

PREPARING THE MEETING OF THE CPMR POLITICAL BUREAU

(Aarhus – 23rd January 2009)

from 9.00 am to 6.00 pm – *time to be confirmed*

Your Region has invited the Political Bureau of the CPMR to hold its meeting in Aarhus on Friday 23rd January 2009 and we do thank you for it. The aim of the present note is to facilitate the work of those organising this meeting. *This note is written on 7th October 2008.*

This is a general note. The requirements made can of course be modified or adapted according to the wish of the host region and the financial constraints

Should you have any queries, please do not hesitate to contact Mrs M.A. Charon, Director of the CPMR Secretariat

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MEETING OF THE CPMR POLITICAL BUREAU

NUMBER OF PARTICIPANTS

Some 60 / 80 people will be attending the meeting of the Political Bureau:

- the Members of the Political Bureau + assistants
- the Executive Secretaries of the Geographical Commissions
- the General Secretariat: Xavier Gizard, Patrick Anvoin, Rui Azevedo, Carol Thomas, Enrico Mayrhofer, Marie-Ange Orihuela, François Desrentes, Damien Périssé and Marie-Agnès Charon. (names & numbers to be confirmed)

HOTELS

We can envisage various possibilities:

1. A single hotel with a meeting room: it is undoubtedly useful if everyone can stay and work on site, but you have to make sure that the rooms are reasonably priced as not all participants can afford to pay for luxury hotels.
2. Two or three hotels of different categories and a conference hall in one of these hotels (this is practical, but you will have to provide transport for those not staying at the hotel where meetings are held – unless the hotels are very close to each other and participants can walk to and from their own hotel).
3. Two or three hotels of different categories plus an independent place for meetings if conference facilities are not available in the hotels.

Usually an agency or one of the departments of the host Region sees to hotel bookings for participants. (The CPMR sends a hotel reservation form to each participant).

We can, however, advise a different solution: you send us the details (name/address/category/price of the hotel or hotels reserved and the participants then make their own reservations directly with the hotel of their choice (quoting the CPMR reference so as to take advantage of the special price you will have negotiated with the hotels in question). This solution offers the greatest freedom and flexibility at all levels.

TRANSFERS

Usually transfers are organised for participants (and the cost covered) by the host Region if the airport is far away from the meeting venue. If this is the case, an agency or one of the departments of the Region is in charge of supervising arrival and departure times of the participants.

In the case of Aarhus, could you please inform us on the accessibility. We'll then make a decision on organizing transfers or not. Nevertheless, some transfers can be organised with cars for VIPs only (A European Commissioner or a Minister.....). We'll see if it is appropriate when people register.

TASKS AND COSTS INCUMBENT UPON THE HOST REGION

PERSONNEL

The Region should provide the following personnel:

- a **coordinator** responsible for liaising and exchanging information with the CPMR Secretariat and Mrs Charon. As far as the meeting in Aarhus is concerned, we suppose that **Mr Henrik Jensen** will be the coordinator in your region.
- a **competent operator/technician** who is to be **permanently on site** on Friday 23rd January 2009 (all day long and perhaps the day before to install the equipment) to look after photocopying and any technical problems that may arise.
- a **computer technician**. We work with PC (Office XP word-processing) software and require a technician who is to be **permanently on site** on Friday 23rd January 2009 to look after any problems that may arise.
- (optional) One secretary on Friday 23rd January 2009, speaking fluent French or English.

CONFERENCE ROOM AND OFFICE FOR THE SECRETARIAT

Conference hall requisites:

- It must be large enough to hold the necessary tables and chairs for 80 participants maximum
- A data-video projector + computer (for PowerPoint presentations)

Given the relatively limited number of participants, and to ensure a friendlier atmosphere, the tables can be arranged in a rectangle or square, depending on the proportions of the room. Otherwise, we can envisage a more traditional layout that is to say, a platform or rostrum with the rest of the participants facing it (classroom style). NB : water on the tables is appreciated

If the conference hall is not permanently equipped, you will need to provide:

- Fully sound-proof, double cabins for simultaneous interpreting (one for each language)
- Headphones for all the participants (with a few extra in case of necessity)
- Microphones (one for every three participants)
- Plus a cabin or a suitable place for the sound technician(s). This should be placed so that he/she has a full view of the conference hall and can intervene rapidly as and when any problems arise.

The Conference hall should be free one full day prior to the opening of the meeting (that is on Thursday 22nd January 2009) so that the translation cabins can be set up (if necessary) and the room prepared for the meeting (decoration, setting up tables, distributing documents, etc).

Secretariat office requisites: for greater ease and efficiency, this should be as close to the conference room as possible.

Three to four people should be able to work comfortably. The following equipment will be needed:

- 2 PC computers equipped with:
 - a USB port
 - with Office XP and linked to a laser printer + **both equipped with mail + internet**
- **1 powerful photocopying machine capable of making double-sided copies and which will sort and staple the documents automatically**
- 1 telephone line reserved for the sole use of the Secretariat
- 1 independent fax machine
- tables on which the documents can be sorted and the individual dossiers prepared for participants

- Stationery and the usual office materials... (including A4 and A3 paper, ink, staples and anything else needed for the photocopying machine, etc)

The office set aside for the Secretariat should be free and equipped (with all the machines in perfect working order) on the morning of Thursday 22nd January 2009 so that the CPMR secretary can get to work on Thursday morning. We would need at least one day of preparation.

Press room: we think it would be useful if you could appoint someone from your region to take charge of relations with the press. There will be few foreign journalists but one never knows..... Our contact in the CPMR office is Mr Enrico Mayrhofer (based in Brussels - mobile: +32 486 56 19 67). He will get in touch with the "press person" in your region so as to prepare the media coverage of this event once you give us the contact details (name, tel, mail...) Thank you.

Internet room : with 5 or 6 computers equipped with e-mail and internet for the use of our members

MEALS AND COFFEE BREAKS

Preparation of 2 coffee breaks (Friday 23rd January 2009 in the morning & in the afternoon)

One lunch (on Friday 23rd January 2009) and one official dinner (on Thursday 22nd evening or Friday 23rd). It's up to you to decide

RECEPTION DESK AND ON SITE INFORMATION FOR PARTICIPANTS

It is important to bear this in mind for the day of the meeting.

Travel counter:

(Run by a travel agent) to deal with queries and any changes cancellations of airline bookings the participants may wish to make. This is optional as the meeting lasts only one day.

Social programme (optional): for participants and those accompanying them. Usually a full or half-day visit is organised by the host Region on the day following the meeting. In this case, it could take place on Saturday 24th January 2009 but it is not an obligation.

Most participants will leave on Sunday so as to benefit from apex fares.

SIMULTANEOUS INTERPRETING

This is usually provided in 6 languages (English, French, German, Greek, Italian and Spanish). Should you require the names and addresses of interpreters, please do not hesitate to let us know. But if the cost is too high, we can work in 5 languages (English, French, Greek, Italian and Spanish).

When choosing the company in charge of simultaneous interpreting, make sure you can cancel a language if necessary (check cost-free deadlines). On some occasions some Members of the Political Bureau have not attended the meeting, it is therefore wise to make sure that you can cancel a language and cabin without charge. As soon as you have selected the interpreters, please be good enough to let us have their names and addresses so that we can send them the working documents and thus ensure the highest standards of interpreting possible.

NB: we always require the recording of the French channel so as to write the minutes of this meeting, but we do need the agreement of the interpreters.

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| <h2 style="text-align: center;">SUMMARY OF THE TASKS CARRIED OUT BY AND THE COSTS BORNE BY THE HOST REGION</h2> |
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- Appoint a general co-ordinator in your Region to liaise with the CPMR Secretariat (Mrs Charon);
- Rent the conference hall (meeting room; office for Secretariat);
- Simultaneous interpreting in six or five languages (English, French, German, Greek, Italian and Spanish) (we can leave German if the cost is too high). Please let us know;

- Provide a properly equipped secretariat office (enough space, powerful photocopying machine + paper, 2 computers (Office XP), telephone, fax, usual office material, ...);
- Provide the following staff: 2 technicians (1 for photocopier, 1 for computers), 1 secretary to help with typing documents, photocopying, sorting and distributing documents, etc, + 1 or 2 hostesses for reception/conference hall if required;
- Optional: prepare a pack/bag with information on your Region for each participant + gift if you so wish;
- Draw up a short-list of suitable hotels (if possible, negotiate special prices with the hotels and confirm hotel reservations – unless the participants are to reserve their rooms directly with the hotel of their choice). All participants settle their own hotel bills at reception before departure;
- Station or Airport transfers (arrival/departure) if you feel it is justified (maybe for some VIPs only). Transfers from hotel to conference hall if they are separate;
- Organise 1 lunch & one official dinner + 2 coffee breaks (morning & afternoon) on Friday 23rd January 2009;
- **(Optional)** Organise a social programme for participants and those accompanying them on Saturday 24th January 2009).
- **Prepare the title (CPMR Political Bureau – Aarhus – 23rd January 2009) that will be projected on the screen**

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| <h2 style="text-align: center;">SUMMARY OF TASKS CARRIED OUT BY THE CPMR SECRETARIAT</h2> |
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The Secretariat:

- sees to invitations, determines the content of the meeting – prepares the Agenda ...
- answers queries, prepares (in 5 languages) the working documents, sends out those available in advance and distributing additional material on site;
- informs participants and sees to the practical aspects of registration of participants;
- it also assumes responsibility for working relations with Members of the Political Bureau before, during and after the Conference;
- sends the necessary working documents to the interpreters so that they prepare their work in advance;
- The CPMR prepares cards with the full name (name and surname) of each participant. We shall, of course, send you the list of all those taking part as soon as their participation has been confirmed.
- Prepare or take the power point presentation

NB: this note can be revised and if we are too demanding, some requests can be eliminated. So adjustments may be made to this note depending on your capacities. Thank you.

Marie-Agnès CHARON
 Director of CPMR Secretariat
 October 2008