

Note by the secretariat

Informal document **GRVA-18-57**
18th GRVA, 22-26 January 2024
Agenda item 13(b)

Official GRVA Meeting outside Geneva

Procedural/administrative steps

Use of UN premises - Benefits

- No specific Host Country Agreement needed
- Use of existing infrastructure and services
- Budget for meeting in Geneva to be used for meeting in other Duty Station usually considered as «intersessional departure» decided by Committee on Conferences
- Limited risk for additional costs

Items to consider for «intersessional departure»

- **Date of session** – availability of rooms February Year -1
- **Budget for staff travelling** January Year -1
- **Interpretation** February Year -1

Potential travel costs if no local interpreters available

- **Meeting room** Budget for meeting in Geneva used for meeting in other duty-station
Decision by Committee on Conferences March Year -1
 - **Local support staff** - room assistant –sound technician (usually with meeting room)
 - **Security costs** during usual working hours no additional costs
- potential costs to UNECE for non UN Badge Holders**
- **Document processing/translation** will be done in Geneva (no change)

Use of non UN premises

- Specific Host Country Agreement needed (Diplomatic immunity for participants, covering all costs by host country, ...)
- UN Security on site (incl travel costs, costs of security services and equipment incl X-ray scanners, ...)
- UN certified Interpreters on site (incl travel costs, ...)
- Meeting facilities with equipment for interpretation, technicians and assistants, ...