Statement of Requirements for the 2012 IUCN World Conservation Congress

The following Statement of Requirements outlines the criteria and instructions for countries submitting their candidacy to host the 2012 IUCN World Conservation Congress

15 April 2009

IUCN
Rue Mauverney 28, Gland 1196, Switzerland
Phone: +41 (22) 999-0000 Fax: +41 (22) 999-0020

INDEX

About the Organization **3**
The IUCN Council **3**
About the Congress **4**
Nature and scope of the Congress **4**
Objectives of the Congress **4**
Congress languages **5**
IUCN's responsibilities with regard to the Congress **5**
Congress statistics **6**
Congress period **6**
Elements of the Congress Programme **6**
WCC Programme-at-a-glance **7**
Statement of Requirements – An overview **8**
Scope of this Statement of Requirements **9**
1. Provision of financial support by the Host Country 10
2. Provision of a suitably-equipped conference venue 11
3. Provision of suitable spaces for exhibits and pavilions 11
4. Provision of international and domestic transportation facilities 12
5. Sufficient hotel accommodation facilities 12
6. Provision of security 12
7. Provision of on-site catering facilities 12
8. Visa facilitation 13
9. Acknowledgement of the WCC's tax-exempt status 13
10. Strong environmental track record 13
11. Support from IUCN Regional Members and partners 13
12. Handling of VIP delegates and guests 13
13. Opening ceremony and reception 13
14. Provision of volunteers 14
Guidelines for submission **15**
Timeline for submission **18**
Meeting with Host Country candidates **18**
Appendix A Sample Budget **19**
Appendix B Evaluation Criteria and Selection Method **22**
Appendix C Financial Proposal **24**
Appendix D Code of Conduct **25**

About the Organization

The International Union for Conservation of Nature (IUCN) is the world's oldest and largest global environmental network – a democratic membership union with more than 1,200 government and NGO Member organizations, and almost 11,000 volunteer scientists in more than 160 countries.

IUCN's work is supported by over 1,000 professional staff in 60 offices and hundreds of partners in public, NGO and private sectors around the world. The Union's headquarters are located in Gland, near Geneva, in Switzerland.

Our mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable.

The IUCN Council

The IUCN Council is the principal governing body of the Union in between sessions of the World Conservation Congress – the general assembly of its Members.

The Council is responsible for the oversight and general control of all the affairs of IUCN, subject to the authority of the World Conservation Congress (WCC).

The Council is composed of:

- The President;
- The Treasurer;
- The Chairs of IUCN's six Commissions[1];
- Three Regional Councillors from each of IUCN's eight Statutory Regions (Africa, Meso and South America, North America and the Caribbean, South and East Asia, West Asia, Oceania, East Europe, North and Central Asia and West Europe);
- A representative of IUCN's Host Country – the Swiss Confederation; and
- Up to five additional Councillors chosen by Council on the basis of diverse qualifications, interests and skills.

The elected members of Council hold office from the close of the World Conservation Congress to the close of the next ordinary session of the Congress.

Council establishes several Committees to deal with different aspects of IUCN's governance such as the Congress Preparatory Committee that oversees the preparation and management of the World Conservation Congress.

[1] Species Survival Commission (SSC), World Commission on Protected Areas (WCPA), Commission on Environmental Law (CEL), Commission on Ecosystem Management (CEM), Commission on Education and Communication (CEC) and Commission on Environmental, Economic and Social Policy (CEESP).

About the Congress

Nature and scope of the Congress

The World Conservation Congress (WCC) is the world's largest and most diverse nature conservation event. Held every four years, the Congress helps to improve how we manage our natural environment for human, social and economic development. The most recent Congress, held in Barcelona, Spain, in October 2008, brought together close to 7,000 people from all parts of the globe to discuss, debate and decide on environmental and development issues.

The Congress has two main components: the World Conservation Forum and the Members' Assembly. After the opening ceremony and a welcome reception on day one, the Forum starts on day two of the Congress. The Forum traditionally spans three to four days, and is open to the general public. Although in Barcelona we had over 800 events, based on the recommendations of the post-Congress analysis and external evaluation, for 2012 we are planning to have some 400 Forum events (debates, workshops, dialogues, art exhibits, training workshops, roundtable discussions, poster sessions, etc.) run by our Member organizations, Commissions, partners and the IUCN Secretariat. This programme will be complemented by indoor and possibly outdoor exhibitions.

We envisage welcoming between 4,000 and 6,000 participants for the 2012 World Conservation Forum; although this number could potentially reach as high as 8,000. This would include some 2,500 delegates drawn from the IUCN membership: government ministers, politicians, heads of NGOs, scientists, 100 exhibiting organizations, 300–400 IUCN staff members, as well as representatives from the private sector, partner organizations and foundations, and daily visitors from the local population.

The Members' Assembly is the main governing body of IUCN where Members debate and establish environmental policy by adopting Resolutions and Recommendations; vote on IUCN's Programme of Work and Financial Plan for the following four years; elect the IUCN President and Council; and manage the business affairs of the Union. The Assembly lasts four days with one excursion day organized in the middle. Most of the business takes place in a single large plenary hall. Numerous additional meetings of up to 50 people (called contact groups) are held in smaller rooms nearby. About 2,500 participants are expected during the days of the Members' Assembly.

In total, the Congress therefore lasts about ten days (not including set-up and dismantling time).

Objectives of the Congress

The general objectives of a Congress are to:

1) Influence the setting of the global conservation agenda;
2) Facilitate the sharing of knowledge and experiences;
3) Showcase and debate critical conservation issues; and
4) Set IUCN's global policy and intersessional work programme.

The IUCN Council will establish more detailed objectives and expected results for the 2012 Congress during the Council meeting scheduled for November 2009.

Congress languages

IUCN's official languages and the official languages of the Congress are English, French, and Spanish.

IUCN's responsibilities with regard to the Congress

IUCN will bear overall responsibility for the organization of the 2012 WCC, consistent with the objectives set.

IUCN shall undertake the following tasks:

- Name a Congress Preparatory Committee of Council to provide overall strategic guidance for the Congress preparations
- Ensure that the Secretariat provides the required expertise and services for the Congress
- Administer the global Congress budget
- Sign and manage the venue contract unless the Host Country provides a contribution in kind, in which case, the latter retains this responsibility
- Select and manage suppliers
- Prepare Business and Communication Plans for the WCC, specifying the overall budget with clear and realistic fundraising targets
- Prepare all Congress publications
- Draw up all Congress notices, invitations and registration of participants, including first and second official notices of the WCC according to IUCN Statutes, together with any additional communications; prepare WCC invitation lists in consultation with the Director General, Congress Preparatory Committee of Council and Host Country; prepare and mail invitations, participants' registrations and confirmations; and distribute pre-Congress and on-site material
- In collaboration with the Host Country, raise funds and co-ordinate participation by sponsored participants selected from IUCN Member organizations who need financial assistance to participate, including assistance with travel, accommodation, registration, travel insurance and per diems
- Prepare the Agenda and Programme for the Forum and the Members' Assembly of the 2012 WCC
- Prepare WCC documentation in advance of the meeting in English, French and Spanish, including official working papers and information circulars
- Provide secretariat services for the Congress, including IUCN staff in support of the Secretariat for the duration of the WCC
- Facilitate the approval of the Intersessional Programme and the adoption of Resolutions and Recommendations
- Select speakers and provide logistical support for them
- Provide interpretation and translation services in the three official languages of IUCN
- Establish guidelines for sponsorship and exhibits
- Organize the closing ceremony

The tasks listed above are handled primarily by the core Congress Unit which forms part of the Constituency Support Group of IUCN and is based in Gland. It generally consists of the following[2]:

- A Congress Manager (External co-ordination)

[2] At this point, only the Congress Manager, in his capacity as Director of the Constituency Support Group, plus the Congress Officer are in office. The other positions will be added as the Congress preparations evolve.

- A Congress Officer (Internal co-ordination)
- A Logistics Officer[3]
- A Host Country Liaison Officer located in the Host Country (or respective Regional Office)
- An Accounting/Finance Officer
- The Forum Management Team Leader to develop and co-ordinate the Congress Forum programme

Congress statistics

IUCN has organized World Conservation Congresses since 1996. Prior to this date the Union organized only General Assemblies for its Members every two to three years.

Year	Country	Number of Participants
WCC:		
2008	Barcelona, Spain	6,700
2004	Bangkok, Thailand	5,000
2000	Amman, Jordan	2,000
1996	Montreal, Canada	3,100
Members' Assemblies:		
1994	Buenos Aires, Argentina	1,200[4]
1990	Perth, Western Australia	1,160[5]

Congress period

The IUCN Statutes establish that the World Conservation Congress will take place every four years. Generally the Congress is held in the second half of the year, traditionally in October or November. In the selection of the timing of the Congress, other major events taking place in the same city or country and potentially competing with IUCN are taken into consideration before a final decision is made. The dates for the 2012 Congress will be proposed based on these guidelines and the availability of a suitable venue.

Elements of the Congress Programme

The Congress is divided into the World Conservation Forum and the Members' Assembly. The Forum is a three to four-day event consisting of activities such as: workshops, plenaries, roundtable discussions, training sessions, exhibits and regional meetings, and is open to all registered participants. The Members' Assembly is a four-day event for Members and observers, by invitation only. The Assembly consists of plenary sessions as well as separate 'programme hearings' and 'contact group' meetings to discuss IUCN's Programme, motions presented by Members, and to elect the Council members. An excursion day is normally organized during the Members' Assembly.

[3] A dedicated Logistics Officer will be appointed to co-ordinate all logistical requirements and liaise with the local Professional Congress Organizer (PCO).
[4] General Assembly for Members only; attendance was restricted to IUCN Members plus invited observers.
[5] General Assembly for Members only; attendance was restricted to IUCN Members plus invited observers.

WCC Programme-at-a-glance

	Setup					Day 1	Forum				Members' Assembly					day 11
Function	**Day -5**	**Day -4**	**Day -3**	**Day -2**	**Day -1**		**Day 2**	**Day 3**	**Day 4**	**Day 5**	**Day 6**	**Day 7**	**Day 8**	**Day 9**	**Day 10**	
Opening and closing ceremony				Setup	Setup	17:00-18:30 Opening ceremony	Forum opening			16:30 - 18:00 Forum			Excursion day		14h00-15h00 Closing of Congress	Dismantling
Plenary hall				Setup	Setup		Forum events	Forum events	Setup	Setup	Members' Assembly	Members' Assembly		Members' Assembly	Members' Assembly	
Workshop rooms					Setup	Setup	Forum events	Forum events	Forum events	18:30-20:00 Regional meetings	Contact Groups	Contact Groups	Contact Groups	Contact Groups	Contact Groups	
Posters				Setup	Setup	Posters operational					Posters		Excursion day	operational		
Pavillion space		Set up	Set up	Setup	Setup	Pavillion space operational					Pavillion			space operational		
Exhibition space			Set up	Setup	Setup	Exhibition space operational					Dismantling					
Members lounge				Setup	Setup	Members lounge operational					Members			lounge operational		
Offices (public, private, excecutive)	Set up	Set up	Set up	Setup	Operational	Private / Public / Excecutive offices operational					Private / Public /			Excecutive offices operational		
Media centre		Set up	Set up	Setup	Operational	Media centre operational					Media			cenre operational		
Press conference room		Set up	Set up	Setup	Operational	Press conference room operational					Press conference			operational		
VIP room				Setup	Setup	VIP room operational					VIP room			operational		
Registration area		Set up	Set up	Setup	Operational	Registration area operational					Registration			area operational		
Receptions						Congress opening reception				Potential closing reception						
Official side meetings				Steering Ctte mtgs of 6 Comssions	Council mtg (5hrs) Steering Ctte mtgs of 6 Comssions	Steering Ctte mtgs of 6 Comssions									Council meeting (90 min)	

Statement of Requirements – An overview

As stipulated in the IUCN Statutes, the following conditions must be met by the selected Host Country:

1. **"*The World Congress shall convene in Switzerland or in another State that agrees to host a session of the World Congress ….*"** *(Article 21)*.

2. Commitment of the Host Country to meeting the following criteria:

   - ***"All persons entitled to attend the World Congress shall be admitted to that State without discrimination;***

   - ***All participants in the World Congress shall have the right of free expression in sessions of the World Congress and associated meetings;***

   - ***Every effort shall be made to facilitate entry and return of material and equipment necessary for the World Congress; and***

   - ***All other provisions necessary for the functioning of the World Congress shall be provided in accordance with the terms of a written understanding between IUCN and the host State."*** *(Article 21 (a), (b), (c), and (d))*

3. Preference will be given to States and regions where Congresses have not been held in recent years as called for in the Statues which read **"*the venue shall be selected with a view to holding the sessions of the World Congress in as wide a variety of Regions as possible*"** *(Article 22).*

   All services to delegates must be made available in all of IUCN's three official languages: English, French and Spanish.

Scope of this Statement of Requirements

This Statement of Requirements is designed primarily to indicate the on-site needs for the 2012 World Conservation Congress from the time of arrival in the Host Country of the first team of the IUCN Secretariat, about 15 days before the meeting, until their departure after the meeting. These needs relate not only to the preparation and conduct of the Congress itself but also to other related IUCN on-site meetings before or during the Congress (such as meetings of IUCN's Commissions and Council).

The criteria for this Statement of Requirements are:

1. Provision of full support by the Host Country's government, both financial and otherwise, toward the organization and management of the 2012 World Conservation Congress to complement the financial and human resource investment made by IUCN.

2. Provision of a suitably-equipped conference venue that will accommodate 4,000 to 6,000 delegates (up to 8,000 if possible) with adequate rooms and facilities[6] for plenary sessions, workshops, meeting rooms and office space for the World Conservation Congress Secretariat staff, with all necessary amenities; the costs of the conference venue could also be an in-kind contribution.

3. Provision of suitable spaces for exhibits and pavilions.

4. Assurance of presence of a city infrastructure that supports transportation facilities for delegates (between airport and hotels and between hotels and the Congress venue), as well as the provision of such facilities at minimal or no cost to delegates.

5. Sufficient hotel accommodation facilities for 4,000 to 6,000 delegates which must be available across a range of hotel quality categories within easy access of conference facilities.

6. Provision of security.

7. Provision of on-site catering facilities.

8. Visa facilitation.

9. Acknowledgment of the Congress's tax-exempt status.

10. Demonstration of a strong environmental track record.

11. Support from IUCN Members and partners.

12. Handling of VIP delegates and guests, including transportation and security.

13. Organization of the opening ceremony and reception.

14. Provision of volunteers.

[6] This would include provision of audiovisual equipment, electronic voting services and interpretation services in IUCN's three official languages (English/French/Spanish) as per the criteria established by the IUCN Secretariat.

1. Provision of financial support by the Host Country

The Host Country is expected to contribute to the financing of all aspects of the Congress listed below. The financial contribution can either be given as a grant to IUCN or in kind by paying for services directly. Any selections of suppliers and contractors must be done in strict collaboration with IUCN to ensure that IUCN's criteria are met. The indicative budget in Appendix A should enable the Host Country to make its own individual cost calculation.

a) Pre- and post-Congress costs

- Contribution towards the cost of developing the Forum including staff costs, facilitation, material, etc. (Appendix A, item 1.5)
- Contribution towards the costs of developing Information Technology (IT) systems to handle the different aspects of the Congress (Appendix A, item 1.4)
- Contribution towards the costs of pre- and post-Congress communication such as development of the Congress logo, production of Congress brochures and flyers, organization of press events (Appendix A, item 1.8)
- Contribution towards the costs of sponsoring participation of IUCN Member delegates from countries necessitating financial assistance (Appendix A, item 1.6)
- Contribution towards the costs of necessary pre-Congress travel and pre-Congress meetings of the Congress Committees and Working Groups (Appendix A, item 1.9)
- Contribution towards the costs of the Congress evaluation survey (Appendix A, item 1.2)
- Contribution towards the costs of Congress greening (Appendix A, item 1.3)
- Contribution towards the costs of translation and layout of pre- and post-Congress documentation in the three official languages of IUCN (Appendix A, item 1.7)
- In addition, the Host Country might consider providing financial support for one Council meeting to be held one or two years prior to Congress in the host city so that Councillors can familiarize themselves with the venue. Council meetings normally last four days and involve the 37 Councillors plus about 20 staff members (Appendix A, item 1.10)

b) On-site costs

- Payment of all costs related to the Congress venue including rental, set-up, audiovisual, catering, security, cleaning, first aid, IT, and all related labour as per the criteria established by IUCN (Appendix A, item 2.1)
- Payment for rental and set-up costs for off-site venues, as necessary as per the programme provided (Appendix A, item 2.2)
- Payment for all contracted services on-site such as simultaneous interpretation, electronic voting, registration, security, the Professional Congress Organizer, public transport facilities made available to delegates, translation of documents, Congress reporting, hostesses and volunteers, as well as mobile phones for staff and Councillors as per the criteria established by IUCN (Appendix A, item 2.3)
- Payment for all on-site supplies needed such as computer hardware, stationary, paper, printers and copy machines, badges, give-aways, etc. (Appendix A, item 2.4)
- The costs of on-site communication such as signage design and construction, plasma layout programming, web streaming, television facilities, set-up of the media centre, photography, and on-site material (Appendix A, item 2.5)
- The costs for handling and managing Very Important Persons (VIPs) including security, protocol, transport, equipment of VIP lounge, as well as greeting services at the airport and hotels (Appendix A, item 2.6)
- The costs of organizing the opening ceremony and reception (Appendix A, item 2.7)

2. Provision of a suitably-equipped conference venue

a) Forum/Programme rooms

- Excellent acoustics and soundproofing
- Various sizes, design, functionality, flexibility, accessibility
- At least one big room (2,000-5,000 people with chairs only) and 6-10 rooms (with chairs only) of medium capacity (300-500); up to 10 small rooms (100-150 people)
- State-of-the art IT and audiovisual (AV) technology and availability of specialized personnel (with good command of spoken English) on site
- Interpretation facilities in large rooms for at least three languages
- Availability of high speed Internet access (both wireless and cabled) in entire venue
- Other rooms for media, executive, staff, hosts, sponsors, VIPs and various private/external meetings
- No exclusivity rights granted to suppliers and imposed by Congress venue or guarantee of competitive pricing and quality (AV, IT, interpretation, hostesses, etc.)

b) Members' Assembly

- Plenary room with built-in stage area for 2,000-2,500 persons with desks and chairs for the delegates and observers. (Reducible or expandable according to final registration numbers, with sound-proof walls)
- Space is ideally pillar-free or has limited pillars and sufficient height
- Plenary room with powerful wireless Internet, electricity supply to desks, state-of-the-art AV, and no exclusive agreements with suppliers
- 20 rooms for contact groups with average seating of 50 people in each room, with flexible seating style. All rooms should have soundproofing, wireless Internet, and state-of-the-art AV. Note that already existing rooms can be used for this purpose
- A foyer/lounge for informal gatherings, with sufficient seating, sofas, chairs and tables
- Interpretation facilities in large rooms for at least three languages
- Electronic voting facilities
- Availability of high speed Internet access (both wireless and cabled) in entire venue
- Other rooms for media, executive, staff, hosts, sponsors, VIPs and various private/external meetings
- No exclusivity agreements with suppliers imposed by Congress venue or guarantee of competitive pricing and quality (AV, IT, interpretation, hostesses, etc.).

c) Posters

- Space for 100 to 150 boards
- 2 metres wide by 1 metre high (landscape), with aisles of 5 metres, good lighting
- Space is ideally pillar-free or aisles are pillar-free, under a single roof
- Space is ideally contained in one hall, and within overall traffic flow
- Space is in close proximity to most meeting rooms
- Ceilings are ideally above 3 metres, thus limiting echoes

3. Provision of suitable spaces for exhibits and pavilions

- 4,000–5,000 net sq. metres reserved for this purpose
- Stands in pavilions must measure at least 100 to 250 sq. metres per stand; modular exhibition stands must measure at least 9 sq. metres; there should be enough space for 175 stands
- Space must also be made for an art exhibition

- Space must ideally be pillar-free or pillar-limited; under a single roof
- Height of ceiling should be above 4.50 metres (ideally above 7 metres for double-deck stands)
- The IUCN pavilions showcasing IUCN activities with sponsors should ideally be located within the exhibition or in another prominent location to ensure maximum traffic through both events, ideally not too close to meeting rooms and with good acoustics to enable noise control
- State-of-the art IT and AV technology and all related services
- A minimum of 1,000 net sq. metres for freight and storage as well as duty-free import/transit tax
- Freedom to select official freight forwarder
- Loading dock space available within the venue (prior to and during the event)
- No exclusive agreements imposed by the venue
- Exemption from custom charges for all objects shown in the exhibition and all IUCN property

4. Provision of international and domestic transportation facilities

- Proximity to major airport with international connections
- Assurance on the part of the Host Country that a city infrastructure able to accommodate transportation facilities exists, and that such facilities will be provided between the airport and hotels as well as between hotels and the Congress venue at minimal or no cost
- Adequate public transportation will take precedence over a shuttle service
- Special transport service for VIPs between the airport and hotels as well as between hotels and the Congress venue, including provision of a VIP transport coordinator

5. Sufficient hotel accommodation facilities

- Between 2,500 to 3,000 bedrooms available in city centre within 20 minutes walking distance of the venue (accommodation at delegates' own costs)
- Guarantee of prices at least 40% below rack rate for IUCN block bookings
- Special prices and conditions: no minimum stay will apply, fair cancellation policies, no liability if rooms are not booked, complimentary rooms for IUCN during the preparation phase – official written commitments from hotel association and Convention/Tourist Bureau
- Standardization of hotel contracts via Professional Congress Organizer (PCO)
- No other simultaneous large event in the city/venue
- Existing official and recognized environmental certification and sufficient availability of certified hotels in all classes or serious commitment by hotels to participate

6. Provision of security

- Preparation and implementation of a security plan for both the venue and city
- Provision of on-site security; collaboration between on-site security and local and national police forces guaranteed and organization of additional security measures in the streets around the venue and hotels in cities, as per the security plan
- Organization of special security measures for high-level VIPs, as required
- Provision of all security personnel necessary for the implementation of the security plan in the venue and in the city

7. Provision of on-site catering facilities

- Existing restaurants/cafeteria in the venue itself (no requirement to build them) and some facilities close by that offer food and drinks at reasonable prices, and are able to provide vegetarian and organic food as well as halal and kosher food

- No requirement for IUCN to guarantee minimum consumption
- Quality catering and food and beverage outlets, with no restrictions on selection of caterer
- Catering meets environmental standards, including biodegradable crockery, minimum packaging, locally and/or fair trade sourced (or at least the option to choose such suppliers)

8. Visa facilitation

- All persons entitled to attend the World Conservation Congress shall be admitted to the Host Country without discrimination (as required by Article 21(a) of the Statutes of IUCN). These include as a minimum: the duly accredited delegates of the Members of IUCN; the Observers referred to in Articles 8 to 10 of the Rules of Procedure of the World Congress; members of the Council of IUCN; members of the Secretariat and temporary staff or experts to whom the Director General may assign duties in respect of the World Conservation Congress. Exceptions must be based on mandatory provisions of international law (UN Security Council Resolutions and persons indicted by the International Criminal Court or international ad hoc tribunals).
- In addition, visa applications for participants in the World Conservation Forum who have registered with IUCN and paid the registration fee, will be dealt with after a quick and fair process free from any form of discrimination. Any immigration restrictions which the candidate Host Country intends to apply should be listed in its official submission.
- Possibility of obtaining visas upon arrival for citizens and residents of countries where the Host Country has no consular presence.
- Candidate Host Countries must elaborate how they propose to handle the issuing of visas.

9. Acknowledgement of the WCC's tax-exempt status

- The Host Country ensures that the Congress is exempt from all taxes. In addition, IUCN is not required to charge VAT or any other form of tax on registration fees paid by participants
- All donations, subsidies or any other forms of support to the Congress are tax free to IUCN
- No taxes on any Congress-related revenues (from registration and other)
- Simple importation regulations and procedures for goods to be imported for use during the Congress (for either display or consumables) or exported after the Congress

10. Strong environmental track record

- Host Country and city demonstrate a track record in conserving and respecting nature
- Existence of or commitment to environmental practices by venue, suppliers, and local actors
- Commitment by the Host Country to promote environmental practices
- City with urban conservation efforts including conservation areas managed by the municipality

11. Support from IUCN Regional Members and partners

- The presence of at least five active IUCN Members in the Host Country that are committed to promoting the Congress in the country, and to organizing side events
- Existence of volunteer organizations willing to cooperate with the running of Congress

12. Handling of VIP delegates and guests

- Clear agreement for handling VIP protocol, including security and transport
- Financial commitment to cover costs and logistics for transport, security and other matters for top VIPs

13. Opening ceremony and reception

- Organizing the opening ceremony for 4,000 people seated in one venue

- Providing catering for the opening reception for 4,000 in one venue. (This space could be at the Congress venue itself or in the vicinity)

14. Provision of volunteers

The Host Country will assist in providing local volunteers to fulfil the roles and responsibilities required by IUCN. Volunteers should be fluent in English and have knowledge of French and/or Spanish, if possible.

Guidelines for submission

To fulfil all the requirements of this Statement of Requirements, as outlined in the 14 criteria in the preceding pages, proposals must respect the following guidelines.

Submission of a proposal
Any proposal presented shall include the following information:

a) Application document

An application document detailing all the 14 criteria, including the proposed approach and strategy to fulfil these criteria and including the following information:

Conference venue

- Guaranteed rental costs of the facilities
- Details of the guaranteed costs for all technical equipment
- Floor plans showing conference facility and use of space for IUCN meetings
- Floor plan of the exhibition area with definition of structure/security limitations, maximum height, freight entries, storage facilities
- Specification of capacity, size and equipment (furniture included)
- Legal requirements or binding agreements of exclusivity between the Congress venue and other parties, specification and costs, if any
- Insurance costs and coverage, if applicable
- Security costs, if applicable
- Cleaning costs, if applicable
- Any other costs for other necessary services foreseen by the Congress venue

Catering

- Specify if exclusive agreements exist between the Congress venue and a caterer
- If no rights of exclusivity exist, presentation of two caterers and their expertise
- Range of costs for meals and lunch-boxes
- Specification of the catering area, seating capacity and distribution points in the catering area

Ground transportation

- Clarify whether local transportation can be based on the public transportation network
- If public transportation is available, provide a map with the location of the proposed official hotels, the Congress venue and the airport, and specify their distances and the frequency of service
- If public transportation is available, provide information about costs/rates
- If a shuttle service is to be organized, provide an indication of costs

Accommodation

- Specify the number of rooms per hotel category
- Provide a city map with the location of the hotels
- Provide information about guaranteed rates during the Congress year

b) Financial proposal

Please fill in and submit Appendix C of this document.

c) Letters of guarantee

- Letter from the Minister of Foreign Affairs or a duly authorized official of the Ministry of Foreign Affairs stating that the Host Country:
  - accepts that its official submission to IUCN will, for the latter, constitute the exclusive basis for considering the Host Country's application;
  - accepts that its official submission becomes an agreement between the Host Country and IUCN as and when the latter decides to select the Country to host the 2012 World Conservation Congress;
  - guarantees tax exemption as per item 9 of this document, entitled "Acknowledgment of the WCC's tax exempt status".
- Letters of commitment from hotel association or Convention/Tourist Bureau or selected hotels, addressing item 5 of this document entitled “Sufficient hotel accommodation facilities”. The terms and conditions for accommodation should be guaranteed at the application stage.

d) Additional documents such as maps, floor plans, videos, etc., may be added in section D

Rules of submission

1. To ensure the integrity of the competitive bidding process, enquiries and other communications regarding the bid, from the date of submission up to the closing date, are to be directed ONLY to the person named below. Enquiries and other communications are NOT to be directed to any other IUCN official(s).

2. Enquiries must be submitted IN WRITING

   To: Dr. Enrique Lahmann
   Director, Constituency Support Group
   IUCN
   Address: Rue Mauverney 28
   1196 Gland
   Switzerland
   E-mail: congress@iucn.org
   Fax: 00 41-22-999 0025

Deadlines

- For application document including sections a), b), and d): 30 June 2009, 18:00 (Central European Time)
- Guarantee letters as detailed in c) above must be received prior to the first scheduled site inspection visit

3. All correspondence with IUCN will be in English and all internal documents will be in written in English. The proposal must be submitted electronically in English as a non-editable PDF.

4. Any interpretation, clarification or changes made to this Statement of Requirements will be in the form of written addenda by IUCN and will be sent to all candidates. Replies to individual enquiries from the candidates will be sent simultaneously to all candidates. Oral answers will not be given.

5. The principles outlined in the Code of Conduct (Appendix D) shall be respected by all parties.

6. IUCN reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to awarding the venue of the 2012 World Conservation Congress, without thereby incurring any liability to any of the bidding Host Countries or any obligation to inform any of the bidding Host Countries of the reasons for such cancellation.

   In order to obtain the most advantageous proposal, IUCN, at its sole discretion, reserves the right to the following:

   – Renounce invoking any irregularities or failure to comply with the requirements of the present request for proposals;
   – Request clarification or additional information from one or more bidding Host Country after closing;
   – Award the candidacy based on the initial proposals received, without discussion or requesting more advantageous final proposals.

   IUCN is not bound to select any of the candidates submitting proposals. The venue of 2012 WCC will be awarded to the Host Country that IUCN considers to be most able to meet required needs, due consideration being given to IUCN general principles (including but not limited to economy and efficiency).

   If, after notification of the award(s), a candidate wishes to ascertain the grounds on which its bid was not selected, it should address its request to IUCN, who will provide a written response without, however, any obligation to justify the substance of such response. Any request for explanation from one candidate may relate only to its own bid, and requests about competing bids shall not be addressed.

7. No rejection, clarification, or negotiation will be considered as reasons for candidates to correct errors in their proposals.

8. No other representative of IUCN may be contacted regarding the present Statement of Requirements.

9. IUCN is not responsible for oral or written statements or observations by any other person, whether or not employed by IUCN, other than the authorized person specified above.

10. Proposals from candidates are binding until 30 November 2009.

11. Use of the name, logo, emblem, and any other intellectual property of IUCN or the World Conservation Congress is prohibited without prior written consent from IUCN.

12. The proposal must include all other information that the bidding Host Country deems likely to aid IUCN in making its decision.

Timeline for submission

30 June 2009	Reception of final application document
August–September 2009	Reception of all letters of guarantee (before site visits)
	Site visits
30 September 2009	Reception of complementary information, if requested
25 November 2009	Selection of Host Country by the IUCN Council
February 2010	Signing ceremony of the official agreement (MoU) with selected Host Country

Meeting with Host Country candidates

A face-to-face meeting will be held in Gland (suggested dates: between 13 and 15 May 2009) with representatives from both Host Country candidates. They are to provide IUCN, in writing, the name(s) of their representative(s) who will be attending and a list of issues they wish to table no later than two (2) working days prior to the scheduled meeting. The exact date of the meeting will be set after consulting with all candidates.

Appendix A

Sample Budget

based on the 2008 World Conservation Congress
Period: 4 years
(in Swiss francs)[1]

[1] The sample budget can be provided upon specific written request from an IUCN Member organization.

Appendix B
Evaluation Criteria and Selection Method

Preliminary evaluation of proposals will be based on the criteria outlined below. IUCN reserves the right to accept any offer as presented and without any further negotiation with the Host Country candidate. It is the candidates' responsibility to obtain explanations as needed with regard to the requirements listed in the present document before submitting their offer.

The following criteria will be considered to evaluate the responses received:

A. Responsiveness to this Statement of Requirements (20/100 points)

- Understanding of the mandate
- Level of country's governmental commitment
- Format: presentation, clarity
- Site inspection

B. Qualifications, experience, economic advantages, and ability to mobilize resources of the country (25/100 points)

This will be evaluated based on the breadth and the depth of the country's experience with projects of a similar nature and scope as covered in this Statement of Requirements. A strong emphasis will be placed on the references provided by the country in validating their qualifications and experience in working with an international body.

The Host Country candidate must demonstrate its approach to providing financial contributions for all the services required to host the 2012 World Conservation Congress, as outlined under the 14 criteria in the Scope of Requirements.

C. The country's technical approach to providing the required services (35/100 points)

The Host Country candidate must demonstrate its approach and strategy to providing the services required by IUCN for the 2012 World Conservation Congress, including factors such as Congress venue, accommodation, transportation, visas, tax exemption, contribution to the overall cost, support to participants from countries in need and other considerations including value of destination, both culturally and otherwise. (These elements are more fully explained under the 14 criteria in the Scope of Requirements.) IUCN welcomes innovation and creativity on the part of a Host Country candidate, if the latter deems it pertinent.

D. Commitment to social and environmental practices (20/100 points)

The country must elaborate on its own internal standards with regard to social and ecological responsibility, and detail how it proposes to assist IUCN in establishing environmentally-friendly practices at the 2012 WCC.

NOTES:

IUCN is not responsible for expenses incurred by a candidate country in establishing or presenting a proposal or in conveying any such supplementary information as deemed necessary for the evaluation process.

IUCN assumes all expenses for the first site inspection visit made prior to Host Country selection.

The Host Country agrees that submission of a proposal entails the signature of a Memorandum of Understanding that will contain all financial and technical commitments made by the bidding country in its application document.

The Host Country is expected to be fully liable for any and all insurance coverage related to organizing and hosting the Congress.

Appendix C
Financial Proposal

The term “Congress” is understood to mean the Forum and the IUCN Members’ Assembly, the exhibits associated with it, and all activities related to the World Conservation Congress.

COMPLETE ONE OF THE FOLLOWING PROPOSALS AND CROSS OUT THE OTHER ONE:

1. WE ARE PREPARED TO PAY TO IUCN .....Swiss francs, FOR THE PREPARATION, IMPLEMENTATION AND FOLLOW-UP OF THE 2012 WORLD CONSERVATION CONGRESS AND OTHER RELATED EVENTS. THIS AMOUNT WILL BE PAID ACCORDING TO THE FOLLOWING SCHEDULE (FROM 2009 TO 2012):

……. Swiss francs to be paid within one month following IUCN’s decision

……. Swiss francs in yearly instalments from 2009 to 2012

Remainder …….. Swiss francs three months before the opening date of the Congress

2. OTHER PROPOSALS: BIDDING COUNTRIES ARE FREE TO MAKE OFFERS DIFFERENT FROM THAT IN POINT 1 ABOVE. SUCH PROPOSALS MAY BE PRESENTED IN THE SPACE BELOW OR IN A SEPARATE DOCUMENT ATTACHED TO THIS FORM.

……. Swiss francs

PAYMENT METHOD AND SCHEDULE:

……. Swiss francs to be paid within three months after IUCN’s decision

Remainder …….. Swiss francs in yearly instalments from 2009 to 2010

CANDIDATURE PRESENTED BY ……...

IT IS IMPERATIVE THAT THE MINISTER FOR FOREIGN AFFAIRS SIGNS THIS FORM.

<u>Signatures</u>:

……

Appendix D

World Conservation Congress

Code of Conduct

All candidates shall be treated equally and fairly.

Obligations of Host Country candidates

1. Until the deadline for reception of the final application document no further promotion of the proposal of any kind is permitted.
2. Between the deadline for reception of the final application document and the conclusion of the site inspection candidates may only promote their country in a general way. Candidates must not promote aspects of their proposal that will receive special attention during the site inspection.
3. Prior to the Host Country selection, candidates shall not reveal their proposal, in whole or in part, to either IUCN staff or any Councillor other than the official delegation, as specified in the submission guidelines.
4. After the conclusion of the site visits the candidates may promote their candidacy in any reasonable way that is consistent with the integrity and fairness of the selection process.
5. While IUCN is mindful of cultural variations in business practices, candidates are asked to refrain from giving any gifts, hospitality or value in kind to any IUCN staff or Councillor that is intended to directly influence the opinion of the evaluation team and therefore could be construed as an attempt to influence the selection process.

Obligations of IUCN Council and staff members

No IUCN Council member, or member of the IUCN staff or the evaluation team may solicit or accept any gift, hospitality or value in kind from any Host Country candidate (directly or indirectly) that could be seen as affecting the person’s impartiality with regard to the selection process.