

**Memorandum of Understanding
between
the Oriental Republic of Uruguay
and
the Secretariat of the Ramsar Convention on Wetlands**

**Concerning the Twelfth Meeting of the Conference of the Contracting Parties
to be held in 2015**

Note: At its last session, held in Romania in July 2012, the Meeting of the Conference of the Contracting Parties to the Ramsar Convention accepted the kind invitation of the Oriental Republic of Uruguay to host the Twelfth Meeting of the Conference of the Contracting Parties to the Ramsar Convention.

A. Purpose and terms

1. This Memorandum of Understanding seeks to establish the responsibilities of the Oriental Republic of Uruguay and the Ramsar Secretariat regarding the preparation and holding of the Twelfth Meeting of the Conference of the Contracting Parties to the Ramsar Convention in Uruguay.
2. In this Memorandum of Understanding the Ministry of Housing, Land Planning and Environment and the Ministry of Foreign Affairs of Uruguay are the interlocutors and representatives of the government of the Oriental Republic of Uruguay, and the Secretariat of the Ramsar Convention represents the Convention's Standing Committee. The Memorandum is signed by the Secretary General of the Convention, representing the Conference of the Contracting Parties and the Secretariat.
3. Terms used in this Memorandum of Understanding:
 - "The Convention" or "the Ramsar Convention": The Convention on Wetlands of International Importance especially as Waterfowl Habitat, also known as the Convention

on Wetlands, signed in the Iranian city of Ramsar on 2 February 1971 and amended by the Paris Protocol on 3 December 1982 and the Regina Amendments of 28 May 1987;

- “The Host Country”: The Oriental Republic of Uruguay;
- “The Secretariat”: The Secretariat of the Ramsar Convention, located in Gland, Switzerland;
- “The Standing Committee”: The Standing Committee of the Ramsar Convention;
- “COP”: The Meeting of the Conference of the Contracting Parties to the Ramsar Convention;
- “COP12”: Twelfth Meeting of the Conference of the Contracting Parties to the Ramsar Convention, to be held in Uruguay in 2015;
- “Participants”: Delegates of Contracting Parties to the Convention, and Observers.
- “Rules of Procedure”: The Rules of Procedure of the Conference of the Contracting Parties, published at www.ramsar.org/pdf/rules-cop-2012-e.pdf.

B. Event preparation

4. The Secretariat under the responsibility of the Secretary General of the Convention shall manage the substantive preparation of COP12, including the following areas of work.
5. The Secretariat shall provide the support necessary for the smooth functioning of the Standing Committee Sub-group on COP12 chaired by the Host Country (see paragraph 19), including by preparing a draft of all documents to be considered by the Sub-group, one month in advance of its meeting.
6. The Secretariat shall prepare draft documents for COP12 for the approval of the relevant Standing Committee, one month in advance of its meeting.
7. The Secretariat shall be responsible for the translation of all official documents into the three official languages of the Convention, and their issuing on the Ramsar website three months prior to the opening of COP12.
8. The Host Country in consultation with the Secretariat shall propose a logo and theme for approval by the Standing Committee, at least 12 months before the COP. The agreed logo shall be used on all related stationery and documents.
9. The Secretariat shall receive and assess requests for side events, and approve those relevant to the themes and issues of COP12.
10. The Host Country shall inform the Secretariat, at least six months before the start of COP12, of the facilities which it shall offer for side events and the costs to side event organizers of any additional facilities, equipment or catering, for the Secretariat to pass on to organizers.
11. The Secretariat shall send invitations for COP12 from the Secretary General to the Contracting Parties and observers.
12. The Secretariat shall be responsible for the online pre-registration and approval of participants. The Secretariat and the Host Country shall liaise to ensure the coherent

effectiveness of databases and data management processes for pre-registration, registration and badge production.

13. The Host Country, in consultation with the Secretariat, shall prepare and publish in the official languages of the Convention a manual for participants with practical information about the conference programme and services available around COP12.
 - The manual shall be published online in PDF format at least four weeks before the start of the meeting;
 - The manual shall be ready for hard-copy distribution on the first day of registration (see paragraph 23) at the COP12 venue.
14. The Secretariat shall be responsible for the provision of all the conference Secretariat services during COP12, under the authority of the Secretary General of the Convention.
15. The Secretariat shall be responsible for the sourcing, contracting and management of translation and simultaneous interpreting services in the three official languages of the Convention during COP12 for plenary sessions, meetings of the Standing/Conference Committee and regional meetings.
16. The Secretariat shall prepare, publish and disseminate the official COP12 Report and the adopted versions of Resolutions, in the three official languages of the Convention, within three months of the closing of COP12.

C. The event

17. COP12 shall be a meeting by invitation, rather than a congress open to interested Parties. It shall be held as a regular or “ordinary” meeting of the Conference of the Contracting Parties to the Ramsar Convention in accordance with Article 6 of the Convention. The Conference of the Contracting Parties meets every three years.
18. COP12 shall be governed by the Rules of Procedure adopted at COP11 (Romania, 2012), subject to their confirmation at the beginning of COP12.
19. The Standing Committee shall supervise substantive preparations for COP12 and take decisions with regard to the agenda and programme of the meeting. The Standing Committee has established a Sub-group on COP12 to assist it in this task. The Sub-group is chaired by Uruguay which, as host of COP12, is a voting member of the Standing Committee from the closing of COP11 in 2012 until the closing of COP12 in 2015.
20. COP12 will take place from 1-9 June 2015, with Pre-COP Days from 29-31 May 2015. These dates need to be approved by the Standing Committee, not later than 28 March 2014.
21. COP12 will last nine days, including two initial days for a Standing Committee meeting and regional meetings. In addition, there will be three days of preparation and registration preceding COP12 (Pre-COP Days 1 to 3) and one final day after COP12 for packing and dispatch of remaining materials (Post-COP Day 1).

22. COP12 shall include regional meetings, side events, excursions and exhibitions as well as plenary sessions for all Participants. The Programme will include an opening ceremony that will be developed jointly by the Host Country and the Secretariat. The Host Country will be responsible for its overall organization. The Host Country shall also offer a welcome reception for Participants. The Secretariat will be responsible for organizing a Ramsar Award Ceremony and Cocktail.
23. The Standing Committee shall approve the final programme of COP12. The programme currently foreseen by the Secretariat is as follows:

Name of Day	Programme
Pre-COP Day 1	Joint Secretariat and Host Country logistical preparations
Pre-COP Day 2	Joint Secretariat and Host Country logistical preparations, with training of registration and other teams, start of registration
Pre-COP Day 3	Completion of preparations, and registrations continue
COP Day 1	Registration continues Standing Committee meeting (SC49) in the morning Regional meetings in the afternoon
COP Day 2	Registration continues Regional meetings in the morning and afternoon until 15.00pm 16.00pm Opening Ceremony, preferably with presence of the Head of State and members of the Cabinet and welcome reception
COP Day 3	Plenary session Evening – Ramsar Award Ceremony and Cocktail organized by the Secretariat.
COP Day 4	Plenary sessions
COP Day 5	Plenary sessions
COP Day 6	Plenary sessions
COP Day 7	Field excursions for participants Preparation and issuing by the Secretariat of final revisions of draft Resolutions
COP Day 8	Plenary session
COP Day 9	Plenary session Afternoon - Closing of the COP and brief meeting of the new Standing Committee (SC50)
Post-COP Day	Full day for Secretariat and host packing up

24. The Host Country shall arrange field excursions, free of charge, for Participants on COP Day 7, the document revision day when there are no COP plenary sessions.
25. The Host Country shall consider the possibility of organizing the following events and activities:
 - An official conference dinner hosted by the President of COP12 for Heads of Delegations;
 - A farewell reception;
 - Pre-conference and post-conference excursions related to wetlands, which may be offered at cost. Details of these excursions should be announced several months in advance, to give Participants the opportunity to make necessary arrangements.

D. Participants

26. At the time of the signing of this memorandum, the Convention has 168 Contracting Parties. It is expected that by the time COP12 is held, this number will have increased.
27. In accordance with the Rules of Procedure, only duly accredited delegations of the Contracting Parties shall have the right to vote during COP12. However, Observers shall be invited on the basis of the following articles of the current Rules of Procedure:
 - Rule 6.1. The Ramsar Secretariat shall notify all specialized agencies and the secretariat of the United Nations, as well as any state not party to the Convention, of meetings of the Conference of the Parties so that they may be represented as observers.
 - Rule 7.1. Any body or agency, national or international, whether governmental or non-governmental, qualified in fields relating to the conservation and sustainable use of wetlands, which has informed the Ramsar Secretariat of its wish to be represented at meetings of the Conference of the Parties may be represented at the meeting by observers, unless at least one third of the Parties present at the meeting object.
28. Following established practice, the Secretariat shall require the head of each observer organization wishing to be represented to provide a letter confirming the nature and work of the organization and the names and positions of their representatives.
29. The number of delegates of Contracting Parties is expected to vary between one and ten, making a total of about 450 people. It is estimated that approximately 500 observers from abroad and observers from the host country will participate, making an expected total of about 1,000 participants.

E. Conference facilities

30. The Host Country shall provide for COP12 a purpose-built conference centre with professional conference facilities, within reasonable proximity of an international airport and sufficient hotel accommodation, for the 13 days identified in the programme above.

31. The Host Country shall make the following premises and facilities available to COP12 at its own expense, furnishing, equipping, and maintaining them in a manner that the Secretariat considers adequate for the effective conduct of COP12 and other related meetings.
32. The conference centre shall include a plenary meeting hall, equipped and available for use from the end of Pre-COP Day 3 and throughout COP12 at all times. It shall accommodate 1,000 people, with table seating for at least the delegates from Contracting Parties and observers representing states not party to the Convention, inter-governmental organizations, the Convention's Scientific and Technical Review Panel, and the Convention's five International Organization Partners.
33. The plenary meeting hall shall include:
 - A podium with a lectern and a table with seating for eight. Behind the seating for the officers, chairs shall be provided for Host Country advisors and Secretariat support staff;
 - A table for up to 12 members of the Secretariat, situated near the front along a side wall;
 - A table for six staff of the Earth Negotiations Bulletin, situated near the front on the opposite side from the Secretariat tables;
 - A table on a raised platform, situated at one side and close to the podium (on the same side as the Rapporteur) for the Secretariat's two interventions coordinators;
 - A microphone at the lectern and at each seat on the podium, one for every two participants seated at tables, and a number of wireless microphones for participants seated without tables;
 - Equipment and material for recording the opening ceremony, which includes COP12 Agenda items I and II and all plenary sessions;
 - Equipment (including cameras, computers with PowerPoint, video projectors and two screens) for projecting speakers (including those at the lectern, on the podium and on the floor) and audiovisual presentations, to be controlled from the lectern or the podium table and the intervention coordinators' platform;
 - A small screen in front of the podium so that podium officers may view presentations;
 - Professional interpreting facilities and equipment including interpretation booths and earphones for simultaneous transmission to all Participants in the three languages of the Convention;
 - Stable, secure internet access for all participants at all times, with a separate secure network for the podium and interventions coordinators;
 - A power outlet at each table (one power outlet per two people) and a microphone at each table with an electronic intervention request system;
 - An electronic voting system for Heads of Delegations of Contracting Parties;
 - Name plates for each delegation, which are large enough for the name to be visible from the podium;
 - An effective system (such as walkie-talkies) to enable continuous communication between plenary assistants and technicians.
34. The Secretariat shall work with the Host Country to ensure optimal use of other available meeting rooms and spaces through a booking system which ensures that priority needs can be met and other uses determined depending on availability. All rooms will be configured with table seating, with one microphone and one power outlet for every two people.

35. The minimum requirements identified in the following paragraphs 36 to 53 are considered as essential in the allocation of available meeting rooms and spaces in the conference centre.
36. The conference centre shall include five rooms for the regional meetings, four (Europe, Africa, Americas and Asia) with capacity for 100 people and one (Oceania) with capacity for 50, with microphones and equipment for simultaneous interpretation as shown below:
 - Europe: English, French and Spanish;
 - Africa: English and French;
 - Americas: English and Spanish;
 - Asia: English only;
 - Oceania: English only.
37. The five regional meeting rooms shall each be equipped with audiovisual equipment including microphones, audiovisual presentation equipment and screen(s), and a full set of nameplates for all representatives of Contracting Parties and selected observers (such as representatives of inter-governmental organizations, UN bodies and the Convention's five International Organization Partners). They shall be available for use throughout COP Day 1 and COP Day 2 and on all subsequent plenary session days (COP Day 3 to COP Day 9) from 07:00am until 10:00am.
38. The conference centre shall also include a meeting room for the Standing Committee (which will at that time be operating as the Conference Committee) with capacity for 50 people, a system of simultaneous interpreting to three languages, audiovisual presentation equipment and screen(s), and a set of nameplates for all representatives of Contracting Parties and selected observers. The room shall be available from 07:00am until 10:00am each morning from COP Day 3 to COP Day 9.
39. The conference centre shall include a meeting room for the Credentials Committee, to accommodate 15 people, which shall be available from 18:00pm until 21:00pm each evening from COP Day 1 to COP Day 8.
40. Two additional rooms shall be available for the COP12 Finance Committee and the CEPA Oversight Panel (which oversees the Convention's Programme on Communications, Education, Participation and Awareness), each with capacity for 30 people, from 13:00pm to 14:30pm and from 18:00pm until 21:00pm each day from COP Day 1 to COP Day 8.
41. Two rooms shall be available for "contact groups" which may form and meet during the conference to resolve contentious issues, one with capacity for 120 people and one for 40 people, from 13:00pm to 14:30pm and from 18:00pm until 21:00pm each day from COP Day 1 to COP Day 8.
42. A meeting and working room shall be available for non-governmental organizations with a capacity of 50 people.
43. The Host Country should be ready, at cost, to provide meeting rooms and accompanying facilities for other groups (such as sub-regional groupings of contracting Parties), to accommodate 50 people. The Secretariat shall convey further information on demands for such rooms to the Host Country as soon as it becomes available.

44. At least five rooms, each with a capacity of between 50 and 100 people and with audiovisual equipment, shall be available, free of charge, for "side events" to be held from 13:00pm to 14:30pm and from 18:00pm until 21:00pm each day from COP Day 1 to COP Day 8. At least two of these rooms should have interpreting facilities (booths and headsets) to enable interpreting between the three languages of the Convention, with interpreters provided at cost to the organizers.
45. The Host Country shall provide, free of charge, basic equipment and technical support (including during events) for side event rooms (tables, chairs, projection equipment and screen, adequate speakers and at least two microphones). It shall make other equipment (such as flip charts, pens and whiteboards) and catering available at the organizers' cost.
46. The seating layout of the side event rooms should be versatile in order to accommodate any reasonable demands of the side event organizers.
47. The conference centre shall include an area near the plenary hall for the distribution of documents and provision of conference information. The area shall include:
 - Three large tables for self-service distribution of official documents in the three official languages of the Convention;
 - A counter and shelves for storage and distribution of official documents;
 - Four separate large tables for distribution of materials (books, pamphlets, magazines) provided by Participants;
 - One workstation near the counter with a networked computer and printer/copier;
 - 220 pigeon holes to accommodate letter-sized publications, including one for each Contracting Party, UN agency, regional grouping or IOPs, one for the conference secretariat staff and one for the interpreters.
48. A document reproduction centre near the document distribution areas, which shall include two photocopiers (at least one of which is of industrial capacity) and large tables for the compilation of documents, and at all times spare paper, ink cartridges and staples for photocopy machines.
49. A registration area shall be situated close to the document distribution area. It shall include:
 - A wired network (not wi-fi) of nine computers (at least one of which shall be a desktop) with good internet connections for registration of the participants in eight registration lines. These shall all be available for pre-COP Days 2 and 3 and COP Days 1 and 2. Thereafter the number of computers can be progressively decreased, with only three registration lines needed once 50% of participants have registered.
 - The desktop computer referred to above, and one printer/copier/scanner, shall be on a desk with a chair for the Registration Officer.
50. A badge production area shall be situated close to the registration area. The production of badges should continue throughout the conference to match registration patterns.
51. A media centre shall be provided, free of charge, with facilities and equipment available throughout COP12, which includes:
 - A press room with computers, printers and facilities for e-mail and Internet access;

- A space for holding press conferences;
 - An office for the Host Country's press officer.
52. The conference centre shall include a large exhibition area with wi-fi internet access, for exhibiting information materials, including posters, publications and videos, which shall be equipped with display panels, tables, adequate lighting and electrical outlets.
53. It is anticipated that the International Institute for Sustainable Development (IISD) will cover the proceedings of COP12 by publishing *in situ* the Earth Negotiations Bulletin in the Convention's three languages. The Host Country shall provide IISD with the necessary facilities for the production of the Bulletin.

F. Facilities for participants

54. The Host Country shall provide sufficient wireless Internet coverage with bandwidth to enable unrestricted access for all participants, free of charge, throughout the conference centre, at all times.
55. The Host Country shall provide an internet centre, with 20 computers offering MS-Office software and secure Internet access for participants to use free of charge, and three printers. Charges for use of printers are at the discretion of the Host Country.
56. The Host Country shall provide a service centre for provision of commercial services to the participants, which includes:
- Pay telephones and fax machines;
 - Photocopying services;
 - Local tourist information;
 - A souvenir shop;
 - Fast food for participants without time to take full breakfast/lunch/dinner breaks;
 - Banking, cash withdrawal and currency exchange facilities.
57. The Host Country shall also provide within the conference centre the following facilities and services:
- A rest area (bar or lounge) for Participants;
 - On-site emergency medical care;
 - A messaging board for Participants set up near the document distribution area;
 - Clear signs in English, French and Spanish to help participants find meeting rooms and other services;
 - Live broadcast of plenary sessions to the entrance hall, lounge areas, press room, the area outside the plenary hall, registration area, document distribution area, and staff office area;
 - Information screens for displaying the times and locations of planned and ongoing meetings;
 - Lavatories and cloakroom facilities for all participants.

58. The Host Country shall provide within the conference centre the following catering services for Participants:
- Water, free of charge, during meeting hours;
 - Cafeteria and restaurant services offering a choice of local and international meals including vegetarian options available at Participants' expense, sufficient to allow a large number of people to have lunch quickly and simultaneously;
 - Catering services will be available for side events or receptions at the event organizer's expense.

G. Assistance to participants

59. The Host Country shall, as required, grant visas and entry permits to all participants who are entitled under the provisions of the text of the Convention to attend COP12, as speedily as possible so as to permit them to participate in the Conference without hindrance.
60. As COP is a full inter-governmental process, it is essential that the issuing of visas for participants should be done in a quick and effective way. The Host Country should ensure the cooperation of their missions and consulates at an early date.
61. The Host Country shall provide a reception service at the appropriate airports on all dates to be agreed with the Secretariat, and shall facilitate the transfer of Participants to and from their hotels, charged at cost.
62. If the local airport(s) is not the main point of entry to the country of participants arriving on international flights, the Host Country shall also provide a reception service at the international airport which is the main point of entry.
63. The Host Country, in collaboration with the Secretariat or any conference support agency appointed by the Secretariat, shall take steps to block a sufficient number of hotel rooms of acceptable quality and at reasonable prices for Participants, including five, four, three and two-star hotels, within a reasonable distance of the conference centre.
64. The Host Country shall make timely arrangements to provide an efficient online service for reserving hotel rooms in order to facilitate the stay of non-sponsored Participants.
65. If the hotels are not within reasonable walking distance of the conference centre, the host country shall provide a transport service between the main hotels and the conference centre, with convenient schedules and free of charge. The schedule of such a service shall be published online by Pre-COP Day 3, and displayed in the foyers of the conference centre and the main hotels.
66. The Host Country shall take all reasonable steps to ensure that Participants with disabilities may access all areas of the venue.
67. The Host Country shall ensure the effective preparation and smooth running of exhibitions, for which it shall:
- inform participants of the facilities being offered for exhibition and any costs involved

- six months before the start of COP12;
 - prepare a suitable request form in the Convention's three languages;
 - manage requests for exhibition space;
 - provide information on shipping of exhibition materials to the venue;
 - store materials without charge from their arrival until COP12;
 - make layout arrangements and other necessary arrangements;
 - provide signage for each exhibitor's stand;
 - ensure the smooth management of exhibitions during COP12.
68. The Host Country should consider the possibility of providing participants with a folder or bag free of charge, and other promotional articles either free of charge or at a cost to Participants.

H. Provision of conference services

69. The Secretariat shall be responsible for the registration of Participants at the COP venue in collaboration with the local conference organizing team.
70. The Host Country shall be responsible for the registration of local support staff and suppliers, and any exhibitors and side event organizers not registered as Participants. On-site registration will remain open during the entire conference.
71. The Host Country shall manage the accreditation and registration of international and local media.
72. The Host Country shall be responsible (in liaison with the Secretariat) for the design, sourcing and production of badges for all Participants and local staff. Badges serve two purposes: security and identification. Each badge should clearly show the name of the participant and be easily read from two metres. Provision should be made to produce up to 2,000 badges.
73. The Secretariat shall collaborate with the Host Country in the production of badges in parallel with the registration process, using data from pre-registration and registration processes.
74. The Host Country shall provide staff for the reproduction of official documents in the document reproduction centre from Pre-COP Day 2. Extended working hours for these staff should be expected on a number of key days, notably COP Days 7 and 8.
75. The Host Country shall provide the following security arrangements:
- Security service is required at the Conference venue at all times to limit entry to the venue to authorised persons only.
 - Secure storage shall be available for all the documents and materials sent by the Secretariat and exhibition and side event organizers.
 - A security guard shall be available on request at the office for the payment of per-diems.
 - Access control is required at the entrance of Office Group B (see section I below) to

restrict movement of people.

76. The Host Country shall provide Secretariat staff with unrestricted access to the conference facilities 24 hours per day, from the beginning of Pre-COP Day 1 until the end of Post-COP Day 1.
77. The full Secretariat facilities (offices, meeting rooms, computer network, communications system and general office amenities) shall be in operation from 09:00am on Pre-COP Day 2 until the end of Post-COP Day 1.

I. Offices for COP Officers and Secretariat staff

78. The Host Country shall provide office space within the conference centre for two distinct groups, COP Officers (Office Group A) and Secretariat staff (Office Group B). Depending on the staffing and budget, and the development of the Secretariat during this triennium, the lists below may change between the signing of this MOU and the beginning of COP12.
79. All offices should be equipped and available, as well as technical support, from the beginning of Pre-COP Day 2. Reliable internet connections (wi-fi and Ethernet) shall be available for all offices at all times.
80. Office Groups A and B shall be separate from each other, so that entry of people into each work area can be separately controlled. The host country shall take reasonable steps to ensure that Office Group B is located and designed to minimize the transfer of noise between offices.
81. Office Group A (COP Officers) shall include:
 - An office for the President of the Conference;
 - An office for the Chair of the Standing Committee, with meeting space;
 - Offices for the National Organizing Committee and the Host Country Delegation, as required;
 - An office for the Host Country's Local Coordinator, if needed;
 - An office with space and facilities for six staff of the Earth Negotiations Bulletin;
 - An office for each of the five International Organization Partners (IOPs) of the Convention, each with space and facilities for at least six people;
 - An office for the EU coordination group;
 - An office (with a safe) which is accessible for Participants but can be made secure, for the Finance Officer for the payment of per-diem.
82. For Office Group A, the following equipment shall be made available:
 - Nine printers with double-sided print capacity for individual use, two of which shall have print/photocopy/scan capacity;
 - Ink cartridges and paper for all printers.
83. Office Group B (Secretariat staff) shall include:
 - An office with anteroom and meeting space, for the Secretary General and Executive

- Assistant to the Secretary General, with shelving for storage of document files;
 - An office for the Deputy Secretary General, with meeting space;
 - An office for the Partnerships Officer, with meeting space;
 - An office for the Secretariat's Conference Logistics Officer;
 - An office for the Documentation Officer and the Ramsar Legal Advisor, with tables and document trays for laying out documents;
 - Two offices for the French and Spanish translators, each with space for six people, three computer workstations, and tables and document trays for laying out documents;
 - Four offices for the Regional Teams of the Secretariat, including three two-person rooms and one three-person room, each with meeting space;
 - An office for the Conference Rapporteur;
 - An office for the CEPA Programme Officer and the Secretariat's Communications Officer (press liaison coordinator);
 - An office for the Secretariat's Finance Officer;
 - An office for the Regional Affairs Officer and the Danone Project Officer;
 - An office for the Chair and members of the Scientific and Technical Review Panel (STRP) and the Scientific and Technical Support Officer;
 - A meeting and rest area for Secretariat staff that can accommodate 30 people.
84. For Office Group B, the following equipment shall be made available:
- A computer network servicing at least 30 computers (final numbers to be confirmed at a later date);
 - Three print/photocopy/scan machines; one must be networked for all users in Group B, large enough for use by at least 30 people, and within the Officer Group B area; two shall be suitable for individual use.
 - Three additional printers with double-sided print capacity;
 - Ink cartridges and paper for all printers and photocopy machines;
 - Four laptops with separate large screens for the translation teams;
 - Two landline phones for making national and international calls;
 - Desk lamps for all work stations.
85. The Host Country shall provide a small private lounge area close to the main hall interpreting booths for the interpreters during their rest periods, with water free of charge, and with easy access to tea, coffee and light snacks, at cost.

J. Services for Secretariat staff

86. Unless it is decided otherwise, the Secretariat or its conference support agency shall be responsible for making hotel bookings for Secretariat staff, including translators and interpreters, and sponsored delegates.
87. The Host Country shall provide the following facilities and services for Secretariat staff, including translators and interpreters, throughout the 13-day period:
- 35 mobile phones, which will work free of charge across the site and at any Secretariat

- staff accommodation;
 - An executive-class car for the Secretary General, available at any time with a driver;
 - Transport between airport(s), accommodation and the conference centre, free of charge, as necessary.
88. The Host Country shall provide the following catering services for facilities and services for Secretariat staff:
- Water, free of charge, and easy access to coffee, tea and light snacks, 24 hours a day;
 - Water, coffee, tea and light snacks for the Secretary General and his VIP guests;
 - If possible, a quiet, exclusive restaurant area for Ramsar staff and host country staff.
89. The Host Country shall negotiate a timely entry into the country through customs for all documentation and equipment considered necessary by the Ramsar Secretariat for holding the meeting, as well as its return to Switzerland after the Conference in a timely manner.
90. The Host Country shall arrange with the customs authorities full exemptions from taxation for all materials and documents that the Secretariat will send to the venue. The local coordinator, representing the host country, shall collaborate with the Secretariat on these matters.
91. The Host Country shall designate a government agency to act as recipient of exhibition and other materials sent by the Secretariat and participants before the COP. That agency shall also be responsible for liaising with customs at the airport to facilitate entry of these materials, and have a secure storage space for such materials, keeping an accurate inventory of all of them and delivering them to the exhibition area.

K. Staff provided by Host Country

92. The host agencies responsible for relations with the Secretariat for everything related to the organization and holding of COP12 shall be the Ministry of Foreign Affairs and the Ministry of Housing, Land Planning and Environment.
93. The Host Country shall establish a Liaison Office and appoint a Liaison Officer, fluent in English, Spanish and ideally French, who shall be responsible, in consultation with the Secretariat, for the administrative, logistical and personnel arrangements for COP12 and related meetings as required under this Memorandum of Understanding. The contact details of the Liaison Office and the Liaison Officer have been provided to the Secretariat.
94. For the final months of preparations before COP12, the Host Country may choose to second a bilingual officer to the Secretariat in Switzerland, to facilitate communications between its Liaison Officer staff and Secretariat staff.
95. The Host Country shall appoint a Local Coordinator, fluent in English, Spanish and ideally French, who shall be responsible for, *inter alia*, liaison with the conference centre, local authorities, service providers, designated teams, local staff and security arrangements. The Local Coordinator shall be available on site and reachable at all times.

96. The Host Country shall appoint a team responsible for assisting the participants, in liaison with the Local Coordinator. They shall preferably be fluent in the three official languages of the Convention, and must speak English and Spanish. The team shall include:
- reception staff at the main airport(s);
 - a local transport logistics coordinator to manage the delegates' transportation between the airport(s), hotels and the conference centre, and for the cultural events and excursions. He or she shall be available and reachable at all times, starting from one day before the first participants arrive.
 - a hotel coordinator.
97. The host country shall make the following local staff available to the Secretariat at the conference centre. They shall preferably be fluent in the three official languages of the Convention, and must speak English and Spanish:
- Conference centre staff;
 - Assistants for the plenary hall and other meeting rooms;
 - Trilingual staff for reception and information;
 - At least 12 volunteers to assist at the registration and documentation desks, who speak at least two of the official working languages of the Convention;
 - Service staff for the offices and meeting rooms layout arrangements;
 - Technicians for the equipment of the offices and meeting rooms, including technician(s) present in the plenary hall at all times during plenary sessions;
 - Operating and service staff for the document reproduction centre.
98. Conference centre staff, staff for reception and information, assistants for the plenary hall and other meeting rooms shall be available according to the conference schedule.
99. Staff shall be expected to work extended hours on a number of days, at the request of the Secretariat:
- Staff for the registration and documentation distribution desks shall be available according to the registration schedule and on the Registration Officer's request;
 - Service staff for the offices and meeting rooms, including staff to change layout arrangements, shall be available at all times on request;
 - A technician for the equipment of the offices and meeting rooms shall be available at all times on request;
 - Operating and service staff for the Document Reproduction Centre shall be available at all times from Pre-COP Day 2.
100. The Host Country shall appoint a press team to manage the press coverage of the event.
101. The Host Country shall designate a team to handle the exhibitions, in liaison with the Local Coordinator, which shall be responsible for the tasks listed at paragraph 67.
102. The Host Country shall designate a team responsible for organizing and ensuring the effective delivery of the social events in liaison with the Local Coordinator, which shall:
- make layout arrangements and other necessary arrangements for any cultural events and receptions;

- arrange and coordinate excursions and other tourism activities.
103. The Secretariat recommends that the Host Country appoints a professional events management company to manage side event room set-up, equipment, interpreting and catering requests, menus and payments. The same company or team should also oversee the delivery of the events.
 104. If an events management company is appointed by the host country to manage components of conference planning and delivery, the Secretariat counterparts shall meet this company at least six months before COP12 to facilitate effective joint planning.

L. Staff provided by Secretariat

105. For all aspects of the organization of COP12, the Secretary General of the Convention shall provide official liaison with the Host Country, except when he designates other officials of the Secretariat for specific aspects.
106. The Secretary General shall appoint a Logistics Officer who is fluent in English and Spanish, who shall be responsible for coordinating with the host country all aspects of the organization of COP12.
107. The Secretariat shall provide the Host Country with a list of its staff and an overview of their main foreseen tasks at COP12.
108. The Secretariat's Communications Officer will liaise, before and during COP12, with the Host Country press team, to prepare press materials and organize press conferences.

M. Financial issues

109. The attached Annex 1 "Ramsar COP12 Administrative Budget" lists the US Dollar contribution to be made by the Host Country to meet the requirements of the Secretariat before and during COP12. Annex 1 also shows the total administrative budget for such costs.
110. The attached Annex 2 "National Budget for Ramsar COP12 in the Oriental Republic of Uruguay" lists the estimated local costs to be covered, by the Host Country, with a total amount of USD 1,500,000 to meet the requirements in the present MOU
111. The total administrative budget in Annex 1 may be amended with the approval of the Standing Committee, represented by its Sub-group on COP12. The cash and in kind contribution from the Host Country may only be amended with the approval of the Standing Committee, represented by its Sub-group on COP12, and the Host Country.
112. The Host Country shall transfer 70% of its total cash contribution in Annex 1 to the Secretariat no later than 31 December 2014, in Swiss Francs. The remaining 30% will be held by the Host Country and provided to the Secretariat for use in the Oriental Republic of

Uruguay in two pre agreed instalments in either USD or local currency, in May and June 2015.

113. Within three months after COP12, the Secretariat shall provide to the Host Country a detailed set of accounts showing the actual administrative costs which it has incurred, which the Host Country shall bear.
114. The Secretariat shall refund to the Host Country any amounts unspent out of the funds provided by the Host Country.
115. The Host Country shall take all steps necessary to ensure that the conference centre has insurance coverage against damage, accidents and third-party liability.
116. The Host Country shall be responsible for dealing with any action, claim or other demand against the Secretariat or its officials, arising out of:
 - Injury to any person or damage to or loss of property in the premises referred to at Sections E and I that it has provided or are under its control;
 - Injury to persons or damage or loss of property caused by, or incurred in using the transport services referred to in Sections G and J that are provided by or are under the control of the Government;
 - The employment by the Host Country for COP12 of the personnel listed at Section K.
117. The Host Country shall indemnify and hold harmless the Secretariat and its officials in respect of any such action, claim or other demand, except if they arise from negligence or wilful intentions by the officials of the Secretariat participating in the Conference and related meetings.

N. Application of this Memorandum of Understanding

118. Any dispute between the Secretariat and the Host Country concerning the interpretation or application of this Memorandum of Understanding that is not settled by negotiation or other agreed mode of settlement 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 Ramsar Convention, one to be named by the Host Country and the third, who shall be the chairman, to be chosen by the first two. 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.
119. All schedules and Annexes referred to in this Memorandum of Understanding shall constitute a part of this Memorandum of Understanding.
120. Each party reserves the right for reasons of *force majeure* such as security, public order or public health to suspend temporarily, either in whole or in part, the implementation of this Memorandum of Understanding, which suspension shall be effective immediately after notification has been given to the other Party through a diplomatic channel.

121. This Memorandum of Understanding and its annexes 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 in the city of Montevideo, the __ day of _____, ____ in two identical counterparts, each of which shall be deemed to be an original in English and Spanish language.

For the Oriental Republic of Uruguay

For the Secretary of the Convention on Wetlands (Ramsar, 1971)



ANNEX 1 (Administrative Costs to be covered by the Host Country, cash to be transferred to Ramsar Secretariat)

ITEM	DESCRIPTION	TOTAL SECRETARIAT BUDGET		FUNDED BY URUGUAY - CASH CONTRIBUTION	
		US DOLLARS (estimated costs)	CHF	US DOLLARS (estimated costs)	CHF
Preparatory visits from Ramsar Secretariat	Two short preparatory visits of two people, prior to COP	15.000	14.250	15.000	14.250
Airfare	Staff (28*x2500USD)*	70.000	66.500	70.000	66.500
	Translators (6 + 3 secretaries x2500USD)	22.500	21.375	22.500	21.375
	Interpreters (12x2500USD)	30.000	28.500	30.000	28.500
DSA – SUBSISTENCE (During COP- 13 days), according to UN scale of DSA).	Staff (28 x 232USD)*	84.448	80.226	84.448	80.226
Total number of days:	Translators (9 x 232USD)	27.144	25.787	27.144	25.787
637	Interpreters (12 x 232USD)	36.192	34.382	36.192	34.382
Translators fees (during COP)		70.000	66.500	70.000	66.500
Interpreters fees (during COP)	2 full teams of 6, with all regional meetings interpreted during COP12. One and a half teams used at COP11.	120.000	114.000	120.000	114.000
Communication and media					
Exhibit at COP, CDs, flags, materials		18.000	17.100	18.000	17.100
Pre COP translation	Estimated from COP11 expenses	146.316	139.000	18.000	17.100
Logistics staff	Six months at 50% and six months full time	157.895	150.000		
Rapporteur Fees	Fees for contracted-in services	15.000	14.250	15.000	14.250
IISD/ENB	6 staff under ENB and funds represent a Fee contribution	25.000	23.750		
Admin costs	Admin costs (Shipment, registration database overhaul, postage, courier, hospitality, pre and post COP copying/printing/CDs and distribution)	65.263	62.000	65.263	62.000
Total					
Contingencies (5%)		46.038	43.736	8.453	8.030
GRAND TOTAL		966.796	918.456	600.000	570.000

0,95
CHF to US\$ exchange rate

*A list of Secretariat staff is provided as a separate document

NATIONAL BUDGET FOR RAMSAR COP12 IN URUGUAY (Estimated local costs to be covered by the Host Country)

ITEM	DESCRIPTION	Total cost dollars
Conference Venue		
	Meeting Rooms Offices, Rest area for participants, space for side events, etc.	250,000
	Deposit fee for catering services	60,000
Equipments		
	Audiovisual Equipment	260,000
	PCs, printers, Internet, wifi, phones, intranet, support	200,000
	25 local mobile phones Sec.Ramsar	
Documents&Supplies		
	Document reproduction center	170,000
	Supplies	10,000
	Posters, roll ups	35,000
	Visits to Ramsar sites	100,000
	Welcome reception	100,000
	Local conference organizer	120,000
	(Overall organization of the COP, pre COP and during COP)	
	Provision of local staff, Badges, Registration, etc.	
Travel Agency		
	A car for the Secretary General, transport, booking system, shipping organization of excursions	80,000
Security		
	Security equipment, security staff	40,000
	Contingencies/unexpected costs (5%)	75,000
Grand Total		1,500,000