for journalists; a separate room for IISD staff, from 29 June (PM) to 4 July 2014 (see section 10);

2.2.19. A centre for delegates with working stations with PCs having all standard office software installed and Internet connection as well as photocopying and printing machines (see paragraph 6.2; the payment for the use to be subject to a decision of the Government);

2.2.20. Banking facilities on the premises or near the venue (and willing to cash traveller's cheques).

2.3. All meeting rooms and offices will have good sound proofing and ventilation.

2.4. Payment, equipment, other details of requirements for the side events are subject to an agreement between the side events organizers and the Government.

### *B. Equipment and Office Supplies*

3.1. The meeting venue should be covered by wireless network with secure Internet access providing enough IP addresses (not less than 1200) for the meeting participants and capable of maintaining simultaneous connections for the users with several devices, with access ideally restricted to meeting participants.

### *3. Arrangements for the meeting rooms*

3.2. For the first meeting room (Salle 1) for 400 participants (29 June to 4 July 2014):

3.2.1. Four data projectors for electronic presentations (e.g. Powerpoint, live Internet presentations); and four screens to project



a presenter and presentation at the same time; video-camera(s); three-four screens on the podium for the chair and the secretariat to project draft texts;

3.2.2. Efficient live web-broadcasting or video pod-casting through Internet (to be subject to a decision of the Government);

3.2.3. Film/Photo facilities for filming at the meetings from 29 June to 4 July 2014, with immediate projection of the film/photos (to be subject to a decision of the Government);

3.2.4. One personal computer (PC) with word processing programme with English interface and high-speed Internet access (wireless and/or cable); to be connected to PCs and printers of the UNECE secretariat's offices; and places to connect 2 laptops, to be installed on the podium for the secretariat;

3.2.5. Name plates (letters 3.8 cm minimum) and stands (30.5\*10.75cm minimum) for delegations and meeting officers, for tables in the meeting room (provided by the Government on the basis of the information provided by UNECE);

3.2.6. The Government's flag (1.22 x 1.83 m); and stands for the UN and the Government flags (United Nations will provide one UN flag for outdoor use (1,83 x 2,75 m) and two UN flags for indoor use (1,22 x 1,83 m));

3.2.7. Podium for the chair, secretariat and speakers, flowers and other decoration of the meeting room.

3.3. For the second room (Salle II) for 180 participants (29 June – 4 July 2014):

3.3.1. One PC with word processing programme with English interface and high-speed Internet access (wireless and/or cable); to be installed on the podium for the secretariat;

3.3.2. Four data projectors for electronic presentations (e.g. Powerpoint, live Internet presentations); and four screens to project a presenter and presentation at the same time; video-camera(s); three-four screens on the podium for the chair and the secretariat to project draft texts;

3.3.3. Name plates (letters 3.8 cm minimum) and stands (30.5\*10.75 cm minimum) for delegations and officers, for tables in the meeting room (provided by the Government on the basis of the information provided by UNECE);

3.3.4. Podium for the chair, secretariat and speakers, flowers and other decoration of the meeting room.

3.4. For the third room (Salle III) for 50 participants (29 June – 4 July 2014):

3.4.1. One PC with word processing programme with English interface and high-speed Internet access (wireless and/or cable); to be connected to PCs and printers of the UNECE secretariat's offices, to be installed on the podium for the secretariat;

3.4.2. Two data projector and two-four screens;

3.4.3. Name plates (letters 3.8 cm minimum) and stands (30.5\*10.75 cm minimum) for delegations and officers, for tables in the meeting room (provided by the Government on the basis of the information provided by UNECE).

3.5. For fourth room (Salle IV) for 30 participants (29 June – 4 July 2014):

3.5.1. One PC with word processing programme with English interface and high-speed Internet access; to be installed on the podium for the secretariat;

3.5.2. One data projector and screen;

3.5.3. Name plates and stands for delegations and officers, for tables in the meeting room (provided by the Government on the basis of the information provided by UNECE).

3.6. For fifth room (Salle V) for 100 participants (29 June – 4 July 2014):

3.6.1. One PC with word processing programme with English interface and high-speed Internet access; to be installed on the podium;

3.6.2. Two data projector and two-four screens;

3.6.3. Name plates and stands for delegations and officers, for tables in the meeting room (provided by the Government on the basis of the information provided by UNECE).

#### *4. Arrangements for the offices of the secretariats*

4.1. The offices of the UNECE secretariat's and host country secretariat will have the following equipment:

4.1.1. PCs with standard MS office software, including word processing programme with English interface; high-speed Internet access (cable and/or wireless); and network printers to be installed in the secretariats' offices (six PCs and 2 network printers in the UNECE secretariat);

4.1.2. Offices of the secretariats to be covered by wireless network with secure Internet access;

4.1.3. Two efficient photocopying machines with sorting and stapling functions and paper with a back-up contract in case they break down;

4.1.4. Seven mobiles with local SIM cards for the UNECE staff members for local communications as well as 1 phone with international landlines and a fax machine in the UNECE secretariat offices, with call costs covered by the Government;

4.1.5. Office supplies for the offices of the UNECE secretariat and Host Country secretariat (see above) (paper, pens, staples, correcting fluid, etc.).

### *5. General communication needs*

5.1. The meetings require substantial communication between delegates and their home countries and internally between the secretariats and delegates. The press has similar needs. For this purpose, the following is recommended:

5.1.1. External landline connections for other offices;

5.1.2. Fax machines for delegates;

5.1.3. Secure wireless internet access for the entire meeting venue, providing enough IP addresses for the meeting participants.

5.2. Payment for the above-mentioned communication services is subject to a decision by the Government.

### *6. General photocopying needs*

6.1. The Government will be responsible for printing sufficient copies of official revised and other necessary documents produced during the meetings (UNECE secretariat to provide documents electronically), in numbers to be specified at the appropriate time by the UNECE secretariat. The estimated quantity is about 150,000 pages. The printing and collation of all documents will be carried out by the Host Country secretariat. Quality control to be provided by the UNECE secretariat.

6.2. A photocopying and printing room for use by delegates. Payment is subject to a decision by the Host Government.

### *7. Interpretation and translation needs*

7.1. The Government will provide high quality simultaneous interpretation in all three official languages of UNECE, i.e. English, French and Russian, for the:

- eighteenth meeting of the Working Group of the Parties (29 June 2014);
- fifth session of the Meeting of the Parties to the Aarhus Convention (30 June – 2 July 2014);
- second meeting of the Meeting of the Parties to the Protocol on PRTRs (2 – 4 July 2014);
- side events upon agreement.

This requires not only the teams of interpreters, but also interpretation facilities in the respective meeting rooms (see paragraphs 2.2.1, 2.2.2, 2.2.3 and 2.2.5).

7.2. In addition, the Government will undertake to provide interpreters for simultaneous interpretation between English and French and/or between English and Russian for the meeting of the Convention's and Protocol's Compliance Committees if this is required (this is subject to confirmation by the UNECE secretariat no later than three weeks before the meeting).

7.3. The host country may wish to provide simultaneous interpretation for its own national language (to be subject to a decision by the Government).

7.4. The timeline of the expected working hours for all three meetings is 10 a.m. – 6 p.m. (with lunch break of 2 hours; in accordance with the agenda) from 29 June to 4 July 2014. Interpreters will be ready to work also outside these hours.

7.5. On call translators capable of translating documents that are prepared during the meetings into and from the three official languages of UNECE (most probably from English into French and Russian) upon the request of the UNECE secretariat.

7.6. The quality standard of the interpretation and translation must meet the standards of the official UN interpretation and translation services.

### *8. Shipment and customs*

8.1. Shipment of official publications of the UNECE secretariat will be taken care of by the Government through the facilities of the Permanent Mission of the Netherlands to the United Nations in Geneva with no expense to the UN.

8.2. The Government will ensure that all printed and electronic materials (e.g. CD-ROMs) that are sent into the country by delegations for official meetings' purposes, including for exhibitions and side events, are delivered to the meeting venue in a timely manner and without additional cost to the sender (other details of requirements to be subject to an agreement between the delegations and the Government).

### *9. Other arrangements*

9.1. Organizing availability of hotels with sufficient number of rooms of good quality and with easy access to the meeting venue. It will be possible to book these rooms several months in advance of the meeting;

9.2. Creating a website with information on logistical arrangements;

9.3. Ensuring access to the venue facilities for persons with disabilities;

9.4. Organizing availability of service for coffee, tea, soft drinks during coffee breaks to be arranged in the proximity of the meeting rooms (the payment is subject to a decision by the Government);

9.5. Organizing availability of service for lunches during the meetings to be arranged in the proximity of the meeting venue (the payment is subject to a decision by the Government);

9.6. Providing local transportation for the secretariat staff between the meeting venue and the hotel if they are far from each other (provided by the Government);

9.7. Organizing availability of local transportation for delegates if the meeting venue is far from the hotel (subject to a decision by the Government);

9.8. Photographer to take photos during the meetings, including a “family photo” of all high-level officials and one of all participants (provided by the Government);

9.9. Signs and posters regarding the fifth session of the Meeting of the Parties to the Aarhus Convention and the second session of the Meeting of the Parties to the Protocol on PRTRs.

#### *10. Communication with press*

10.1. Contacting with local and national media to inform them of the event;

10.2. Organizing press conference(s) in cooperation with the UNECE secretariat.

#### *11. Special needs for security*

11.1. The Government will provide adequate security for all meeting participants and servicing staff. Security arrangements will be discussed with the UN/UNECE secretariat prior to the meetings and the following will be ensured:

11.1.1. Effective policy for badges (different types of badges for staff, secretariats, official delegates etc.; in accordance with the instruction provided by the secretariat);

11.1.2. The Host Country secretariat will be responsible for the production of badges as well as for the on-site registration and distribution of badges. On-site registration should start as early as possible, preferably from 2 p.m. one day before the meetings;

11.1.3. Unlimited access for the Host Country secretariat and the UNECE secretariat personnel within the meeting premises (subject to the identity check).

11.2. Sufficient capacity of security staff and equipment to prevent delays of delegates entering the meeting venue.

#### *C. Personnel*

#### *12. UN personnel*

12.1. Up to ten members of the UNECE secretariat will come from Geneva to service the meetings, namely:

12.1.1. two UNECE staff servicing the Aarhus Convention and Protocol on PRTRs for the period of 26 June – 5 July 2014 to participate in the meeting with the Host Country secretariat and to service the associated preparatory meetings and the Meetings of the Parties to the Aarhus Convention and its Protocol on PRTRs;

12.1.2. four UNECE staff servicing the Aarhus Convention and Protocol on PRTRs for the period of 27 June – 5 July 2014 to participate in the meeting with the Host Country secretariat and to service the associated preparatory meetings and the Meetings of the Parties to the Aarhus Convention and its Protocol on PRTRs;

12.1.3. two UNECE staff servicing the Aarhus Convention and Protocol on PRTRs for the period of 28 June – 5 July 2014 to service the associated preparatory meetings and the Meetings of the Parties to the Aarhus Convention and its Protocol on PRTRs;

12.1.4. one senior UNECE staff from the Environment Division for the period of 28 June – 5 July 2014 to service the associated preparatory meetings and the Meetings of the Parties to the Aarhus Convention and its Protocol on PRTRs;

12.1.5. one high-level UNECE official for the period of 1 – 3 July 2014 to participate in the high level segment of the the Meetings of the Parties to the Aarhus Convention and its Protocol on PRTRs.

12.2. Within the overall period of the combined meetings, small adjustments to the travel dates maybe made.

### *13. Personnel to be provided by the Government*

13.1. Liaison officer with an extensive relevant experience, responsible for organizational arrangements during the preparatory period, the meetings, and up to at least one month after the meetings;

13.2. At least two persons assisting in logistical arrangements (travels, visas, shipments, other issues) during the preparatory period, the Meetings of the Parties, related preparatory meetings, and up to at least one month after the meetings;

13.3. At least four persons to service registration/information desk, able to communicate in English and, at least one of them, in Russian;

13.4. At least ten persons to work with the UNECE secretariat to assist in the meeting rooms, make photocopies, distribute documents, handling powerpoint presentations and take care of all clerical tasks; able to communicate in English and, at least one of them, in Russian;

13.5. Liaison officer responsible for interpretation and on-call English/French/Russian translation of official document(s) on the spot, upon request of the UNECE secretariat (for more information, see section 7 on interpretation and translation needs);

13.6. Technical personnel responsible for the functioning of equipment, including PCs, printers, photocopying machines, video, audio, communication, sound and light technicians.

### *D. Division of responsibility*

14.1. The Government provides the logistical support for the preparatory process, meetings and any immediate follow-up arrangements (at least one month after the meetings). It will:

14.1.1. provide logistical (including hotel reservation and local transportation) and administrative services prior to and during the meetings, upon request of the UNECE secretariat;

14.1.2. ensure the setting-up of the meeting rooms and offices as described in the present agreement, including technical equipment and networks by 2 p.m. on 28 June 2014. Setup and configuration of the networks should be done in consultation with the UNECE secretariat;

14.1.3. reproduce and distribute documents prior to and during the meetings, upon request of the UNECE secretariat;

14.1.4. be responsible for the accreditation of the press, keeping the UNECE secretariat informed;

14.1.5. ensure local and national media are kept informed of the event;

14.1.6. organize press conference(s) and translation and distribution of press releases in cooperation with the UNECE secretariat;

14.1.7. maintain a website with information on the logistical arrangements, including, inter alia, tourist information about the country, the meeting venue, accreditation for press, and the hotels. The website will have a link to the website of the UNECE secretariat.

14.2. The UNECE secretariat will provide substantive support and advice on practical arrangements for the preparatory process, the meetings and its follow up. It will:

14.2.1. send out the invitation letter for the meetings;

14.2.2. develop a registration form and conduct the registration procedure, in cooperation with the Host Country secretariat;

14.2.3. service the meetings substantively;

14.2.4. ensure translation of the official documents prepared prior to the meetings, as required and provide the Host Country secretariat with electronic copies prior to the meetings; distribute all official documents to delegations prior to the meetings; ensure financial support to cover travel and subsistence allowance costs for the eligible participants (directly or through a contractor);

14.2.5. prepare in-session documents during the meetings and supervise their translation and distribution;

14.2.6. prepare, translate and publish the report of the meetings and all official postmeetings documents;

14.2.7. maintain a website with documentation, information on all related meetings and information on the protocol for participation and registration. The website will have a link to the website of the Host Country secretariat;

14.2.8. prepare press releases, special UNECE weekly and contact with international media to inform them of the event;

14.2.9. arrange for providing UN flags.

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## Annex II

**Estimated Direct Supplementary Costs in holding the fifth session of the Meeting of the Parties to the UNECE Convention on Access to Information, Public Participation in Decision-Making and Access to Justice in Environmental Matters, the second session of the Meeting of the Parties to the Protocol on PRTRs and their associated preparatory meetings**

to be held in Maastricht, the Netherlands, from 29 June to 4 July 2014

| DESCRIPTION OF ITEMS |  | Unit Cost (in US\$) | No. of days/ Qty | No. of staff | Total estimated costs (in US\$) |               |
|----------------------|--|---------------------|------------------|--------------|---------------------------------|---------------|
| <b>I.</b>            | <b>Estimated Direct Supplementary Travel Costs (item 1 below)</b>  |                     |                  |              |                                 |               |
|                      | <b>A UN staff (10)</b>   |                     |                  |              |                                 |               |
|                      | (i) – Departure on 26 June 2014 and return on 5 July 2014<br>– Cost of Ticket (Geneva-Maastricht-Geneva)   | 500                 |                  | 2            | 1,000                           |               |
|                      | (ii) – Departure on 27 June 2014 and return on 5 July 2014<br>– Cost of Ticket (Geneva-Maastricht-Geneva)  | 500                 |                  | 4            | 2,000                           |               |
|                      | (iii) – Departure on 28 June 2014 and return on 5 July 2014<br>– Cost of Ticket (Geneva-Maastricht-Geneva)   | 500                 |                  | 2            | 1,000                           |               |
|                      | (iv) – Departure on 28 June 2014 and return on 5 July 2014<br>– Cost of Ticket (Geneva-Maastricht-Geneva)  | 500                 |                  | 1            | 500                             |               |
|                      | (v) – Departure on 1 July 2014 and return on 3 July 2014<br>(travel of the ECE Executive secretary, Under-Secretary-General)<br>– Cost of Ticket (Geneva-Maastricht-Geneva; business class)                              | 1,500               |                  | 1            | 1,500                           |               |
|                      | <b>Sub-total: Air ticket costs for UN officials</b>  |                     |                  |              |                                 | <b>6,000</b>  |
|                      | <b>NB: The names of the above staff will be communicated to the Host Government by the UNECE in time for the prompt issuance of air tickets in accordance with paragraph 12 of Annex I to the Host Country Agreement</b> |                     |                  |              |                                 |               |
| <b>II.</b>           | <b>Estimated costs of Daily Subsistence Allowance (item 3 below) (DSA) and terminal expenses</b>   |                     |                  |              |                                 |               |
|                      | <b>A UN staff (10)</b>   |                     |                  |              |                                 |               |
|                      | (i) – DSA (US\$375 DSA x 9 days x 2 staff)   | 375                 | 9                | 2            | 6,750                           |               |
|                      | (ii) – DSA (US\$375 DSA x 8 days x 4 staff)  | 375                 | 8                | 4            | 12,000                          |               |
|                      | (iii) – DSA (US\$375 DSA x 7 days x 2 staff)   | 375                 | 7                | 2            | 5,250                           |               |
|                      | (iv) – DSA (US\$375 DSA x 7 days x 1 staff)  | 375                 | 7                | 1            | 2,625                           |               |
|                      | (v) – DSA (US\$375 DSA x 2 days x 1 staff)   | 375                 | 2                | 1            | 750                             |               |
|                      | <b>Sub-total:</b>  |                     |                  |              | <b>27,375</b>                   |               |
|                      | – Terminal expenses: (US\$38 x 4 x 10 staff)   | 38                  | 4                | 10           | 1,520                           |               |
|                      | <b>Sub-total:</b>  |                     |                  |              | <b>1,520</b>                    |               |
|                      | <b>Sub-total: DSA and terminal expenses for UN officials</b>   |                     |                  |              |                                 | <b>28,895</b> |
| <b>III.</b>          | <b>Freight and shipment of documentation</b>   |                     |                  |              |                                 | <b>2,000</b>  |
| <b>IV.</b>           | <b>Total costs: (I + II + III) (Rounded)</b>   |                     |                  |              |                                 | <b>36,895</b> |



**ITEM**

1. The costing of travel is based on the travel mode and standard according to the United Nations rules.

2. The price of tickets is estimated and has been provided by American Express Travel Agents at the Palais des Nations. The price of tickets may be subject to change based on actual prices at the time of purchase. The Government will be responsible to purchase of airline tickets.

3. The DSA and Terminal includes travel time and pre- and post-meeting preparations and follow-up consultations. Please note that for Maastricht if accommodation is provided by the Government the DSA is reduced by 54%. If lunch and dinner are provided by the Government, the rate of DSA will be reduced by 30%. If full board is provided i.e. lunch, dinner and accommodation, the DSA rate will be reduced by 84%.

The actual amount of DSA to be paid shall be subject to the actual UN DSA rate in effect at the time of travel.

4. The full Terminal is normally US\$ 38 per point of departure/arrival. Please note that if the Government provides transportation between airport and hotel and conference facilities in Maastricht, the Terminal will be reduced to \$ 11 on arrival and \$ 11 on departure. The actual amount of the Terminal to be paid shall be subject to the actual UN Terminal rate in effect at the time of travel.

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**Nr. II****PERMANENT REPRESENTATION OF THE KINGDOM OF THE  
NETHERLANDS TO THE UNITED NATIONS OFFICE AND  
OTHER INTERNATIONAL ORGANIZATIONS IN GENEVA**

Geneva, 29 April 2014

NV: GEV-EA 112/2014

The Permanent Representation of the Kingdom of the Netherlands to the United Nations Office and other International Organizations in Geneva presents its compliments to the Acting Executive Secretary of the United Nations Economic Commission for Europe (UNECE) and has the honour to refer to the letter of Mr Sven Alkalaj with reference ECE/ENV/2014/37 of 11 February 2014, relating to an Agreement to be concluded between the Kingdom of the Netherlands and the UNECE concerning the fifth session of the Meeting of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention), second session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention (Protocol on

PRTRs) and their associated preparatory meetings to be held in Maastricht, the Netherlands, from 29 June to 4 July 2014.

The Permanent Representation of the Kingdom of the Netherlands to the United Nations Office and other International Organizations in Geneva is authorized by the Government of the Netherlands to state that it agrees to the proposal in the letter of 11 February, 2014 (including Annex I and II), regarding the organization of the fifth session of the Meeting of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters, second session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention and their associated preparatory meetings.

Further, the Permanent Representation of the Kingdom of the Netherlands to the United Nations and other International Organizations in Geneva is authorized to state that the Government of the Netherlands considers your letter and this reply as together constituting an Agreement between the Kingdom of the Netherlands and the UNECE concerning the fifth session of the Meeting of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters, second session of the Meeting of the Parties to the Protocol on Pollutant Release and Transfer Registers to the Aarhus Convention and their associated preparatory meetings, which shall enter into force on the date of this reply and shall remain in force for the duration of the meeting and for such additional period as is necessary for its preparation and winding up, the total duration of this Agreement, however, not to exceed one year.

The Permanent Representation of the Kingdom of the Netherlands to the United Nations Office and other International Organizations in Geneva avails itself of this opportunity to renew to the Acting Executive Secretary of the United Nations Economic Commission for Europe the assurances of its highest consideration.

*Acting Executive Secretary  
Mr. Michael Møller  
United Nations Economic Commission for Europe  
Palais des Nations  
1211 Geneva 10  
Switzerland*

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D. PARLEMENT

Het in de brieven vervatte verdrag, met bijlagen, behoeft ingevolge artikel 7, onderdeel c, van de Rijkswet goedkeuring en bekendmaking verdragen niet de goedkeuring van de Staten-Generaal.

G. INWERKINGTREDING

De bepalingen van het in de brieven vervatte verdrag, met bijlagen, zijn ingevolge het gestelde in de voorlaatste alinea van de brieven nr. I en II op 29 april 2014 in werking getreden.

Het in de brieven vervatte verdrag, met bijlagen, zal ingevolge dezelfde alinea's niet langer dan één jaar van kracht zijn.

Wat betreft het Koninkrijk der Nederlanden, geldt het in de brieven vervatte verdrag, met bijlagen, alleen voor Nederland (het Europese deel).

J. VERWIJZINGEN

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|---------------------|--|
| Titel               | : Verdrag betreffende toegang tot informatie, inspraak in besluitvorming en toegang tot de rechter inzake milieuaangelegenheden;<br>Aarhus, 25 juni 1998 |
| Tekst               | : <i>Trb.</i> 1998, 289 (Engels en Frans)<br><i>Trb.</i> 2001, 73 (vertaling)  |
| Laatste <i>Trb.</i> | : <i>Trb.</i> 2010, 147  |
| Titel               | : Protocol betreffende registers inzake de uitstoot en overbrenging van verontreinigende stoffen;<br>Kiev, 21 mei 2003                                   |
| Tekst               | : <i>Trb.</i> 2003, 153 (Engels en Frans)<br><i>Trb.</i> 2007, 95 (vertaling)  |
| Laatste <i>Trb.</i> | : <i>Trb.</i> 2009, 129  |

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In overeenstemming met artikel 19, tweede lid, van de Rijkswet goedkeuring en bekendmaking verdragen heeft de Minister van Buitenlandse Zaken bepaald dat het in de brieven vervatte verdrag, met bijlagen, zal

zijn bekendgemaakt in Nederland (het Europese deel) op de dag na de datum van uitgifte van dit Tractatenblad.

Uitgegeven de *negentiende* mei 2014.

*De Minister van Buitenlandse Zaken,*

F.C.G.M. TIMMERMANS