



Foreign &
Commonwealth
Office

REQUEST FOR INFORMATION

COP 26 – Production Services

Project Reference Number: 3653

Issue Date: 21st November 2019

Closing Date: 13th December 2019

Table of Contents

Cover Letter..... 3

PART 1 – BACKGROUND 4

 1. 1 Background to the Authority 4

 1. 2 The Opportunity 4

 1. 3 Purpose of the RFI 5

PART 2 – INSTRUCTIONS 5

 2. 1 RFI key dates 5

 2. 2 Authority contact 6

 2. 3 Queries and questions during the RFI period 6

 2. 4 Response method 6

 2. 5 Late responses 6

 2. 6 Suppliers to inform themselves 6

 2. 7 Costs of preparing the response 6

 2. 8 Confidentiality 6

 2. 9 Acceptance of these Conditions 7

PART 3 – INFORMATION TO BE PROVIDED 7

 3. 1 Supplier details 7

 3. 2 The Requirement 7

 3. 3 Indicative Pricing 8

Annex A – Scope of Requirements 9

Annex B – Supplier estimated costs 20

Cover Letter

Via Contracts Finder

Dear Potential Provider,

RE: Request for Information for COP 26 Production Services

The Foreign and Commonwealth Office (The Authority) is currently reviewing the provision of production services for the COP 26 conference which will be held in Glasgow in November 2020. As part of developing our plans to meet this requirement we are issuing this Request for Information (RFI). This RFI is one vehicle by which we can systematically identify similarities and differences between suppliers in the market, and additionally gain a greater understanding of specific suppliers' abilities, core business and strategic outlook with respect to this opportunity.

You are invited to submit a response to this RFI. We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely

Harry Williams

Senior Commercial Advisor, Foreign and Commonwealth Office

PART 1 – BACKGROUND

1.1 Background to the Authority

The FCO promotes the United Kingdom's interests overseas, supporting our citizens and businesses around the globe.

We are responsible for:

- safeguarding the UK's national security by countering terrorism and weapons proliferation, and working to reduce conflict;
- building the UK's prosperity by increasing exports and investment, opening markets, ensuring access to resources, and promoting sustainable global growth;
- supporting British nationals around the world through modern and efficient consular services.

The FCO's Major Events Team provides a comprehensive event management service organising meetings, conferences, summits and events throughout the UK, be it a meeting for 20, a reception for 200, or an International Summit for 2,000+. The service includes finding the right venue from the Fine Rooms of the FCO and Lancaster House to conference centres and hotels throughout the UK. The Team offer a full delegate management package and also take care of all the event arrangements. Services include arranging catering, transport, media facilities, audio-visual and printing. Throughout the event the Team provides a complete on-site event management service.

1.2 The Opportunity

The United Kingdom will host the 26th United Nations Conference of the Parties ("COP 26") on 9-21 November 2020 at the Scottish Event Campus (The SEC) Exhibition Way, Glasgow G3 8YW. COP 26 will be a high-profile; large-scale event and the organisational and logistical demands will be huge. We expect Heads of State and Government from 150-190 countries to attend for 1-2 days at the start of the event, while the main high-level Ministerial segment is expected on week 2. We anticipate approximately 30,000 attendees across 2 weeks with around 12,000 people in the conference centre at any one time. On average participants attend for up to 5 days with around 6,000 staying for the full duration.

This is a major priority for the Authority in 2020 and it is imperative the Authority maintain their high reputation for the impeccable organisation and delivery of international events.

We will be looking to provide conference and media facilities to cover plenary and meeting rooms, office spaces, arrival/search facilities, exhibition space, catering spaces (the catering contract will not be part of this provision, but setting up adequate dining facilities will be) and a fully equipped Media Centre totalling approximately 100,000 - 110,000 m sq. of space (see **Annex A** for further details of the scope of our requirements).

As well as using the existing space within the SEC we will require substantial structure builds to accommodate some of the areas specified above. Within the car parks on the SEC Campus we expect to build double story hard sided structures of approx. 45,000 m sq. as well as further structures on the opposite side of the river to accommodate a fully equipped media centre.

There will be a major focus on sustainability in all aspects of the conference. Use of local suppliers and workers will be encouraged to bring economic benefits to Glasgow and the surrounding region.

Due to the scale of the requirement, the Authority is looking to appoint one or more companies to support us to deliver the overall Production of a successful 2020 COP 26 conference. It is incredibly important for the reputation of the UK, the British government and the supplier providing the services that the successful company /companies delivers to an extremely high standard, on time, environmentally sustainable and within budget. Costs should reflect excellent value for money coupled with this high standard of delivery.

1.3 Purpose of the RFI

The purpose of this RFI is to allow the Authority to assess supplier responses and use the resultant assessments in future decision making in regard to supply of the Opportunity. Whilst it is the intent of the Authority to compare supplier responses for the purposes of pre-qualification and possible short listing for further consideration, the Authority makes no obligations or undertakings in any way to:

- a) go to tender; or
- b) accept any RFI information received from suppliers; or
- c) include suppliers responding to this RFI in any future tender invitation; or
- d) Any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of the Opportunity.

PART 2 – INSTRUCTIONS

This Part sets out instructions regarding submission of responses to this RFI.

2.1 RFI key dates

The following key dates apply to this RFI:

RFI Issue Date	As stated on the RFI Cover Page
RFI Closing Date and Time	As stated on the RFI Cover Page

2.2 Authority contact

The following individual is the nominated Authority contact for this RFI.

Name	Harry Williams
Title/Position	Senior Commercial Advisor
Contact	Via harry.williams@fco.gov.uk

2.3 Queries and questions during the RFI period

Suppliers are to direct any queries and questions regarding the RFI content or process to the Authority contact. All questions should be submitted via email only. The Authority may choose to convey responses to submitted questions and queries to all suppliers so that each is equally informed.

2.4 Response method

Suppliers must submit 1 copy of their response (covering any or all of requirements 1-3 as detailed in the Annex B) to Authority via email. Responses are to be submitted in PDF or Word format. Responses must be prepared in English and in the format requested in Part 3 of this RFI.

2.5 Late responses

Suppliers are responsible for submitting their response prior to the RFI closing date and time in accordance with the acceptable lodgement requirements described in Clause 2.4. There will be no allowance made by Authority for any delays in transmission of the response from supplier to Authority. Any Proposal received by the Authority later than the stipulated RFI closing date and time may be removed from further consideration by the Authority.

2.6 Suppliers to inform themselves

The Authority has taken all reasonable care to ensure that the RFI is accurate; however the Authority gives no representation or warranty as to the accuracy or sufficiency of the contained information. Further information on the United Nations Framework Convention on Climate Change 'How to COP' is available from the UNFCCC Secretariat (web: <http://unfccc.int>)

2.7 Costs of preparing the response

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. The Authority shall not pay the supplier, wholly or in part, for its response.

2.8 Confidentiality

Except as required for the preparation of a proposal, suppliers must not, without the Authority's prior written consent, disclose to any third party any of the contents of the RFI

documents. Suppliers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

2.9 Acceptance of these Conditions

Suppliers, by submitting a response to this RFI, are deemed to have acknowledged and agreed to the conditions set out in this RFI.

PART 3 – INFORMATION TO BE PROVIDED

This Part details all the information suppliers are required to provide to the Authority. Submitted information will be used by the Authority as set out in Clause 1.3. The following minimum information is to be provided. If this information, or any additional information, is available on your website please provide the address to enable the Authority to undertake further analysis.

3.1 Supplier details

- a) Supplier name (Trading and Registered), Company Number, registered address.
- b) Details of supplier operations and operating locations.
- c) SME status.

3.2 The Requirement

- a) Due to the scale of the requirement, the Authority is considering splitting the requirement into up to three separate contracts: construction of external structures, venue dressing and media services (see Annex B). Due to timescales, the ITTs may be published around the same time. Please indicate whether you would prefer this approach, or if not the problems this would create for you. Please also which contracts you would consider bidding for.
- b) If the requirement is split, the Authority will require up to three suppliers to work together successfully, potentially under a lead supplier. Please indicate how you would do this, including the main risks or problems to be managed, e.g. ensuring technical/ITC connectivity between different suppliers' systems.
- c) Please explain how many months you would need to deliver the project.
- d) The Authority operates a payment on delivery policy. The Authority does not make advance payments for goods or services. Please indicate whether this would be acceptable to you and if not, please explain why and propose an indicative milestone payment plan.
- e) The Authority wishes to use as many local businesses and people as possible. Please explain how you might meet this requirement.
- f) Environmental and sustainability policy will be key to the delivery of COP 26. Please give details of environmental certifications held and company environmental policies.

3.3 Indicative Pricing

- a) Please give an indicative price for each contract that you would bid on, based on the Authority's description of the requirement above and in the Annexes. Indicative prices will be used for information purposes only.

Annex A – Scope of Requirements

Our requirements:

Requirement 1 – Construction of external structures

The provision of double story structure builds within the car park areas to house:

- Arrivals, Registration & Search Hall structure within car park 1, as per the description in this Annex A
- The Meeting and conference room listed (30 rooms), but NOT the Plenary Rooms
- The Special Events Rooms (6 rooms)
- 30 offices
- Catering area for 200 people

Requirement 2 – Venue dressing

Please cost for the following (all will be built within the event halls):

- The Global Climate Action Rooms and Amphitheatre, as detailed in this Annex A
- The Pavilion and Exhibition Space and pavilion spaces. Costs should be indicated on a cost per m² of space provided
- Provision of 70 offices
- Catering spaces as detailed above
- VIP lounge in main SEC building
- 2 x Plenary Rooms as detailed above
- VIP facilities in the Hydro as detailed above
- Bilateral Rooms within the Hydro (using existing boxes)

Requirement 3 – Media Services

- 2 x Press conference rooms (these could be built using existing event space rather than new exhibition space)
- Media Centre, as detailed in this Annex A

Arrivals, Registration & Search Hall

We expect this to be a structure build within car park 1 and the East Plaza area.

The area will be used for participants and press (1,200–1,400 m² without taking into consideration office space for registration), with facilities to queue appropriately outside; straight desk counter with sufficient overhead portrait-type LED floodlights for optimal photo shoot of the participants to be taken for the database, close to the entrance of the Conference centre (30–35 m long, able to accommodate printers of size dimensions 50 x 50 x 50 cm and allowing for 25 staff to work); appropriate ventilated lockable server room (15 m²) located beside the registration office; sufficient space and tools for managing long queues; security arrangements; office space (150 m²) with about 18 workspaces; and 30 security scanner kits.

Meeting facilities

The conference meeting facilities include two large Plenary Halls and up to 35 meeting rooms in various configurations. If space allows, we anticipate all conference rooms will be

constructed within the external build structures, with the exception of the two main Plenary Rooms where will use the existing Hydro and Armadillo buildings.

Plenary Halls x 2

The plenary halls is where all formal meetings of Parties take place. It should have the capacity to seat approximately 1,600 participants and is by far the most technically complex of all the conference meeting facilities. Inside the plenary, the seating arrangement is a formal configuration. Seating is allocated in alphabetical order with each of the 197 Parties having four seats: two at a table and two advisor seats behind them. Each Party is provided with a microphone and country nameplate. Behind, seats are allocated for representatives of international organizations, United Nations specialized agencies and observer organizations.

Non-allocated seating rows are located at the back of the plenary for additional participants to follow the proceedings. The plenaries are equipped with large projector screens to enable participants in the room to see the speakers, whether they address the plenary from the floor or from the podium. The screens should be sufficiently large to offer optimal visibility from any location within the hall. Depending on the size of the hall, it may be necessary to install additional screens in the middle of the plenary to ensure good visibility for those seated in the back rows. The head table on the podium, which usually seats nine people, is equipped with integrated screens displaying a name handling system that informs the chair which country or entity is requesting the floor, and a geo map of the plenary to assist the chair in identifying the location of the requester. The head table has an integrated comfort monitor to view content displayed on the projection screen behind the podium. The podium is also equipped with a lectern and a teleprompter, which is usually only used during the high-level segment for the national statements of Heads of State and Government.

The plenaries are equipped with interpretation booths to facilitate simultaneous interpretation in all six official United Nations languages. Participants are provided with infrared headsets that enable them to follow the proceedings in the language of their choice. A minimum of four television broadcast-quality cameras is required in the plenaries, which, along with the dome camera system, transmit the proceedings to a master control room (MCR). From there, all images and audio feeds in each of the six United Nations languages are made available to the media for further editing and dissemination.

Room	Seating Style	Total Seats	Specification
Plenary Room 1	Classroom	Total 1600 Seats 544 seats at tables 1056 observer seats	Podium, head table for ten speakers with ten podium microphones, 544 table microphones. Plenary rooms should be fully equipped adequate sound and visual feeds, lighting and broadcast facilities
Plenary Room 2	Classroom	Total 1300 Seats 544 seats at tables 756 observer seats	Podium, head table for ten speakers with ten podium microphones, 544 table microphones. Plenary rooms should be fully equipped adequate sound and visual feeds, lighting and broadcast facilities

Other meeting and conference rooms

The conference facilities usually include between 25 and 30 meeting rooms of various sizes and configurations. The exact number, as well as the set-up of the rooms, depends on the conference agenda. The most popular configuration, given that the rooms are usually used for negotiations, is the hollow square accommodating 20 to 100 persons, where all Parties face each other. Additional seats are generally provided in a second row for advisors or as overflow to allow observers and others to follow the proceedings. All tables are equipped with electrical power outlets to enable participants to charge their electrical equipment while working.

All conference rooms shall be soundproofed and be designed and equipped in a manner to prevent radio interference. Each room should be equipped with adequate ventilation and air-conditioning/heating systems. Depending on their size, configuration and function, all conference rooms shall be equipped with adequate audio and video equipment, in addition to projectors and screens. In room settings with a podium or stage (mainly theatre and classroom), a minimum of two large screens with projectors are to be placed on the side and in front of the stage or podium. In square settings, sufficiently sized monitors (minimum 55") are to be placed within the square for those at the table, in addition to visible projectors or (LCD) screens for advisers and overflow. Typically, one microphone is available for the two seats at each table, with a minimum of two handheld microphones for the floor. A classroom or theatre setting includes a podium (20–40 cm high, accessible for wheelchair users) with a head table equipped with a modesty panel and chairs and podium microphones for a minimum of six speakers.

Standard conference room settings will be complemented by cameras, spotting systems, broadcasting/webcasting capabilities, monitors, projection screens and special lighting and sound systems in certain rooms. Rooms requiring a spotting system will need to be equipped with an adequate number of dome cameras linked to the microphone system to show the presenter on the monitors and screens when speaking. Picture-in-picture capability will be necessary during presentations.

Every room shall be equipped for audio recordings in wave or MP3 format for every session based on the requirements noted in the room booking system.

An example of the required meeting rooms are listed below:

Room	Seating Style	Total Seats	Specification
Meeting Room 1	Classroom	Total 550 seats 270 seats at tables 280 Observer seats	Podium, head table for six speakers with four podium microphones, 135 table microphones, four handheld microphones
Meeting Room 2	Classroom	Total 300 seats 100 seats at tables 190 Observer seats	One interpretation booth and sufficient headphones, podium, head table for six speakers with four podium microphones, 55 table microphones, two handheld microphones
Meeting Room 3	Classroom	Total 200 seats 200 seats at tables	Podium, head table for six speakers with four podium microphones, 100 table microphones, two handheld microphones

OFFICIAL

Meeting Room 4 & 5	Classroom	Total 150 seats 150 seats at tables	Podium, head table for six speakers with four podium microphones, 75 table microphones, two handheld microphones
Meeting Room 6	Classroom	Total 80 seats 60 seats at tables 20 Observer seats	Podium, head table for six speakers with four podium microphones, 30 table microphones, two handheld microphones
Meeting Room 7	Square	Total 300 seats 100 seats at tables 200 Observer seats	50 table microphones, two handheld microphones, spotting system
Meeting Room 8	Square	Total 200 seats 100 seats at tables 100 Observer seats	50 table microphones, two handheld microphones, spotting system
Meeting Room 9	Square	Total 200 seats 80 seats at tables 120 Observer seats	40 table microphones, two handheld microphones, spotting system
Meeting Rooms 10-13	Square	Total 120 seats 60 seats at tables 60 Observer seats	30 table microphones, two handheld microphones
Meeting Rooms 14-16	Square	Total 80 seats 40 seats at tables 40 Observer seats	20 table microphones, two handheld microphones
Meeting Rooms 17-22	Square	Total 60 seats 30 seats at tables 30 Observer seats	15 table microphones, two handheld microphones
Meeting Rooms 23-25	Square	Total 40 seats 20 seats at tables 20 Observer seats	10 table microphones, two handheld microphones
Meeting Rooms 26-30	Square	Total 20 seats at tables	Easily moveable screens/monitor(s) for possible changeovers, no microphones and power at table

Special Events Rooms

As well as the meeting rooms listed above we will need to set up six rooms for special events and constituency meetings. In addition to the general conference room standards listed above, all special event rooms will be equipped with adequate lighting, audio-visual equipment (dome cameras, audio/video mixers, audio capture, adapters and cabling) to allow broadcasting on Facebook Live, YouTube and other social media platforms.

Special Events Room 1	Theatre	Total 300 seats	Two interpretation booths with sufficient headphones, podium, head table for eight speakers with six podium microphones, lectern, two handheld microphones for floor
Special Events Rooms 2 & 3	Theatre	Total 300 seats	Podium, head table for eight speakers with six podium microphones, eight advisers behind, lectern, two handheld microphones for floor
Special Events Room 4	Theatre	Total 150 seats	Two interpretation booths with sufficient headphones, podium, head table for six speakers with four podium microphones, six advisers behind, lectern, two handheld microphones for floor
Special Events Room 5	Theatre	Total 150 seats	Podium, head table for six speakers with four podium microphones, lectern, two handheld microphones for floor
Special Events Room 6	Theatre	Total 100 seats	Podium, head table for six speakers with four podium microphones, lectern, two handheld microphones for floor

Global Climate Action Rooms and Amphitheatre

The Climate Action Rooms and the Amphitheatre are facilities for innovative, interactive and multimedia activities. In addition to the general conference room standards listed above, the two Action rooms shall be equipped with adequate lighting, audio and video equipment (dome cameras, audio/video mixers, audio capture, adapters and cabling) to allow broadcasting on Facebook Live, YouTube and other social media platforms. Outside each Action room, there should be sufficient space and catering infrastructure (furniture, electricity and water supply/drainage) to provide simultaneous catering services.

Action Room 1	Square	Total 150 seats 50 seats at tables 100 overflow seats	25 microphones at table and four handheld microphones for floor, three interpretation booths with sufficient headphones
Action Room 2	Theatre	Total 400 seats	Podium with space for 10 freestanding armchairs and five coffee tables, lectern, 12 lapel microphones and 10 microphones on seat-level stands for (seated) speakers and

			four handheld microphones for floor, three interpretation booths with sufficient headphones
Amphitheatre	Theatre	Total 150 seats	A stage with four freestanding armchairs and two coffee tables, lectern, six handheld microphones and three lapel microphones

Pavilion and Exhibition space

Exhibits serve as a platform for observer organizations and Parties to highlight diverse climate change issues at UNFCCC conferences and provide a meeting point for participants. They cover a wide variety of topics and are loosely clustered by thematic group.

Within the existing SEC venue we envisage creating exhibition and pavilion spaces. In previous COPs, on average, approximately 50 countries request pavilion space. Delegation pavilion (and office space – see below) (approx. 10,000 m²) will available on a commercial basis to be managed by and bookable from the winning production company. One UNFCCC pavilion space will have a prime central location and in an area allowing access to the pavilion from all four sides (250 m²).

Exhibit space (3,000 m²) will be provided with sufficient space for 160 exhibits of 2 x 2 m each; each exhibit should be equipped with a small round table and two armchairs, plus a 2-m high backdrop reflecting the name of the exhibitor (confirmed by the UNFCCC) and lighting; each booth should be equipped with one 32-inch monitor, extension cables with four sockets and sufficient power supply for all electrical equipment. IT solutions should be provided to realize sustainable measures and to foster electronic dissemination of exhibit materials.

Office facilities

COPs are working conferences and as such office space is always in high demand. Most Parties require office space for the duration of the conference. Office space for Parties is always offered on a fairly priced, commercial basis as its availability is critical to the success of the conference. Adequate office facilities are also required by the host country, which will need to relocate and accommodate many of its own staff to support the conference on site. A number of UN secretariat staff will also need suitable office facilities at the venue to support the conference. The secretariat and COP Presidency teams are usually located in close proximity to facilitate collaboration and coordination.

We will provide offices (including soundproof executive offices and staff meeting rooms, general office areas and copy rooms) to be used by the UNFCCC secretariat, other United Nations staff and general delegations.

In all prefabricated areas, attention should be given to lighting, air conditioning, heating and adequate soundproofing. All offices shall be equipped with furniture and equipment. Open and circulation areas outside office areas shall provide sufficient space for lounge furniture, sockets, water dispensers and IPTV monitors.

We anticipate approximately 100 offices of various sizes with around half being offered on a commercial basis to Parties.

Catering facilities

Owing to the intensity of the work programme during the conference, it is important to provide adequate catering facilities at the venue. Experience has shown that, owing to the diverse needs of the participants, it is advisable to have three types of catering facilities: a large food court to cater to the masses, a smaller restaurant facility to provide more exclusive catering (ministerial and high-level lunches for instance) and a third area that can be used for normal day-to-day catering while offering the possibility to host medium-sized receptions on demand.

Catering areas with sufficient seating capacity in accordance with the number of participants, including the following:

- Food court (1,500 m²), including kitchen and indoor/outdoor seating arrangements;
- Two to three restaurant areas (800 m² each), including kitchen and indoor/outdoor seating arrangements;
- Catering spaces adjacent to the special event rooms, action rooms and amphitheatre to provide coffee-break and reception services to event organizers;
- Coffee corners adjacent to the main circulation areas, exhibition and press areas, serving basic beverages and snacks during the operating hours of the specific areas; and
- Two to three designated banquet areas to accommodate 20 to 200 guests per event.

VIP facilities

Provisions must be made to accommodate and cater to the particular needs of Heads of State and Government attending the conference, including a VIP lounge where they gather before proceeding to the plenary to deliver their statements. The size of this facility depends on the anticipated number of VIPs and their accompanying teams.

The ideal location for a VIP lounge is as near as possible to the main plenary to ensure the shortest possible transit time and easier control for security. In addition to the lounge area, it has become customary to provide a few bilateral rooms (10–20 person capacity) in the immediate vicinity to enable Heads of State and Government to meet privately.

Furniture for bilateral rooms to be set up in existing meeting rooms, furnished with two executive armchairs, 20 advisers chairs, a Conference backdrop, a catering table, floral decoration, and adequate lighting for photo opportunities.

The lounge (500 m²) for gatherings of VIPs and special guests (VIP+3) attending the opening ceremony and other functions shall be secure and soundproofed and shall provide sufficient space and be flexible enough to serve as a lounge, dining/reception room and family-photo location.

A security holding and VVIP advance team's briefing office should be located next to the VIP lounge for use by security personnel accompanying VIPs.

Media: Press Conference rooms x 2

Both Press Conference Rooms shall accommodate at least 300 accredited correspondents on seats with fold-down writing surfaces, have sufficient standing room for press photographers and be equipped as follows:

- A Conference visual design backdrop with logos and sufficient lighting for broadcast-quality TV coverage;
- Two fixed and two mobile cameras provided by the host broadcaster. All cameras are to be linked to an operations room or OB truck, where the signals are to be mixed live before distribution;
- Two large screens at either side of the podium and two downstage monitors;
- Sound amplification suitably loud enough for the audience to hear what is being said at all times;
- A podium at the rear to accommodate up to 20 TV cameras and XLR distribution units for sound distribution in English and floor language in each room

Media Centre

The media play an important role in amplifying the messages from the conference as well as informing the broader public of climate change issues and the progress of the negotiations. To facilitate their work, media representatives need a dedicated, well equipped area from where they can disseminate the information coming out of the conference. The heart of the media area is the Media Control Room (MCR), where audio and video feeds from all over the conference venue (from the plenaries, press conference rooms and certain adequately equipped meeting rooms) converge. The MCR is usually equipped and operated by the host country's national broadcaster as it has the necessary equipment and technical expertise to run such an operation.

The international broadcast centre, which should be in close proximity to the MCR, accommodates international, regional and local radio and television broadcasters in approximately 80 workspaces in an open-plan layout, allowing for approximately 10 enclosed cubicles for large international broadcasters and 12 enclosed cubicles for international print news agencies. The written press area (for online and print media) should accommodate at least 370 tables with chairs, 100 laptop workstations with internet access and 200 desks with integrated power outlets and network cables. In addition to these facilities, the media require a 'stake-out' position – a permanent interview corner equipped with branded event backdrops and adequate lighting – to enable ministers and other VIPs to make brief appearances or statements on camera.

Accredited media also require as many as 30 stand-up positions for TV broadcasters to make live broadcasts, which should be made available in appropriate locations throughout the conference venue. Stand-up positions are not permitted in plenary rooms. Ideally the stand-up positions should be located within 100 m of the satellite farm (the area in which satellite newsgathering vehicles are parked). The satellite farm should be located in a central position within the venue where satellite newsgathering vehicles can receive power and audio/video feeds from the MCR and stand-up positions.

Detailed Media Centre requirements

Media and broadcasting service area (6,000 m²) and offices for the media team to be located separate from the plenary halls and main staff office area. The area shall include adjacent external parking spaces for 10 or more SNG trucks and 20 or more external stand-up positions. The press area shall be open to media representatives 24 hours a day. The facilities should accommodate approximately 1,500 media at any one time. Full host broadcast provision should be provided.

We envisage the following build within the media centre (but not limited to):

- 1 x office, including conference table for four people and open-space office for support staff of 13 people at desks located separately.
- 1 x office (32 m² with open counter frontage along three fourths of one wall), including four desks with lockable drawers, 10 chairs (of which 4 are to be high chairs), a conference table for four people
- 1 x Office x 12 people
- 1 x meeting room large enough to seat 20 people.
- 1 x media information desk with an open counter
- A loudspeaker system for press announcements in the press area;
- A press area for print media shall include the following 150 tables with chairs and sockets;
- 100 workstations that have laptops with Internet access and four multifunctional printers
- 100 plug-and-play desks with network cables (RJ45); telephone and/or ISDN lines may additionally be provided on a commercial basis;
- Wireless Internet access, including the possibility of uploading certain agreed volumes of data
- An infrared sound distributor to allow the use of headphones in the press area to follow the proceedings in Plenary I, Plenary II and the two press conference rooms on IPTV monitors with provision for a minimum of two languages;
- A loudspeaker system for media announcements;
- The provision of an XLR audio distribution unit to be provided outputting 10 English and 10 floor language from Plenary I and II only;
- At least one dedicated and easily identifiable IT service desk;
- A permanent interview corner for use by independent film crews on an ad hoc basis. The location should have four chairs, a circular table, lighting and a branded event backdrop;
- Up to 30 stand-up positions for TV broadcasters to make live broadcasts. Each stand-up position is to measure 3 x 2 m. If located in an outside area open to the elements, the total area of the stand-up positions is to be provided with suitable shelter;
- The stand-up positions should ideally be located within 100 m of the satellite farm, the parking area of SNG vehicles and flyaways; and
- Fibre cable runs are to be installed from a centrally located position adjacent to the stand-up positions connected to the MCR and a centrally located position in the satellite farm area.
- An area is to be identified as close as possible to the media centre for parking SNG and similar technical vehicles. The ideal distance is within 100 m. The area is to be based on the potential need of up to 20 vehicles needing space. It will be the host broadcaster's responsibility to manage this area with regard to parking and moving vehicles

- An IBC shall be established to accommodate international, regional and local radio and TV broadcast networks that will apply for space and upon successful accreditation will be entitled to receive all TV and radio facilities and services provided by the host broadcaster. The IBC area shall be protected against outside noise levels as best as possible. The IBC shall have an MCR (approximately 100 m²) where all visual and audio signals will be archived and distributed to 75 workspaces in an open-plan layout for use by TV and radio broadcasters (each open-plan workstation to measure 2.1 × 1.2 × 3 m);
- 12 enclosed cubicles for larger international TV and radio broadcasters (each enclosed cubicle to measure 8 × 4 m or equivalent to match 32 m²);
- IPTV distribution across the Conference site;
- The webcasting operation of the COP; and
- A quiet room is to be provided for radio interviews and submissions. The room is to be soundproof and provided with a round table and four chairs. The room will be managed by the UNFCCC IBC manager using a booking process.
- Workspaces are to be equipped with basic furniture, including a desk, chairs, adequate overhead lighting, a desktop-mounted lamp, sockets, a wastepaper basket and three RJ45 network connections;
- Enclosed cubicles are to be equipped with desks, chairs, sockets, wastepaper baskets and nine RJ45 network connections. Doors to be lockable.
- One CCTV monitor for each of the open-plan workstations and two for each of the larger cubicles (a total of 99 monitors measuring 26–32 inches) will need to be able to be remotely switched to individual channels to receive coverage from the two plenary rooms and the two press conference rooms. Where available, a split-screen system should be used to show the images from all sources. The monitors should be mounted on the wall to provide more desk space;
- A broadcast-quality visual signal from the two plenary rooms and the two press conference rooms to be delivered to each TV workstation and TV enclosed cubicle
- Lockable metal storage cabinets (120 × 45 × 60 cm each) with a single shelf shall be provided, each with three keys.
- Fourteen lockable enclosed cubicles (dimensions 4 × 4 m) for international and local print news agencies shall be provided with worktops for nine journalists, chairs, wastepaper basket, sockets, adequate lighting and nine RJ45 Internet network connections and a CCTV monitor that can be remotely and individually switched to receive video and audio coverage from the two plenary rooms, the two press conference rooms playback channel, and meeting agenda channels.
- The final number of workspaces required for individual broadcasters and news agencies shall be decided by the UNFCCC media director in close consultation with the Host Government but for the basis of planning we should aim to provide a further 800 work stations for general media

The host broadcaster shall provide national and international television and radio broadcasters accredited to cover the Conference with live video and audio feeds of the Conference proceedings in Plenary I, Plenary II and the two press conference rooms. The host broadcaster shall also provide the video and audio feeds for CCTV coverage and

webcasting. The host broadcaster shall also provide live coverage of all public proceedings of the Conference.

For CCTV and webcasting purposes, television and radio signals of the Conference shall be provided by the host broadcaster. They shall be provided free of charge to national and international TV and radio broadcasters accredited to cover the Conference and to international news agencies. Other television services, including play-out facilities, should be offered on a commercial basis. Broadcast clients shall also be charged for any transmission costs, including line and satellite costs. The host broadcaster shall make the necessary administrative arrangements to provide these services to accredited TV and radio broadcasters.

The host broadcaster shall establish and equip an MCR within the media centre to monitor, manage, control and distribute all signals.

The technicians in the Plenaries and press conferences shall video and audio record meeting proceedings. From within the MCR, all of the host broadcaster's video recordings of all Conference meetings in Plenaries I and II and all press conferences in Press Conference Rooms I and II shall run from gavel to gavel in digital format and be stored on hard drives (to be provided by the host broadcaster) of a suitable size to accommodate the whole proceedings. This shall include all visuals (after mixing) and all related audio, including the floor and all interpreted languages. The MCR manager or his/her designated officer shall check the quality of recordings on a daily basis and ensure that recordings are complete, correctly named and of adequate quality.

Annex B – Supplier estimated costs

Our requirements

Please provide estimated costs for 1 or more of the 3 following requirements:

Requirement 1 – Construction of external structures

The provision of double story structure builds within the car park areas to house:

- Arrivals, Registration & Search Hall structure within car park 1, as per the description in Annex A
- The Meeting and conference room listed (30 rooms), but NOT the Plenary Rooms
- The Special Events Rooms (6 rooms)
- 30 offices
- Catering area for 200 people

Requirement 2 – Venue dressing

Please cost for the following (all will be built within the event halls):

- The Global Climate Action Rooms and Amphitheatre, as detailed in Annex A
- The Pavilion and Exhibition Space and pavilion spaces. Costs should be indicated on a cost per m2 of space provided
- Provision of 70 offices
- Catering spaces as detailed above
- VIP lounge in main SEC building
- 2 x Plenary Rooms as detailed above
- VIP facilities in the Hydro as detailed above
- Bilateral Rooms within the Hydro (using existing boxes)

Requirement 3 – Media Services

- 2 x Press conference rooms (these could be built using existing event space rather than new exhibition space)
- Media Centre, as detailed in Annex A

PLEASE NOTE: there may be a requirement for some of the elements for different agencies to work together to deliver the required outcomes