



Local & Regional
Europe

Call for applications

**Host authority for the 2024 Congress of
European Municipalities and Regions**

| October 2019

Call for applications to host the 2024 Congress of European Municipalities and Regions

Introduction

The Council of European Municipalities and Regions (CEMR) is *the* voice of local & regional governments in Europe. Representing 100,000 public authorities, cities and regions gathered into 60 national associations, from 41 European countries, including the 28 EU member states, its mission is to:

- Influence European legislation on behalf of cities, local & regional governments; and,
- Provide a platform of exchange of experiences & practices for its members and partners.

Every four years, CEMR brings together all its members and partners for the Congress of European Municipalities and Regions in what constitutes Europe's major networking event for mayors, councillors and actors engaged in local public policy and governance.

The Congress lasts two to three days, with high-level political debates organised in a variety of format – plenary sessions, interactive roundtables, innovative style workshops, etc. – in a variety of subjects. An additional day may be devoted to related meetings or side-events.

Application to host the 2024 Congress of European Municipalities and Regions

The CEMR Secretariat General invites European local and/or regional authorities, in cooperation with their national association or CEMR section, to submit applications to host the next edition of the Congress of European Municipalities and Regions to be held in 2024.

Cities and regions interested to host the CEMR Congress may send their application in English or French no later than **20 January 2020**, by email to Marta Gattini, Statutory Affairs Officer (marta.gattini@ccre-cemr.org), tel. +32 2 213 86 91), or to the following address:

CEMR Secretariat General
Square de Meeûs 1
BE-1000 Brussels

In order to be validly accepted, applications must include the following information and documents:

- 1) A **cover letter** from the city/region;
- 2) A **letter of support** from the corresponding national section or association, member of CEMR;
- 3) A **presentation** of the city/region which includes:
 - a. A description of the proposed venue for the Congress, including the location, access, numbers and capacities of meeting rooms, catering facilities, security arrangements, exhibition spaces/areas, etc.;
 - b. A list of proposed hotels with distance from the venue, capacity and indicative star-rating and pricing;
 - c. The proximity of an international airport, with distance, possibilities of transport and indicative international flight connections across Europe;

- d. Proposals or possibilities for external visits and activities, such as technical visits in the area/region, possibilities for accompanying persons' programme;
 - e. A brief presentation of the approach used to reduce the event environmental footprint.
- 4) The explicit acceptance of the **terms of reference** enclosed in Annex 1;
 - 5) An estimation of the total **budget** for the event and a proposal on the expected income. For ease of calculations, the template used for the last Congress has been attached in Annex 2;
 - 6) Any other information and supporting material as deemed necessary or appropriate to support the application.

Procedure

The received applications will be reviewed for compliance with the requirements. The Secretariat General reserves the right to request, on a case-by-case basis, additional information from the candidate cities/regions.

Once the applications are verified, **visits** to the candidates' premises will be organised in order to prepare a **full report** to be submitted to the Secretaries General and Directors of member associations and national sections meeting scheduled in March 2020.

Candidates shall then be invited to formally present their application to the CEMR **Policy Committee** on 6th May 2020 in Innsbruck, Austria where the final decision will be made by **vote**.

Contact

For any additional inquiries please contact Marta Gattini, Statutory Affairs Officer (marta.gattini@ccre-cemr.org , tel. +32 2 213 86 91).



Annex 1. Terms of reference for the organisation of the Congress of European Municipalities and Regions in 2024

I. BACKGROUND

A. CEMR & CEMR Congress

The Council of European Municipalities and Regions (CEMR) is *the* voice of local & regional governments in Europe. Representing 100,000 public authorities, cities and regions gathered into 60 national associations, from 41 European countries, including the 28 EU member states, its mission is to:

- Influence European legislation on behalf of cities, local & regional governments; and,
- Provide a platform of exchange of experiences & practices for its members and partners.

Every four years, CEMR brings together all its members and partners for the Congress of European Municipalities and Regions in what constitutes Europe's major networking event for mayors, councillors and actors engaged in local public policy and governance.

The Congress lasts two to three days, with high-level political debates organised in a variety of format – plenary sessions, interactive roundtables, innovative style workshops, etc. – in a variety of subjects. An additional day may be devoted to related meetings or side-events.

The last Congress took place in Nicosia in April 2016 (www.cemr2016.eu). The next one will be held in Innsbruck in 2020. Previous editions were held in Cádiz (2012) and Malmö (2009).

B. Congress organisers

The Congress shall be organised jointly by CEMR, the National Association(s)/section of local and regional governments (member of CEMR in the host country) and the host authority, who shall agree by means of a contract on the distribution of tasks and a budgetary framework of the Congress.

A professional congress organiser based in the host authority is expected to collaborate in the implementation of some of the tasks, mainly related to logistical arrangements *in situ*.

C. Target audience

Some 1,000 participants are expected, from among local and regional governments and authorities, experts, European institutions, national governments, academics, and partners from civil society and the private sector.

Among the participants, approximately 200 shall have free passes (speakers, special guests, staff etc.).

In agreement with the national section or association of CEMR, at least 20% of the participants should come from the hosting country; the host shall communicate to and mobilise them, together with the association or national section member of CEMR.

D. Objectives and structure of the Congress

The CEMR Congress has 3 main objectives:

- **Meet** peers and partners
- **Learn** from other's practices and experiences
- **Get inspired** from leaders of local public policy and action

These 3 objectives are reflected in the structure of the Congress, the sessions of which will be structured into:

- **Info sessions & speed-dating** on very specific issues, where networking will be central;
- **Innovative style workshops** to discuss policies, projects and experiences already implemented at local level;
- **Public lectures and policy debates** amplifying the political voice of our mayors and councillors in a broader debate with all our partners.

E. Languages

English, French, German, Italian and Spanish and the local language(s) are the main Congress languages. Unless otherwise instructed by CEMR, all Congress communication and information materials and tools are to be produced and published in these languages at least. Extra languages will also be made available according to the level of participation from some countries. In total the languages made available in the Congress will be ten (10).

F. Partners & sponsors

The host authority will reach out to a wide range of partners and sponsors to make this event as successful and inclusive as possible. Partners and sponsors will be offered the possibility to organise a side-event in the framework of the Congress or have a stand to present their activities.

The involvement of such sponsors shall be subject to an agreement between CEMR and the host authority on the basis that agreement shall not be withheld unless some important interest of theirs is affected by the sponsorship proposal.

G. CEMR statutory meetings

A meeting of the Secretaries generals and Directors of CEMR member associations will be organised prior to the Congress, allowing peers to get acquainted with the host authority and the venue, and thereby promoting the Congress within their respective memberships. The meeting should take place one year to six months prior to the Congress.

A Policy Committee will be organised in the framework of the Congress, most likely on the first day of the gathering.

The organisation of both meetings shall be included in the contract. It will be financed entirely by the host authority (meeting room, lunch and coffee breaks, interpretation technicians, cabins, headphones, potential travel and per diem for interpreters if they have to come from outside the city congress). CEMR will pay for the cost of the interpreters (6 languages).

II. DISTRIBUTION OF TASKS

A. The host authority

The host authority commits to take care of all practical arrangements that the organisation of the Congress requires and to execute the following tasks in particular:

1. Overall operations

The host authority will put together a team led by a liaison officer able to invest a considerable amount of time on the Congress preparations from the outset to the organisation of the event. The liaison officer will receive assistance from a team to ensure that all the preparations for this Congress can be constantly monitored.

A schedule based on reverse planning will need to be established and approved by the organising committee and will act as a guiding document for the preparations.

A local professional event organiser based in the host authority is expected to collaborate with the organisers in some of the tasks falling under the host authority's responsibility. Its selection shall be agreed by the host authority and CEMR. The working language will be English and/or French.

2. Press and communications

The host authority shall ensure before, during and after the Congress that their press and communication offices are actively mobilised on all aspects relating to press and communications, including liaising with the local, regional and national press, organising press conferences and if so decided by the Congress organising parties, the production of a daily communication tool (e.g. a daily recap with photos and/or video clips, an interactive newsletter) during the Congress.

In any case, all communication work will be subject to review and approval of CEMR's press and communication service.

More specifically, expected deliverables will include:

- Producing a **graphic charter** for the Congress (logo, graphic elements for the presentation brochure, design brief, website, online tools, etc.) based on CEMR's recommendations and with approval of CEMR, which must be available in the Congress languages;
- Producing and managing a **website** for the Congress (with traffic statistics available). The website will act as the primary communication tool for promoting and registering for the event. All documents of the website will be translated into at least the languages of the Congress. Its launch will take place twelve months before the Congress at the latest and the registration process will be opened at least ten months beforehand. CEMR will have full access to the management and contents of the website and will be able to upload photos, videos, news items etc.
- Producing and managing a **mobile version** of the Congress's website, where all documents of the website will be translated at least in the languages of the Congress;
- Producing and managing a user-friendly online **registration system** that will also allow CEMR and the event organiser to keep a constant eye on the number of people registered;
- Producing and sending out **newsletters** in at least the languages of the Congress. The system will include a tool to track and report website traffic.

- Producing a dynamic one or two-minute **promotional video**, available in the Congress languages, and produced at least six months prior to the Congress. It will compel people to visit the Congress and the host authority;
- Producing a **welcome kit** that is to be distributed to the Congress participants upon their arrival at the meeting venue (programme, documents, welcome gift ...). The kit is to be available in the languages of the Congress (see point 7 for more details);
- Producing **interior and exterior displays and visual aids** (posters, roll-up banners, flags, logos' projection and lighting effects for indoor use, photocall, writing wall, exhibition, 3D hashtags etc.) when appropriate, in the Congress' working languages and in accordance with its visual identity, that will be displayed inside and at the entrance of the Congress centre as well as in other strategic and highly visible spots around the host city/region.
- Ensuring coverage of the event through the production by a **professional camera crew** of short daily **videos** of the sessions and highlights of the previous day of the Congress, which will be presented before resuming the sessions. CEMR will retain the rights to the video coverage of the Congress;
- Ensuring coverage of the event by **professional photographers**. The photographs shall be displayed on monitors and/or panels throughout the venue to recall key moments of the day or to provide illustrative snapshots of the participants, debates and interesting moments. CEMR will retain the rights to the photo coverage of the Congress. All photos will be made available on the same day.
- The setting-up of a partnership with a **PR agency** for the drafting and editing of a series of articles (at least in English) during the Congress.
- The setting-up of a **media partnership** to ensure a wide coverage of the Congress in the press and social media. It will be expected from the media partner to produce a series of articles, in at least English and French, and conduct interviews on the spot.
- Setting up a **photo corner** with equipment where photos will be printed and handed to participants on the spot.
- Creating a few **three-dimensional objects** (for example a giant 3D cardboard word such as #CEMR,) that will prompt participants to take photos and share them on social media.
- Ensuring **graphic recording** to capture key thoughts and ideas visually in real-time.
- Setting up a **media partnership** to ensure a maximised coverage of the Congress in the press and on social media.

CEMR is to own copyrights of all communication material produced for the Congress (printed and e-invitations, photos, videos, etc.).

3. Programme

While CEMR is directly responsible for putting together the programme, the organising committee may propose guests and speakers.

The host authority, together with the national association(s) member of CEMR will be responsible for ensuring that the proper national protocol is observed for the opening and closing ceremonies of the Congress, which should include the presence of National highest authorities (Head of State or Head of Government, Members of Government, in site Local and Regional leaders...) and entertainment. In order to attract more participants, a guest of honour of international stature and known worldwide should be in the opening ceremony. Speaking fees, international travel, hotel, expenses and entrance fees of the guest of honour should be covered by the host authority.

The host authority may organise technical visits and cultural excursions for the Congress participants, including and especially for accompanying persons prior, during and after the

Congress. Some visits may be charged to the participants; others will be covered by the registration fees.

4. Meeting venue

The host authority will guarantee high-quality facilities for the Congress for a three-day period. The logistics team will have access to the venue two days before the Congress. The meeting venue will need to be able to satisfy the optimum working conditions necessary for the purposes of the Congress and related meetings – particularly the preparatory meetings and any post-congress working arrangements agreed with CEMR.

The meeting venue will be equipped with well-designed, comfortable spaces for participants interaction inside and outside of the formal Congress sessions. These spaces will need to have proper signage, the means to digitally display information to keep the participants updated on any changes to the programme, social activities, etc., and a professional décor to help convey a pleasant atmosphere.

All meeting venues must be accessible to people with reduced mobility or disabilities.

The meeting venue will need to allow for the installation of a display or stands set aside for, among others, CEMR, the host authority and national section or association, CEMR member associations, as well as key partners (European Union, UCLG...) and sponsors if any. See point 11 for more details.

a. Meeting Rooms

The meeting rooms will be equipped with projectors, screens, high-quality audio coverage, fast wireless internet access, plugs, etc. Microphones will be made available in sufficient number for the speakers and participants.

A main room that can hold minimum 1 000 participants will be available for the plenary sessions. It will need to be equipped with the technical facilities and equipment necessary to provide interpretation in 10 working languages – agreed upon by the organisers.

Other meeting rooms will be available for a minimum of three parallel events and equipped with the technical facilities and equipment necessary to provide interpretation in a minimum of six languages. Please see point 5 regarding the number of languages needed.

Sessions may also be organised outside of the main venue to promote the work of the authority in agreement with the organising committee and in relation to the sessions (i.e. a Public Library for a session on culture or a sport facility for a session on youth and sport...).

The setting of the meeting rooms will be agreed prior to the Congress, according to the space available on site. Sufficient microphones will be made available accordingly.

b. Other areas

The meeting venue will also include:

- A **registration and accreditation centre** that includes areas with racks or tables to display the various Congress documents in the different languages;
- An **information kiosk** to assist participants with logistical queries;
- **Offices for the Congress Secretariat** with computers and fast wireless internet, a high-speed colour photocopier and printers and additional desks to plug in laptops. This space will be made available two days prior to the start of the Congress;

- A **room** for any **press conferences** that may be held;
- A quiet and bright **room** to hold any video **interviews** that may be held;
- A **press centre** reserved for representatives of the press with wireless internet and areas where journalists may connect their laptops;
- A **business centre** with workspaces, equipped with several computers with internet access, and places to connect laptops and printers for participants;
- A dedicated space with a specific background display (**photo call**) where official photo opportunities can take place and where participants can have photos taken; A photobooth with instant photo printing and sharing will also be set up.
- A **stand area** with free chairs, tables, electricity plugs (other supplies to be determined) for a dozen exhibitors, including CEMR. The latter will also be provided with two big TV screens.
- The space and infrastructure necessary to organise a professional **exhibition**;
- A comfortable quiet room that can hold up to ten people for the VIPs;
- Catering facilities;
- Any additional areas and equipment deemed necessary by the organisers, e.g. an ATM, an emergency first aid office, a travel agency, etc.
- The host authority should ensure the setting-up of an audience interactive tool to stimulate exchanges with participants during the sessions.
- High speed WIFI access should be available to all delegates.

5. Translation and interpretation

a. Translation

English, French, Italian, Spanish, German as well as the local language(s) will be the main Congress languages. All Congress communication and information material, which includes the Congress programme and website, are to be produced and published in these languages at least. According to the level of participation, translation will be provided in at least four (4) additional languages.

The host authority will ensure that all communication materials are translated into the local language(s).

b. Interpretation

The host authority shall ensure the provision of high-quality simultaneous interpretation in a specified and agreed number of languages (see below).

It will be responsible for hiring and organising the teams of interpreters in compliance with international standards. If necessary, the interpreter will be recruited outside the host city/country. The budget will be drafted accordingly and should include travel and per diem for interpreters if necessary. The host authority should also provide logistical and technical support to delegations who would like to bring their own interpreters at their expenses. It will also be in charge of distributing and collecting the individual interpretation headsets and units.

1. Plenary sessions

The host authority will organise and guarantee high-quality simultaneous interpretation services for ten (10) working languages. Additional languages shall be agreed by the Congress organisers, according to the size of the national delegations registering to participate.

2. Parallel sessions

Parallel sessions shall have simultaneous interpretation for six (6) working languages, according to the languages of confirmed speakers and delegations.

If more than six (6) languages are requested, the cost of the extra language will be borne by the delegation requiring it.

3. Statutory meetings

Simultaneous interpretation will be provided at the Secretaries General and Directors meeting in March/ April or October or November 2023 (English and French) and the Policy Committee meeting on day 1 of the Congress (6 languages). See Point 10.

6. Human resources

In addition to the teams of interpreters, the host authority will be responsible for all the human resources necessary for the organisation, preparation, proper execution and closing of the Congress, including:

- A “meet and greet” team at the nearby airports or train station to guide participants to the transfer shuttles and to provide useful information on the host authority;
- A multilingual team on hand for the entire duration of the event not only to help participants with registration and to assist with any practical matters, but also to check the payment status of participants upon their arrival at the Congress site;
- A team of technical assistants in charge of setting up the meeting and Congress areas according to the agenda, including any signage, nameplates, badges, documents and publications and all corresponding audio-visual materials;
- A team ensuring professional photo and video coverage (see point 2).

7. Service to participants

The host authority will take special care to ensure that the Congress in all respects, and in particular the logistics, satisfactorily meets the criteria of sustainable development and eco-friendly practices (catering, mobility, accessibility, accommodation, etc.).

a. Registration procedures

The host authority will set up a registration system for the Congress and for booking a hotel on a website created for the Congress. It will also be responsible for collecting the fees. It will provide technical support to the participants during each and every phase of the Congress (before/during/after the event).

b. Catering

The host authority will ensure that the **following meals** are served:

- Lunches for three days: - first day light lunch for participants of the CEMR Policy Committee (around 175 people) and special guests; meals for all the Congress participants the second and third day;
- coffee breaks (first morning for participants of the CEMR Policy Committee and special guests; for Congress participants on the second and third day, mornings and afternoons)

- All-day running coffee service during the Congress;
- An opening dinner-reception on the first day;
- A gala dinner on the second day.

c. Transport

The host authority will provide and manage the necessary transport arrangements and in particular:

- Arrival and departure transfers to and from the main airports and train stations;
- Daily shuttle service between the hotels and Congress venue if needed or free access to public transportation for the duration of the Congress;
- Cars with drivers for the VIP guests (the vehicle service will be managed in close cooperation with CEMR), including one car for CEMR President and Secretary General.

d. Accommodation

The host authority will facilitate and negotiate preferential rates and arrangements at a wide variety of hotels (3 to 5 stars) located close to the venue for the Congress participants. Online registration will include a specific link for the participants to book their room. The organiser will provide CEMR with the updated list of participants' hotel bookings as often as necessary.

e. Congress kit

The host authority will be in charge of preparing and distributing kits that the participants will receive at the venue upon registration. All material will be produced in accordance with the Congress visual style and languages.

The kits will contain:

- A brochure that includes the programme, the list of sessions and a Congress evaluation form;
- Information on study visits, cultural excursions and social programme;
- Information on the transfers to and from the airports and train stations and the daily shuttle service or public transport available;
- A local welcome pack (for example, containing city information, a map and a practical city guide, a schedule of events, information on local public transport, tourist attractions, etc.);
- A souvenir gift from the host authority and/or sponsors (that can be easily taken back on a plane);
- A pen and paper or notepad.
- A lanyard with the access badge
- A free travel pass for the duration of the Congress (if available)

Any other add-ons will need to be validated by CEMR.

f. Security and emergencies

The host authority will ensure the necessary security, medical and emergency services during the entire Congress.

8. Shipping of materials

The host authority will ensure the shipping and return of CEMR and partners' materials within a suitable period of time.

9. Follow-up

After the Congress, the host authority will handle, in close cooperation with CEMR, all follow-up activities. These consist of packing up and sending any remaining materials, putting together a compilation of all the videos, photos and recordings or assembling a review of articles from the national press.

10. CEMR statutory meetings

Two statutory meetings will be organised.

A meeting of the Secretaries generals and Directors of CEMR member associations will be organised prior to the Congress, allowing peers to get acquainted with the host authority and the venue, and thereby promoting the Congress within their respective memberships. The meeting should take place six months prior to the Congress.

For more information, please refer to *Annex 3. Terms of reference for the organisation of a meeting of the Secretaries General and Directors of CEMR member associations.*

The Policy Committee will meet during the Congress, most likely on the first day of the Congress.

For more information, please refer to *Annex 4. Terms of reference for the organisation of a meeting of the CEMR Policy Committee.*

11. Stands

An area for exhibition stands (with necessary decoration and equipment) will be set up at the event venue. Several stands will need to be set aside to present the activities of CEMR and those of its partners (CEMR member associations, the host authority, European Commission, etc.).

Other stands may be used by the host authority to maximise its resources.

These stands, composed of tables, chairs and various supports for publications, are free of charge for CEMR and its member associations and key partners, up to 20, with request beyond 20 to be negotiated case-by-case between CEMR and the host authority.

B. CEMR national member associations/sections

The national association/section of the Congress host country will be closely associated to the organisation of the Congress. Specifically, it will be involved in:

1. **Promoting the Congress** nationally and with the association's partners and peers in all their events to start at least one year before the event;
2. **Preliminary negotiations** and follow-up with the host authority, particularly with regard to the booking of the event venue for the Congress;
3. **Finances**, particularly the active search for sponsors (local, national and/or European), partners and all forms of support for the Congress;
4. **Programme**, e.g. any proposals for speakers or sessions to be discussed with CEMR and the Host Authorities;
5. **Overseeing the logistical organisation** of the event;

6. **Press and communications**, particularly by ensuring that the event receives wide media coverage at national level;
7. **Any additional tasks or responsibilities agreed upon with CEMR and the host authority.**

C. Council of European Municipalities and Regions

CEMR's main responsibility is the general oversight of the Congress preparations. In this capacity, CEMR shall ensure the following:

1. Programme

The Congress themes and programme will be defined by CEMR, in close collaboration with the host authority and the national section or association. CEMR will ensure an adequate follow-up of the preparation of the topics and the agenda of the different sessions and will maintain contacts with sessions leaders, speakers and any rapporteurs.

CEMR is particularly responsible for inviting speakers, session chairs and moderators, special guests, EU affairs journalists. The host authority and the national associations or sections may also propose speakers and special guests. Please see financial responsibilities in the next section.

Finally, CEMR will define and prepare the Congress conclusions.

2. Promotion of the Congress

Together with its members and partners, CEMR will ensure that the Congress is widely promoted through its network of associations and partners in Europe and worldwide.

3. Organisation of the Congress

In addition to the overall supervision of preparations before the Congress, CEMR will be responsible for:

- Approving the final list of participants;
- Collecting amendments and finalising documents;
- Supervising all communications activities, including the production of the daily videos of the Congress;
- Ensuring current protocol in the host country is followed, together with the host authority;
- Liaising with the press covering European issues;
- Supervising the organisation of the two Statutory meetings.

4. Follow-up

After the Congress, CEMR will be responsible for:

- Sending out thank you letters to the guests;
- Issuing press releases for European and international distribution;
- Distributing any documents resulting from the Congress;
- Providing certificates of participation to the event.



III. FINANCIAL ARRANGEMENTS

A. Expenses

The host authority and CEMR will define a general budgetary framework for the Congress, which will be part of the contract signed between them. They shall also agree on the specific arrangements related to cash flows.

As candidate to host the CEMR Congress, the city or region agrees to bear, alone or with local partners, all costs of the event, as well as the financial risks.

In this context, a provision of 150 000 Euros is foreseen for direct costs borne by CEMR – including communication material produced in Brussels, staff visits during the preparation of the Congress, CEMR staff time– and which shall be paid to CEMR as follows: 25% upon the signature of the contract, 25% a year before the event, 25% a month before the event and the remaining 25 % one month after the event.

The host authority will also cover on the Congress budget:

- the travel, accommodation, meal costs and entrance fees of all **speakers and special guests** identified by the organising committee;
- The fees, travel, meals, accommodation costs and entrance fees of the **key note speaker**;
- The travel, accommodation and meal costs for five **(5) European journalists** based in Brussels. They shall have access to all activities free of charge.

B. Income

Registration fees usually account for at least 50% of the expected income. They shall be set jointly by CEMR and the host authority, taking into account that it is important to have a wide participation of CEMR members from all over Europe, and that they must be aligned with the fees of previous Congresses.

CEMR Secretariat shall receive 200 free registrations for the Congress speakers, special guests, EU affairs journalists and CEMR staff; 50 free passes shall be for the host authority and the national section or association. At least 20% of the total number of participants shall come from the country hosting the Congress.

Fees will be collected through the online registration system, and may be paid by credit card or bank transfer.

The host authority can seek external financial support, both public and private, as well as partners in order to guarantee a successful and sustainable event. The involvement of such sponsors shall be subject to an agreement between all organising parties, on the basis that agreement shall not be withheld unless some important interest of theirs is affected by the sponsorship proposal.

Whenever possible, CEMR projects will be involved in the Congress. They will bring participants and experts paid directly by the projects, up to the financial capacities of the projects.

Partners and sponsors will be guaranteed visibility in the communication material produced for the Congress, and at the Congress venue.



Agreement with the Terms of reference for the organisation of the CEMR Congress 2024

I,, representing the city/region of, candidate to host the 2024 Congress of European Municipalities and Regions, hereby certify that I have taken full knowledge of and agree with the Terms of reference for the organisation of the 2024 Congress of European Municipalities and Regions.

Date:

Signature

Annex 2. Template Budget of CEMR Congress

For ease of estimation of expected expenses and income, you may use the template produced for the latest CEMR Congress.



Annex 3. Terms of reference for the organisation of a meeting of Secretaries general and Directors of CEMR member associations

The meeting of Secretaries General and Directors of CEMR member associations is held usually over two half days (afternoon of first day and morning of the second day). On occasion it can be one full day.

The local organisers (national association, town, region) agree to supply CEMR with the various elements listed below for the meeting of Secretaries General and Directors:

Venue

A meeting venue with a meeting hall able to hold a minimum of 50 people, ideally in a "roundtable" setting. If such arrangement is not available, a "classroom" setting could be arranged with work tables available for the participants. An "amphitheatre" setting without working tables for participants is not suitable.

The venue should be accessible to members of the Secretariat General from the morning of the meeting (if held over two half-days) or from the eve of the meeting (if held over one full day).

The venue is to be equipped with a screen visible to all participants and data beamer connected to a laptop, capable of slide presentation and video with sound. Ideally, Wi-Fi should be provided to the participants.

The meeting hall is to be equipped with a sound system for speaking and interpretation. Participants' desk should ideally be equipped with individual microphones, but these could be shared among two or three participants. A roaming microphone should be available.

The venue should include an office for the Secretariat General, equipped with a computer with internet connection (Wi-Fi), connected printer and a suitable photocopier.

Drinking water should be provided at the table and, if present, at the presidency table and/or speakers' table or pulpit.

Other available facilities should include:

- Desks outside the meeting room for registration and documents;
- Space for roll-ups and printed communication materials;
- Cloakroom for garments and suitcases;

Interpretation

Following the decision of the Policy Committee regarding the organisation of the Statutory meetings on 18 January 2018, Secretaries General and Directors meetings are interpreted simultaneously in two languages: English and French. CEMR will cover the costs of the interpreters, while the cabins, audio transmission systems, technicians and headsets will be provided by the local organisers.

Logistics

The local organisers will indicate the exact venue of the meeting in good advance. The description should include details on how to access the venue, including the exact address, description of means of local transport, protocol or security arrangements if any, as well as any relevant supplementary information.

Similar details are to be provided about the venues of the social programme, dinner, meeting times and locations, times and locations of transfers, if any.

A list of suitable hotels with sufficient capacity and good connection to the venue should be provided. Reservations can be entrusted to an agency. Reservations and payments are made directly by the delegates or their national associations. It is suggested to negotiate reduced or preferential rate with 2–3 hotels of different rating in order to gather all delegations in the same premises.

Social programme

If held typically over two half-days, the programme offered to the participants should include:

- coffee breaks (coffee, tea, drinking water) throughout the meeting, as agreed, but usually one coffee break in the afternoon of the first day and one coffee break in the morning of the second day;
- a reception / dinner at the end of the first day;
- a light lunch / buffet on the second day;

Proposals or arrangements for study visits or tourist visits for the weekend prior to the meeting, or following the meeting, could also be made.

Miscellaneous provisions

Working documents. Approximately 10 days before the meeting the organisers will receive the work documents. Participants will be invited to bring their own documents, but additional printed copies are to be made available by the organisers in numbers agreed with the Secretariat General. Usually these include working documents (10–15 copies in English, 5–10 copies in French) as well as other documents. The organisers will also be responsible for transmitting the working documents to the interpreters.

Dispatch of documents and materials

Exceptionally, documents or materials will be sent by the Secretariat General by post or courier service to the venue. If this is the case, the organisers are asked to provide the following:

- Postal mailing address
- Contact person to receive the delivery
- Office hours of the contact person to receive the delivery from the courier service
- Mobile phone number of the contact person to receive the delivery

Occasionally, the organisers will be asked to send materials back to the Secretariat General. In this case, please use the following address:

Pierre Vander Auwera
Council of European Municipalities and Regions
Square de Meeûs 1, 5th floor
1000 Brussels

BELGIUM

Tel.: +32 2 511 74 77

Contact persons

The local organisers should nominate a contact person who will be the main point of contact for the CEMR Secretariat General. The e-mail address and mobile phone number are to be provided.

The local organisers will also provide other contact details (e-mail address and mobile phone number) for all persons who will be responsible for the organisation and logistics, and whom the Secretariat General might need to contact during the meeting, such as meeting hall manager, computer and network technicians, audio technician, bus or car drivers, managing interpreter, etc.



Annex 4. Terms of reference for the organisation of a meeting of the CEMR Policy Committee

The meeting of the Policy Committee of CEMR is held usually over two half days (afternoon of first day and morning of the second day). On occasion it is instead over one full day, or one full day and one-half day.

The local organisers (national association, town, region) agree to supply CEMR with the various elements listed below for the meeting of the Policy Committee.

Elected representatives of the hosting authority and/or the President of the CEMR member association are expected to welcome the participants at the beginning of the meeting. The local organisers are invited to liaise with CEMR Secretariat about this.

Venue

A meeting venue (if possible prestigious) with a meeting hall able to hold 175 people, in a "classroom" setting (not an amphitheatre), with work tables available for the members of the Policy Committee. Please note, that the Policy Committee has 175 members, who might all be present for important meetings, such as elections or particular decisions.

The venue should be accessible to members of the Secretariat General from the eve of the meeting, and over the day(s) of the meeting.

The venue is to be equipped with a screen visible to all participants and data beamer connected to a laptop, capable of slide presentation as well as full video presentation with sound. Ideally, Wi-Fi should be provided to the participants.

The meeting hall is to be equipped with a sound system for speaking and interpretation. The Presidency desk should be equipped with individual microphones. Participants' desk should ideally be equipped with individual microphones, but these could be shared among two or three participants. One or two additional roaming microphones should be available.

The venue should include, an office for the Secretariat General. The office should be equipped with a telephone, computer(s) with internet connection, printer and a suitable photocopier.

Drinking water should be provided at the Presidency table and, if present, at the speakers' table or pulpit.

Other available facilities should include:

- Desks outside the meeting room for registration and documents;
- Space for roll-ups and printed communication materials;
- Cloakroom for garments and suitcases;

Interpretation

Following the decision of the Policy Committee regarding the organisation of the Statutory meetings on 18 January 2018, Policy Committee meetings are interpreted simultaneously in six languages: English, French, German, Italian, Spanish and, if necessary, the local language (used as a pilot-language). The interpretation arrangements are the responsibility of the local organisers. CEMR will cover the costs of the interpreters, while the cabins, audio transmission systems, technicians and headsets will be provided by the local organisers.

According to technical possibilities, the local organisers will also provide cabins and logistics for member associations that request an additional language. In this case, the interpreters' fees are at the cost of the requesting delegation, usually Turkish and Greek.

Logistics

The local organisers will indicate the exact venue of the meeting at least six months prior to the meeting. The description should include details on how to access the venue, including the exact address, description of means of local transport, protocol or security arrangements if any, as well as any relevant supplementary information.

Similar details are to be provided about the venues of the social programme, dinners times and locations of transfers, if any.

A list of suitable hotels with sufficient capacity and good connection to the venue should be provided. Reservations can be entrusted to an agency. Reservations and payments are made directly by the delegates or their national associations.

Social programme

The programme offered to the participants should include:

- coffee breaks: usually one coffee break in the afternoon of the first day and one coffee break in the morning of the second day;
- light lunch / buffet on the first day;
- an official reception / gala dinner at the end of the first day;
- a light lunch / buffet on the second day;

Proposals or arrangements for study visits or tourist visits for the weekend prior to the meeting, or following the meeting, could also be made but not mandatory.

Miscellaneous provisions

Work documents. Approximately 10 days before the meeting the organisers will receive the documents for printing or photocopying. Participants will be invited to bring their own documents, but additional printed copies are to be made available by the organisers in numbers agreed with the Secretariat General. Usually these include working documents (30–40 copies in English, 20–30 copies in French) as well as other documents. The organisers will be responsible for transmitting the working documents to the interpreters.

Vehicles. If required, one vehicle may be requested for the President, where needed.

Additional equipment. Upon request by the Secretariat General, the local organisers will provide additional equipment as necessary for the meeting, such as ballot boxes and ballot papers, etc.

Dispatch of documents and materials

Documents or materials will be sent by the Secretariat General by post or courier service to the venue. The organisers will provide the following

- Postal mailing address
- Contact person to receive the delivery.
- Office hours of the contact person to receive the delivery from the courier service.
- Mobile phone number of the contact person to receive the delivery.

After the meeting, the organisers will send the materials back to the Secretariat General to the following address:

Pierre Vander Auwera
Council of European Municipalities and Regions
Square de Meeûs 1, 5th floor
1000 Brussels
BELGIUM

Tel.: +32 2 511 74 77

Contact persons

The local organisers should nominate a contact person who will be the main point of contact for the CEMR Secretariat General. The e-mail address and mobile phone number are to be provided.

The local organisers will also provide other contact details (e-mail address and mobile phone number) for all persons who will be responsible for the organisation and logistics, and whom the Secretariat General might need to contact during the meeting, such as meeting hall manager, computer and network technicians, audio technician, bus or car drivers, managing interpreter, etc.



Contact

Marta Gattini
Statutory Affairs Officer
Tel. +32 2 213 86 91
marta.gattini@ccre-cemr.org

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are 60 national associations of municipalities and regions from 41 European countries. Together these associations represent more than 100 000 local and regional authorities.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

www.ccre.org