Annex I - Conference rooms, meeting rooms and other areas

I. Conference rooms

The conference rooms will be used for the meetings of the Plenary of the COP, the Committee of the Whole (COW), the Subsidiary Bodies of the COP (CRIC and CST), as well as for the meetings of the Group of 77and China and the Group of African States, as required.

The requirements are as follows:

- One **Plenary Hall** with the following capacity and equipment:
  - At least 394 seats at tables for country Parties, plus 394 advisers' seats behind;
  - At least 150 seats at table for observer States, UN bodies and specialized agencies, IGOs, CSOs, etc.
  - At least 140 additional seats for press and public (chairs only);
  - 12-position podium with a row of advisers' seats behind, wired to receive interpretation and multimedia facilities;
  - 6 positions (desks and chairs) near the podium for conference and press officers (desk should be wired for reception of interpretation and have telephone with light not bell, and one of the desk shall be equipped with a PC).

- One **Main Committee Room** with the following capacity and equipment:
  - At least 197 seats at tables for country Parties, plus 197 advisers' seats behind;
  - At least 100 seats at table for observer States, UN bodies and specialized agencies, IGOs, CSOs, etc.
  - At least 100 additional seats for press and public (chairs only);
  - 12-position podium with a row of advisers' seats behind, wired to receive interpretation;
  - 4 positions (desks and chairs) near the podium for conference and press officers (desk should be wired for reception of interpretation and have telephone with light not bell, and one of the desk shall be equipped with a PC).

The Plenary Hall and the Main Committee Room shall be equipped for simultaneous interpretation from and into 6 (six) languages, and shall comply to the specifications as outlined in the relevant international standards: ISO 2603 for fixed interpretation booths and ISO 4043 for mobile interpretation booths From each interpreter booth it shall be possible to switch from the floor into one of the other seven channels (floor plus each one of the other languages). Arab and Chinese booths shall be equipped with three microphones each and a system that allows using English and French functions without physically moving to the English and French booths.

The Plenary Hall and the Main Committee Room shall be equipped with headphone sound system and a microphone per delegation, plus 4 (four) wireless microphones.

The Plenary Hall and the Main Committee Room shall have facilities for sound recording (floor and English), fixed projection equipment and 2 (two) large screens.

Each seat at table in the Plenary Hall and the Main Committee Room shall be equipped with one electrical plug to connect electrical devices.

The Plenary Hall and the Main Committee Room require one electronic name-handling system each, showing request of microphone by delegations to be broadcasted on the monitors for the presidency, note takers, conference officers and technicians; a separate listing of delegates requesting to speak is generated with exact names of Parties/Observers in the English language. (This listing, showing the next 25 speakers, shall be viewed on separate monitors; the list shall also indicate the total number of delegations who have requested to speak; different colors shall be utilized to distinguish between Parties and Observers; please note that the chairperson is not obliged to take up speakers in the order that the delegates request the floor); the technician would open the microphone once the chairperson has announced the speaker; the dome camera system, placed in both plenaries, shall be connected to the sound system and programmed to automatically select the position of the speakers in plenary during interventions; the signal showing the respective speaker as well as the Party/Observer name shall be projected onto the screen; an historical hard copy list should be generated at the end of the session indicating which Party took the floor and when.

The Plenary Hall and the Main Committee Room require remotely controllable traffic light systems in each room, indicating maximum time for speeches; the lamps or digital displays, visible to the audience, should be installed on the lectern or shown on the projection screen, indicating when the speaking time is over.

II. Meeting rooms

The meeting rooms will be used for the meetings of regional groups and/or interest groups, of the Bureau of the COP and the UN staff, as well as for NGOs, side events and press conferences. These rooms shall be soundproof, equipped with sound system only, with one microphone each two delegates, unless otherwise indicated below and projection facilities (beamer, laptop, screen).

The requirements are as follows:

- One meeting room for the High-Level Segment/ African Group, U-shaped, with 80 seats at table plus 80 advisors' seats behind, equipped with one microphone each seat one workstation for three conference room clerks, fixed projection facilities and interpretation facilities into six languages (E/F/S/C/A/R);
- One meeting room for the High-Level Segment/ Asian Group, U-shaped, with 80 seats at table plus 80 advisors' seats behind, equipped with one microphone each seat one workstation for three conference room clerks, fixed projection facilities and interpretation facilities into six languages (E/F/S/C/A/R);
- One meeting room for the High-Level Segment/ GRULAC, U-shaped, with 80 seats at table plus 80 advisors' seats behind, equipped with one microphone each seat one workstation for three conference room clerks, fixed projection facilities and interpretation facilities into six languages (E/F/S/C/A/R);
- One meeting room for European Union countries, U-shaped, with at least 35 seats at table plus 35 advisors' seats behind and a contiguous office with working space for three desks and office equipment;
- One meeting room for the Group of Arab States, U-shaped, with at least 30 seats at table plus 30 advisors' seats behind. This meeting room will be equipped with one work station and fixed projection facilities;
- One meeting room for the groups of WEOG and JUSSCANNZ countries, round table-shaped, with at least 40 seats at table plus 40 advisors' seats behind This meeting room will be equipped with one work station and fixed projection facilities;

- One meeting room for the Group of Eastern European States, U-shaped, with at least 20 seats at table plus 20 advisors' seats behind. This meeting room shall be equipped with interpretation facilities in two languages (English/Russian).
- One meeting room for side events, classroom style-shaped, with at least 100 seats. This meeting room shall be equipped with interpretation facilities into three languages (E/F/S), one workstation and fixed projection facilities;
- One meeting rooms for side events, square table-shaped, with at least 50 seats at table and 50 seats behind. This meeting room shall be equipped with interpretation facilities into three languages (E/F/S), one workstation and fixed projection facilities;
- One meeting room for side events, classroom style-shaped, with at least 70 seats. This meeting room will be equipped with one work station and fixed projection facilities.
- One meeting room for side events and/or contact group meetings, square table or U-shaped with at least 50 seats at table and 50 seats behind. This room shall be equipped with one work station and projection facilities.
- One meeting room for press conferences, classroom style-shaped, with at least 200 seats (podium for 6 people with 4 microphones on the podium and 2 stand up; fixed podium at rear of room for up to 20 TV cameras). This meeting room shall be equipped with interpretation facilities into three languages (E/F/S), one workstation and fixed projection facilities;
- One meeting room for civil society organizations (CSOs), classroom style-shaped, with at least 150 seats. This meeting room shall be equipped one workstation and fixed projection facilities;
- One meeting room for the Rio Pavilion, classroom style-shaped, with at least 100 seats (podium and 7-8 single seats sofas). This meeting room shall be equipped with one workstation, fixed projection facilities and interpretation facilities into three languages (E/F/S);
- One meeting room for the meetings of the COP Bureau and the UN staff meetings, square table-shaped, with at least 50 seats at table plus 60 seats behind. This meeting room shall be equipped with interpretation facilities into three languages (E/F/S), one workstation and fixed projection facilities;
- One meeting room for the meetings of the CRIC Bureau meetings, square table-shaped, with at least 20 seats at table plus 20 seats behind. This meeting room shall be equipped one workstation and fixed projection facilities;
- One meeting room for the meetings of the CST Bureau/Annex IV meetings, square table-shaped, with at least 20 seats at table plus 20 seats behind. This meeting room shall be equipped one workstation and fixed projection facilities;
- Four meeting rooms for the meetings of Contact Groups, square table-shaped/U-shaped, with at least 40 seats at table plus 40 seats behind. These meeting rooms shall be equipped with one workstation each and fixed projection facilities each.

III. Other areas

- Registration area for delegates, press and NGOs, located at the main entrance of the Conference Centre;
- One area adjacent to the Conference center to serve as quarter for the UNCCD Technology Fair and Exhibition Area. The same area, if large enough should be used to accommodate UNCCD exhibition needs and all exhibitors and Technology Fair participants/companies. This area should be accommodated within the conference center or, if not possible, built as a temporary structure at a short walking distance from the center. The total surface of the area is to be further indicated, depending on the number

of requests received;

- Press working area with a capacity of 200 journalists (75 plug-and-play desks), plus the press officer and his/her assistant (see Annex II A and II B);
- Internet café (see Annex II A and II B);
- Information desk, located in the main hall;
- Business center, public telephone booths, post office and travel agency;
- Bank office;
- Restaurant and cafeteria;
- Documents distribution area with at least a 10-meter counter, 300 pigeonholes and shelving, as well as storage space of approximately 300 m. This area shall be equipped with standard office facilities for the document distribution officers (see Annex II A and II B);
- Documents reproduction area (print shop) equipped with heavy-duty copying machines (see Annex II A and II B);
- Storage area for material and equipment.