

<b>Contract title</b>	<b>Organisation d' un Cours de Formation Technique et d' un seminaire de Dissemination dans le Cadre du projet BECRA</b>
<b>Client</b>	European Commission
<b>Country</b>	Niger
<b>Duration</b>	24 – 27 May 2011
<b>Budget in €</b>	26.863,75
<b>Contract Description</b>	<p>In order to improve the knowledge that influences the production of rice and cotton in the areas of Burkina Faso and Niger, one workshop was initially scheduled to be organized in each country. Due to political reasons in Burkina Faso, both workshops were finally organized in Niamey, the capital of Niger.</p> <p>During the first workshop the results of the BECRA project were presented and discussed. During the second workshop all reactions and proposals for possible future actions were collected.</p> <p>The specific objective of this assignment was to offer logistical and administrative support to both meetings and assist to the implementation of the two workshops. T&amp;T EXECUTIVE undertook the following tasks:</p> <ul style="list-style-type: none"> <li>÷ travel arrangements for all sponsored participants,</li> <li>÷ hotel accommodation</li> <li>÷ venue rental and set up</li> <li>÷ catering services</li> <li>÷ audiovisual equipment rental and technical support on the preparation day and during the events</li> <li>÷ daily allowances payments to sponsored participants</li> <li>÷ fully operating registration desk</li> <li>÷ preparation of conference material</li> <li>÷ conference kits and badges for all participants</li> <li>÷ transportation arrangements from airport to hotel and vice versa, hotel to conference venue and vice versa and hotel to restaurant for the social dinner for all sponsored participants.</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Workshop on the governance incentive tranche and working group meeting On the governance of natural resources, Including in conflict and post conflict situations</b>
<b>Client</b>	European Commission
<b>Country</b>	Senegal
<b>Duration</b>	7 – 9 June 2011
<b>Budget in €</b>	35.829,69
<b>Contract Description</b>	<p>The event was organized in Dakar (Senegal) during the second week of June with the participation of all parties involved in the Governance Incentive Tranche Study, which was followed by a one day working group on the Governance of Natural Resources, including in Conflict and Post Conflict Situations.</p> <p>The event was held in the conference room of the Hotel Fleur de Lys rather than in the premises of the African Governance Institute.</p> <p>T&amp;T EXECUTIVE had full and exclusive responsibility for the organization of all logistics which included:</p> <ul style="list-style-type: none"> <li>÷ Airline reservations and ticketing</li> <li>÷ Visa Assistance</li> <li>÷ Hotel accommodation</li> <li>÷ Transfers upon arrival and departure</li> <li>÷ Rental and setting up of the conference room</li> <li>÷ Arrangements for Audiovisual equipment</li> <li>÷ Hiring of interpreters and rental of interpretation booths</li> <li>÷ Organizing catering services for coffee breaks and lunches for the 3 days of the event</li> <li>÷ Payment of per diem allowances</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>ACP Fish – Regional Monitoring Workshops for Eastern Africa Region</b>
<b>Client</b>	ACP Fish II – Coordination Unit
<b>Country</b>	Ethiopia, Rwanda, Uganda
<b>Duration</b>	December 2011 – September 2013
<b>Budget in €</b>	188.000
<b>Contract Description</b>	<p>Three workshops in total were organized in Ethiopia, Rwanda and Uganda between December 2011 till September 2013. The whole project was extended for more than a year with the relevant Addendum Note.</p> <p>T&amp;T EXECUTIVE had full and exclusive responsibility for the organization of all logistics and administration support, which included:</p> <ul style="list-style-type: none"> <li>÷ Airline reservations and ticketing</li> <li>÷ Visa Assistance</li> <li>÷ Hotel accommodation</li> <li>÷ Transfers upon arrival and departure</li> <li>÷ Rental and setting up of the conference room</li> <li>÷ Arrangements for Audiovisual equipment</li> <li>÷ Hiring of interpreters and rental of interpretation booths</li> <li>÷ Preparation of conference material</li> <li>÷ Organizing catering services for the total duration of each workshop</li> <li>÷ Media Awareness and Support</li> <li>÷ Organization of a Press Conference</li> <li>÷ Organization of visibility of last workshop through Social Media</li> <li>÷ Payment of per diem allowances</li> <li>÷ Closing Project Cocktail Arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Working Group of the Global Counterterrorism Forum (GCTF)</b>
<b>Client</b>	European Commission
<b>Country</b>	Tanzania
<b>Duration</b>	9 - 10 February 2012
<b>Budget in €</b>	25.945,27
<b>Contract Description</b>	<p>The Global Counterterrorism Forum (GCTF) was organized in Dar Es Salaam, Tanzania on 9 &amp; 10 February 2012. This GCTF was co-chaired by EU and Turkey and it was the first formal meeting of the Working Group. Participants arrived from all the founding member countries of the GCTF including the EU and its Member States, the African Union, IGAD, UN and Gulf Cooperation Council.</p> <p>The specific objective of this assignment was to secure assistance with the logistic preparations and organization of the conference in Dar Es Salaam, under the management of DEVCO.</p> <p>The GCTF was held in the Serena Dar Es Salaam Hotel.</p> <p>Tasks offered by T&amp;T Executive SA were as follows:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements</li> <li>÷ Visa Arrangements and Assistance</li> <li>÷ Accommodation reservations and payment</li> <li>÷ Management and payment of daily allowances to the eligible participants</li> <li>÷ Completion of the necessary paperwork</li> <li>÷ Provision of assistance on venue</li> <li>÷ Provision of a secretariat service in the form of an additional staffed 'operations office' for the whole duration of the organization of the conference when on site (7-11 Feb. 2012 / 4 days)</li> <li>÷ Welcoming participants upon arrival to the airport and accompanying them back</li> <li>÷ Transportation arrangements upon arrival and departure of sponsored participants</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Support for the Organization of a Consultation Roundtable with Asian Partner</b>
<b>Client</b>	European Commission
<b>Country</b>	Thailand
<b>Duration</b>	25-28 March 2012
<b>Budget in €</b>	67.227,53
<b>Contract Description</b>	<p>According to the 2011 Communication “<i>Increasing the impact of EU Development Policy: An Agenda to Change</i>” the European Commission will proceed with issuing a 2012 Communication on “<i>Social Protection in EU Development Cooperation</i>”.</p> <p>For this purpose a consultation roundtable meeting with Asian partner countries has been organized with representatives of the Ministries in charge of Social Protection, Finance and Civil Society of the Asian partner countries. The roundtable took place in the Plaza Athene Hotel in Bangkok.</p> <p>Tasks organized by T&amp;T EXECUTIVE were:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements</li> <li>÷ Visa Assistance</li> <li>÷ Follow up and confirmation of invitations</li> <li>÷ Payment of a Daily Allowance to sponsored participants and speakers</li> <li>÷ Preparation and distribution of Conference Kits and Badges, inclusive of printings required by the Contracting Authority</li> <li>÷ English speaking Local Assistance at the Event Venue</li> <li>÷ Arrangements for the Invited Speakers</li> <li>÷ Hotel Reservations &amp; Payments</li> <li>÷ Conference room and audiovisual equipment reservations and roundtable meeting room set-up and decoration</li> <li>÷ Catering Services inclusive of coffee breaks, lunches and cocktail dinner</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>ATAF Conferences on Indirect Taxes and Exchange Information</b>
<b>Client</b>	European Commission
<b>Country</b>	Uganda - Seychelles
<b>Duration</b>	18 – 20 April 2012 / Uganda 29 – 31 May 2012 / Seychelles
<b>Budget in €</b>	94.495,71
<b>Contract Description</b>	<p>The European Commission's Communication on 'Tax and Development- cooperating with developing countries in promoting good governance in tax matters' adopted in 2010 highlighted the need for developing countries' capacity in mobilising domestic resources for development. The EC has identified ATAF (African Tax Administration Forum) as a partner to help improve tax administrations and policies of African countries. In this context the EC has agreed to sponsor a number of additional capacity building activities in ATAF's work programme. The technical events to covered under this contract are technical events of ATAF's Working Group on Indirect taxes and Working Group on Exchange of Information and Tax Treaties.</p> <p>Four events in total have been organised:</p> <ul style="list-style-type: none"> <li>÷ ATAF Exchange of Information and Tax Treaties Working Group Meeting 18<sup>th</sup> April 2012 in Kampala Uganda</li> <li>÷ Technical Conference on Exchange of Information and Tax Treaties 19-20 April 2012 in Kampala Uganda</li> <li>÷ Technical Conference on Indirect Taxes 29-30 May 2012 in Victoria Seychelles</li> <li>÷ Indirect Taxes Woking Group Meeting 31 May 2012 in Victoria Seychelles</li> </ul> <p>Tasks organized for both destinations (Uganda and Seychelles) by T&amp;T Executive SA included:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Management and payment of daily allowances to the eligible participants</li> <li>÷ Arrival &amp; Departure transfers for all eligible participants</li> <li>÷ Local Transfers for all participants</li> <li>÷ Booking and hiring of event facility</li> <li>÷ Hiring of conference equipment and technical support</li> <li>÷ Catering arrangements</li> <li>÷ Technical Event kits</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Support to Asia- Europe People's Forum for preparation of the Asia-Europe Meeting 9</b>
<b>Client</b>	European Commission
<b>Country</b>	Laos, Indonesia, India, Vietnam
<b>Duration</b>	9 May – 19 October 2012 (5 meetings)
<b>Budget in €</b>	171.596,45
<b>Contract Description</b>	<p>The government of Lao PDR has formally announced it will host the next Asia Europe Meeting (ASEM 9) in Vientiane on 5-6 November 2012. Participants will include European Leaders, government representatives, academics and civil society actors. All these actors will organise a series of events relevant to the evolving ASEM agenda leading to the summit. The purpose of this contract was to support the Asia Europe People's Forum (AEPF) to contribute to ASEM 9 by preparing for and implementing a series of seminars. This formed the first component of the contract.</p> <p>Furthermore the AEPF organised its 9<sup>th</sup> meeting before the official ASEM 9. The purpose of this second component of the contract was to support the participation of 80 representatives of civil society in Asian developing countries to AEPF9.</p> <p>Below mentioned events were organized in each country:</p> <ul style="list-style-type: none"> <li>÷ Vientiane, Lao PDR, May 9-10 2012</li> <li>÷ New Delhi, India, May 23-24 2012- moved to 6-7 August due to length of time for visa issuing to India</li> <li>÷ Jakarta, Indonesia, 27-28 June 28-29 2012</li> <li>÷ Hanoi, Vietnam, July 3-4 2012 moved to 23-24 August as more preparation time was needed</li> <li>÷ Vientiane, Lao PDR, 27-28 August 2012</li> <li>÷ Vientiane, Lao PDR, 16-19 October 2012</li> </ul> <p>Tasks organized by T&amp;T Executive SA included:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Management and payment of daily allowances to the eligible participants</li> <li>÷ Local Transport for eligible participants</li> <li>÷ Booking and hiring of event facility</li> <li>÷ Hiring of conference equipment</li> <li>÷ Catering arrangements</li> <li>÷ Technical Event kits and banners</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Workshops for Transfer Pricing Specialists and Core Groups i, II and III</b>
<b>Client</b>	European Commission
<b>Country</b>	Ghana
<b>Duration</b>	2 – 6 July 2012 10 – 14 September 2012 19 – 23 November 2012
<b>Budget in €</b>	99.738,52
<b>Contract Description</b>	<p>The European Commission's Communication on 'Tax and Development- cooperating with developing countries in promoting good governance in tax matters' adopted in 2010 highlighted the need for developing countries' capacity in mobilising domestic resources for development. One of the areas where the Commission is placing main emphasis is Transfer Pricing. To this end the Commission has entered a Tripartite Initiative with the World Bank and the OECD in an effort to strengthen international coordination on transfer pricing in Pilot Countries. Ghana is one of the Pilot Countries and has had a capacity building strategy on Transfer Pricing in place. A key component of this strategy is the training of a core group of Transfer Pricing specialists. The training is to be undertaken over a period of three years and the European Commission has decided to fund three workshops which are aligned with other EU efforts to improve the capacity of tax systems in developing countries.</p> <p>The three technical workshops to be organised under the specific ToR were:</p> <ul style="list-style-type: none"> <li>÷ Workshop for Transfer Pricing specialists and Core Group I 2-6 July 2012</li> <li>÷ Workshop for Transfer Pricing specialists and Core Group II 10-14 September 2012</li> <li>÷ Workshop for Transfer Pricing specialists and Core Group III 19-23 November 2012</li> </ul> <p>Tasks to be organized by T&amp;T Executive SA were:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Visa refunds for eligible participants</li> <li>÷ Management and payment of daily allowances to eligible participants</li> <li>÷ Technical Event kits</li> <li>÷ Preparation of USB sticks</li> <li>÷ Technical Event Banners supply</li> <li>÷ Interpretation and Translation Services</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Booking and hiring a conference room</li> <li>÷ Conference equipment hire</li> <li>÷ Preparing and sending invitations to participants</li> <li>÷ Local Transfers for all participants</li> <li>÷ Catering arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A



<b>Contract title</b>	<b>ENPARD – South Component Technical Committees Workshop 2012</b>
<b>Client</b>	European Commission
<b>Country</b>	Belgium
<b>Duration</b>	12 – 13 July 2012
<b>Budget in €</b>	40.231,91
<b>Contract Description</b>	<p>Having reviewed the European Neighbourhood Policy the European Union proposed to develop a European Neighbourhood Programme for Agriculture and Rural Development (ENPARD).The ENPARD is a policy framework which supports agriculture and rural development and forms one part of the EU’s commitment to assist growth and stability in the Neighbourhood. Some of the Southern Mediterranean Partners have already benefitted from involvement in ENPARD preparatory efforts through the Centre International des Hautes Etudes Agronomiques Mediterraneeen (CIHEAM). CIMEAM has been supporting the implementation and development of ENPARD in for focus countries, Morocco, Tunisia, Egypt and Jordan while Algeria has also signed with CIHEAM. Given the facts above a technical workshop is scheduled to consolidate the progress of work in the first 6 months of 2012 regarding the preparatory work of ENPARD in the South.</p> <p>Tasks organized by T&amp;T Executive SA were:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Visa assistance and refunds for eligible participants</li> <li>÷ Management and payment of daily allowances to eligible participants</li> <li>÷ Technical Event kits and Name Badges</li> <li>÷ Insurance cover for non EU participants</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Catering arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Workshop on Tax Intelligence Measuring Effective Tax Burden on Investment Workshop</b>
<b>Client</b>	European Commission
<b>Country</b>	Panama - Santo Domingo
<b>Duration</b>	29 – 31 August 2012 - Panama 17 – 19 September 2012 – Santo Domingo
<b>Budget in €</b>	91.840,30
<b>Contract Description</b>	<p>The European Commission's Communication on 'Tax and Development- cooperating with developing countries in promoting good governance in tax matters' adopted in 2010 highlighted the need for developing countries' capacity in mobilising domestic resources for development. The EC has identified CIAT's work in the field, as a valuable initiative to support. In this context the EC has agreed to sponsor a number of capacity building activities in CIAT's Work programme. The technical events covered under this contract were aligned with other EU efforts to improve the capacity of tax systems in developing countries.</p> <p>Two technical workshops in total were organised:</p> <ul style="list-style-type: none"> <li>÷ Workshop on Tax Intelligence 29-31 August Panama City, Panama</li> <li>÷ Measuring the Effective Tax Burden on Investment Workshop 17-19 September Santo Domingo City, Dominican Republic</li> </ul> <p>Tasks organized by T&amp;T Executive SA are:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Visa Reimbursement</li> <li>÷ Payment of daily allowance to eligible participants</li> <li>÷ Technical Event Kits</li> <li>÷ Preparation of USB sticks</li> <li>÷ Interpretation and Translation Services</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Local Transfers for all participants</li> <li>÷ Booking and hiring of event facility</li> <li>÷ Hiring of conference equipment</li> <li>÷ Catering arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>EITI National Coordinators Meeting</b>
<b>Client</b>	European Commission
<b>Country</b>	Zambia
<b>Duration</b>	22 – 24 October 2012
<b>Budget in €</b>	105.069,71
<b>Contract Description</b>	<p>The European Commission’s Communication on ‘Tax and Development- cooperating with developing countries in promoting good governance in tax matters’ adopted in 2010, highlighted the need for developing countries’ capacity in mobilising domestic resources for development. The European Commission has identified the work of EITI (Extractive Industries Transparency Initiative) as a valuable initiative to support. It has therefore agreed to sponsor the EITI National Coordinator’s Meeting.</p> <p><b>The EITI National Coordinators Meeting took place on 22-24 October 2012 in Lusaka, Republic of Zambia.</b></p> <p>The EITI National Coordinators Meeting is part of a series of annual meetings around the world. In this particular instance the National Coordinators Meeting preceded the 21<sup>st</sup> EITI Board Meeting , which was also held in Lusaka on October 24-25 and an outreach training event for countries interested in joining the EITI on October 26-27.</p> <p>Tasks organized by T&amp;T Executive SA for the purposes of the <b>EITI National Coordinators Meeting</b> included:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Visa refunds for eligible participants</li> <li>÷ Technical Event kits</li> <li>÷ Preparation of USB sticks</li> <li>÷ Technical Event Banners supply</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Booking and hiring a conference room</li> <li>÷ Conference equipment hire</li> <li>÷ Local Transfers for all participants</li> <li>÷ Catering arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>EU Global Business Bridges – Istanbul Bridge Building Conference and Study Visits</b>
<b>Client</b>	Europea Commission
<b>Country</b>	Turkey
<b>Duration</b>	1 October 2012
<b>Budget in €</b>	45.339,83
<b>Contract Description</b>	<p>The EU Delegation to Turkey launched a new initiative, EU Turkey Global Business Bridges, which consists of EU-Turkey partnerships on their markets and particularly in the neighbouring countries around economic and industrial objectives. The EU Turkey Global Business Bridges objective is to facilitate EU- Turkey collaboration for joint trade and investment in the third countries, while strengthening these countries' ties to the global economy and acting as a catalyst for their economic reform agenda in times of transition.</p> <p>Four study visits from May – July 2012, were organised in Brussels, Barcelona, Cairo and Tunis with the participation of EU Advisors and TEPAV staff.</p> <p>Additionally, a one day conference was organized in Istanbul, on 1<sup>st</sup> October 2012 with the participation of Turkish, EU, Egyptian, Tunisian and Palestinian authorities and business groups and associations representatives.</p> <p>In full agreement with the specific ToR T&amp;T Executive provided following services:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Accommodation reservations for conference sponsored participants to a 5* hotel</li> <li>÷ Management and payment of daily allowances to the eligible participants</li> <li>÷ Local Transfers to sponsored participants of the conference</li> <li>÷ Local hostesses to assist during the one day conference</li> <li>÷ Flower and Flags decoration of the stage on TOBB Conference Room</li> <li>÷ Provision of a temporary conference webpage and uploading of all relevant material</li> <li>÷ Catering arrangements</li> <li>÷ Name badges and conference folders to include printings required</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>18<sup>th</sup> Annual GEOCAP Conferene 2012</b>
<b>Client</b>	European Commission
<b>Country</b>	Cyprus
<b>Duration</b>	21 – 23 November 2012
<b>Budget in €</b>	71.824,04
<b>Contract Description</b>	<p>The Monitoring Agricultural Resources Unit deals with issues linked to agricultural subsidies, agricultural yield forecast and food security in endangered areas of the world. GEOCAP action in this context provides support in the development and execution of GIS and GPS technology based controls.</p> <p>Tasks organized by T&amp;T Executive SA included:</p> <ul style="list-style-type: none"> <li>÷ Preparing and distributing name badges</li> <li>÷ Assembling and distributing conference kits</li> <li>÷ Providing support staff for the duration of the conference to welcome participants and provide any assistance necessary</li> <li>÷ Conference rooms reservations</li> <li>÷ Additional Premises reservations</li> <li>÷ Conference equipment reservations</li> <li>÷ Simultaneous Interpretation in four languages</li> <li>÷ Providing local transport between the airport and the conference venue</li> <li>÷ Catering Services</li> <li>÷ Flower decorations and printings</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Organization of Visits for EU Journalists to Turkey</b>
<b>Client</b>	European Commission
<b>Country</b>	Turkey
<b>Duration</b>	March 2011 – March 2013
<b>Budget in €</b>	81.421,53
<b>Contract Description</b>	<p>The enlargement of the EU is the most powerful policy tool. This carefully managed process helps countries to become EU members and also helps extend peace, stability, prosperity, democracy, human rights and law enforcement across Europe. In this project the EU Delegation of Turkey organized three information visits for journalists from European Union countries to Turkey, and assisted them in forming a better image of modern Turkey. The three visits were organized in Ankara, Istanbul, Izmir and Hatay.</p> <p>Tasks organized by T&amp;T Executive were:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Organization of team of local hostesses / stewards</li> <li>÷ Photography and recording of the event</li> <li>÷ Interpretation Services</li> <li>÷ Teleconference services</li> <li>÷ Travel insurance for participants</li> <li>÷ Hotel reservations</li> <li>÷ Rental of conference rooms</li> <li>÷ Conference audiovisual equipment rental and technical support</li> <li>÷ Transportation upon arrival and departure for participants</li> <li>÷ Transportation from/to conference venues</li> <li>÷ Transportation intracity according to conference programme</li> <li>÷ Printing of various conference handouts</li> <li>÷ Catering services</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Logistic Support to the Working Group of the Global Counterterrorism Forum Conference</b>
<b>Client</b>	European Commission
<b>Country</b>	Ethiopia
<b>Duration</b>	5 – 6 March 2013
<b>Budget in €</b>	70.770,34
<b>Contract Description</b>	<p>The Global Counterterrorism Forum (GCTF) is an initiative which aims to strengthen international counterterrorism cooperation. It is an action oriented coordination forum intending to mobilise commitments and capacity to combat terrorism. The GCTF is co-chaired by the United States and Turkey and provides a venue for national CT officials and practitioners to meet with their counterparts from key countries and different regions, share experiences and expertise, best practice and strategies and capacity building programmes. The GCTF consists of a strategic coordinating committee, a small administrative unit and five thematic and regional expert driven groups.</p> <p>The inaugural meeting of GCTF Horn of Africa Group took place on 8-10 February 2012 in Dar Es Salaam Tanzania. It was agreed that the second meeting of the Horn of Africa Group would take place within a year of the first meeting. The EU and Turkey Co Chairs of the group have agreed to host this meeting on 5-6 March 2013 in Addis Ababa Ethiopia.</p> <p>The objective of this assignment was to assist with the logistic preparations and organisation of this conference in Addis Ababa Ethiopia.</p> <p>Tasks organized by T&amp;T Executive SA included:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements</li> <li>÷ Visa Arrangements</li> <li>÷ Management and payment of daily allowances to the eligible participants and completion of the necessary paperwork</li> <li>÷ Providing local assistance in the form of local stewards</li> <li>÷ Interpretation services</li> <li>÷ Accommodation reservations</li> <li>÷ Conference room reservations</li> <li>÷ Provide a secretariat service in the form of an additional staffed 'operations office' for the duration of the conference and hiring the appropriate meeting room.</li> <li>÷ Rental of appropriate conference equipment</li> <li>÷ Welcoming participants upon arrival to the airport and accompanying them back as well as arranging transfers from the airport to the hotel and vice versa</li> <li>÷ Provide catering services for the duration of the conference</li> <li>÷ Provide printings required</li> <li>÷ Providing one contact person for administrative matters and one Event Coordinator</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Young Entrepreneurs Workshop</b>
<b>Client</b>	European Commission
<b>Country</b>	Croatia
<b>Duration</b>	25 – 26 April 2013
<b>Budget in €</b>	32.791,50
<b>Contract Description</b>	<p>Croatia is expected to join the EU as its 28<sup>th</sup> member state in July 2013. According to research conducted in enlargement countries there seems to be lack of information about the opportunities and obligations related to the enlargement process and EU membership. In Croatia's case there seems to be lack of information in the neighbouring enlargement countries regarding the trade arrangements and business opportunities following the country's accession. To address this, DG Enlargement plans to gather young entrepreneurs from the enlargement countries in SE Europe and EU Member States.</p> <p>The specific objective of this assignment was to organise and implement a two day/one night workshop in Zagreb for 30 Young Entrepreneurs.</p> <p>According to the specific ToR T&amp;T Executive provided the following services:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Visas assistance</li> <li>÷ Preparation and distribution of name badges and conference kits</li> <li>÷ Local hostesses</li> <li>÷ Speakers payments</li> <li>÷ Accommodation reservations</li> <li>÷ Conference room hire</li> <li>÷ Conference equipment hire</li> <li>÷ Local Transfers to and from the airport</li> <li>÷ Catering arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A



<b>Contract title</b>	<b>Transfer Pricing Working Group and Technical Conference on Transfer Pricing</b>
<b>Client</b>	European Commission
<b>Country</b>	Ghana
<b>Duration</b>	25 – 27 March 2013
<b>Budget in €</b>	39.935,10
<b>Contract Description</b>	<p>The European Commission's Communication on 'Tax and Development- cooperating with developing countries in promoting good governance in tax matters' adopted in 2010, highlighted the need for developing countries' capacity in mobilising domestic resources for development. The EC has identified ATAF as a valuable partner in this area and has supported ATAF activities in the past. The EC has also agreed to sponsor a number of additional capacity building activities in ATAF's work programme including the area of Transfer Pricing. Transfer Pricing is of particular relevance for African Tax Administrations and closely aligned to the EC's priorities in tax and development matters.</p> <p>The capacity building activities aim to:</p> <ul style="list-style-type: none"> <li>÷ Develop the technical capacity of officials from Tax Administrations in Africa</li> <li>÷ Meeting the training needs for capacity development of Tax Administrators from Africa</li> <li>÷ Feed into planned ATAF research projects with the aim of establishing legislation, determining best practices for Tax Administrations and identifying key issues for further research and dialogue.</li> </ul> <p>The events organised under the specific ToR were:</p> <ul style="list-style-type: none"> <li>÷ Transfer Pricing Working Group Meeting in Accra Ghana 25 March 2013</li> <li>÷ Technical Conference on Transfer Pricing in Accra Ghana 26-27 March 2013</li> </ul> <p>Tasks organized by T&amp;T Executive SA were:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Visa refunds for eligible participants</li> <li>÷ Management and payment of daily allowances to eligible participants</li> <li>÷ Technical Event kits</li> <li>÷ Preparation of USB sticks</li> <li>÷ Technical Event Banners supply</li> <li>÷ Interpretation and Translation Services</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Booking and hiring a conference room</li> <li>÷ Conference equipment hire</li> <li>÷ Local Transfers for all participants</li> <li>÷ Catering arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Conference and Preparatory meetings “The EU as a Peacemaker”</b>
<b>Client</b>	EEAS K.2
<b>Country</b>	France, Germany, Belgium
<b>Duration</b>	8 April 2013 - Paris 22 April 2013 - Berlin 17 May 2013 – Sofia
<b>Budget in €</b>	87.792,31
<b>Contract Description</b>	<p>The European Parliament adopted a pilot project tasking the European External Action Service (EEAS) to analyse and examine options including a cost and benefit analysis for efficiently serving the needs of the EU in peace mediation and the creation of a ‘European Institute of Peace’.</p> <p>The EEAS received 200.000 EUR to deliver a pilot project and commissioned an independent consultancy study entitled ‘European Institute of Peace: costs, benefits and options’ which was submitted on 15 October 2012. The balance of the funding remaining after the study commissioning was to be used for a conference and several preparatory events on enhancing EU mediation capacity and discussing the findings of the study.</p> <p>The objective of this assignment was to assist with the logistic preparations and organisation of a one day conference for approximately 200 participants in Brussels and three to five preparatory meetings in EU Member States. At an early stage the steering committee identified the need of subcontracting a partner who would deal with the conceptualisation and content delivery of both the preparatory meetings and the workshop. T&amp;T Executive has subsequently made contact and consulted with Think Tanks based in Europe and the European Policy Centre was identified by the steering committee as a preferred partner. T&amp;T Executive has subcontracted after the Contracting Authority’s permission the European Policy Centre (EPC).</p> <p>The steering committee of this project in consultation with T&amp;T Executive and the European Policy Centre has decided that 3 preparatory events would be organised as well as a main conference to take place in Brussels. The location of the 3 preparatory events was decided by the steering committee at a later stage. The cities identified together with conference venues for the entire project were:</p> <ul style="list-style-type: none"> <li>÷ Paris, conference venue Assemble Nationale, date 8<sup>th</sup> April 2013</li> <li>÷ Berlin, conference venue Deutscher Bundestag, date 22<sup>nd</sup> April 2013</li> <li>÷ Sofia, conference venue Grand Hotel Sofia, date 17<sup>th</sup> May 2013</li> </ul> <p>It was also decided that the main conference was to take place in Brussels and indeed the conference was hosted at one of the EU Parliament buildings.</p> <ul style="list-style-type: none"> <li>✓ Brussels, conference venue European Parliament, date 28<sup>th</sup> May 2013</li> </ul> <p>Due to the limited budget available for the delivery of this project the budget was regularly reviewed at steering committee conference calls and funds moved from budget lines to accommodate the project’s needs as it developed. The contracting authority has always been aware of the changes and has requested and authorised the moving of funds at cases. A full picture is in the analysis of our financial report.</p> <p>Tasks organized by T&amp;T Executive SA included the following:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements</li> <li>÷ Providing name badges</li> <li>÷ Facilitating moderators and speakers payments via the EPC</li> <li>÷ Providing local assistance in the form of local stewards</li> <li>÷ Interpretation services</li> <li>÷ Conference room reservations</li> <li>÷ Registration services / see under C3</li> <li>÷ Rental of appropriate conference equipment</li> <li>÷ Provide catering services</li> <li>÷ Provide printings required</li> <li>÷ Provide on contact person for administrative matters and one contact Event Coordinator for all events</li> </ul>
<b>Name of partners</b>	N/A

<b>Contract title</b>	<b>Preparatory Meeting for the Global Fund Replenishment 2014 - 2016</b>
<b>Client</b>	European Commission
<b>Country</b>	Belgium
<b>Duration</b>	8 – 10 April 2013
<b>Budget in €</b>	118.061,90
<b>Contract Description</b>	<p>The Global Fund is an international financing institution which attracts and distributes resources to prevent and treat HIV and AIDS, TB and malaria. The EU is the biggest donor to the Global Fund since its creation in 2002. The Global Fund holds a series of preparatory replenishment meetings culminating in a pledging conference for all donors at 3 year intervals. The replenishment meetings provide a forum for donors to exchange their views on the operation and effectiveness of the Global Fund, consider its funding needs and make pledges of their financial contributions for the next three year cycle.</p> <p>The purpose of this assignment was to organise the preparatory replenishment meetings as well as pre meetings , a welcome reception and a Head of Delegation Dinner from the 8<sup>th</sup> to the 10<sup>th</sup> of April in Brussels.</p> <p>Tasks organized by T&amp;T Executive SA included the following:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements for eligible participants</li> <li>÷ Management and payment of conference allowance to eligible participants</li> <li>÷ Providing interpretation services to include equipment</li> <li>÷ Providing local assistance in the form of local stewards, in total 5 hostesses</li> <li>÷ Accommodation reservations for eligible participants</li> <li>÷ Preferred guaranteed rate on accommodation for all other participants</li> <li>÷ Conference room reservations &amp; decoration</li> <li>÷ Rental of appropriate conference equipment on all meeting rooms used</li> <li>÷ Provision of catering services</li> <li>÷ Provision of one contact person for administrative matters and one Event Coordinator on site during the event.</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Experts Workshop Methodological Advise for Assessing Impact in Developing Countries, in the Framework of the European Commission Impact Assessment Process</b>
<b>Client</b>	European Commission
<b>Country</b>	Brussels
<b>Duration</b>	November 2013
<b>Budget in €</b>	9.673,96
<b>Contract Description</b>	<p>The EU is at the forefront of the concept of the Policy Coherence for Development (PCD) aiming to prevent inconsistencies between non aid policies of the EU and its development goals. The EU focuses its PCD in twelve policy areas which are grouped under five global development challenges: Trade and Finance, Climate Change, Global Food Security, Migration, Security and Development.</p> <p>The European Commission assesses the potential economic, social and environmental impacts of a policy proposal through EU Impact Assessments (IAs). Internal Commission experts and external stakeholders contribute into the analysis of the Impact Assessments. The IAs should therefore evaluate the need or not of policy action at EU level. The Impact Assessment Guidelines are reviewed regularly in order to improve the analysis of the impact EU policies have on developing countries.</p> <p>The objective of this workshop was to indicate which sections of the Guidelines should be amended and to provide an extension to the Technical Annex where the amendments are further developed.</p> <p>The workshop took place in DG DEVCO offices in Brussels at the end of 20<sup>th</sup> of November 2013.</p> <p>Tasks organized by T&amp;T Executive SA included the following:</p> <ul style="list-style-type: none"> <li>÷ Travel Arrangements</li> <li>÷ Management and payment of daily allowance</li> <li>÷ Technical event kits</li> <li>÷ Speakers payments</li> <li>÷ Note taking</li> <li>÷ Hotel reservation &amp; payment</li> <li>÷ Provide catering services to DEVCO participants and speakers</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Logistical assistance implementing study visits for the 'Working Group on social and economic development of minority communities in Kosovo' (Lot 3: Conferences -EuropeAid/129783/C/SER/Multi)</b>
<b>Client</b>	EEAS
<b>Country</b>	Finland and Estonia
<b>Duration</b>	04/2013-05/2014
<b>Budget</b>	134.776,15 EUR
<b>Contract Description</b>	<p>Minority communities in Kosovo are not actively participating in local and central government and in their local areas are facing challenges with unemployment and opportunities to enter employment, social issues and underdeveloped infrastructure. A Working Group of representatives from these areas and experts, was established to enhance the cooperation and exchange experiences. TAIEX experts supported this group and organized a number of workshops in Kosovo. The experts also defined and programmed two workshops/study visits in EU countries. Estonia and Finland were the EU countries proposed.</p> <p>The specific objective of this assignment was to assist the implementation of the two workshops in the EU countries. T&amp;T undertook the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Travel and visa arrangements</li> <li>▪ Reimbursement of daily allowances</li> <li>▪ Provision of conference kits and name badges</li> <li>▪ Insurance plan</li> <li>▪ Hotel reservations and payments</li> <li>▪ Arrangements for local transport</li> <li>▪ Interpretation services</li> <li>▪ Provision of catering services for each workshop/study visit</li> <li>▪ Provision of an event coordinator who attended meetings with the Contracting Authority and the two study visits</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Workshop on AGIR and Nutrition Action Plan (Lot 3: Conferences-EuropeAid/129783/C/SER/Multi)</b>
<b>Client</b>	European Commission
<b>Country</b>	Belgium, Senegal and Ethiopia
<b>Duration</b>	09/2013-05/2014
<b>Budget</b>	85.605,43 EUR
<b>Contract Description</b>	<p>The European Union, ECOWAS, UEMOA, the CILSS and partners of the international community met at a high level meeting in Brussels in June 2012 and created the Alliance Globale pour la Resilience (AGIR) to tackle the structural causes of food crisis in Western Africa. In the next 20 years AGIR aims to completely eradicate hunger and malnutrition.</p> <p>The formulation of 'National Resilience Priorities' (NRP-AGIR) for the 17 countries in Western Africa and countries will present their update in NRP-AGIR at the end of November in Ivory Coast at the RPCA meeting. The objective of the seminar to be held in Western Africa is to update the situation on AGIR.</p> <p>To respond to global crises in food and nutrition security the EU has put these issues at the core of its development agenda. The EU has furthermore committed to spend EUR 3.5 billion on nutrition sensitive and nutrition specific interventions in the 2014-2020 period. The European Council requested the Commission to develop an action plan setting out how the Commission will deliver on its stunting target of 7 million children.</p> <p>In this context around 20 EU Delegations were requested to provide data, appropriate objectives and actions to reduce stunting at country level. Before finalising this information per country DEVCO intends to organise two (2) regional consultation seminars in Africa and Asia. The objective of the seminars was to further present the Nutrition Communication, gather its inputs for the preparation of the Action plan and to update the information per country.</p> <p>The objective of this contract was to provide the appropriate logistical support for the three regional workshops one in AGIR and two on the EU Nutrition Plan. The AGIR seminar took place in Dakar- Senegal the beginning of October 2013, and the EU Nutrition Plan seminars took place in Addis Ababa- Ethiopia in October 2013 and in Brussels-Belgium (instead of Thailand as originally planned) in January 2014.</p> <p>T&amp;T was in charge for the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Travel and visa arrangements</li> <li>▪ Reimbursement of daily allowances</li> <li>▪ Invitations</li> <li>▪ Providing hostesses</li> <li>▪ Note taking services in Dakar</li> <li>▪ Insurance</li> <li>▪ Hotel reservations and payments</li> <li>▪ Conference and additional premises reservations and payment</li> <li>▪ Local transport in Senegal and Ethiopia</li> <li>▪ Catering services for each event</li> <li>▪ Provision of an on-site event coordinator who attended the seminars meetings in all locations</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>European Inspiring Thinkers Series</b>
<b>Client</b>	European Commission
<b>Country</b>	South Africa
<b>Duration</b>	2013 – 2015 (on going)
<b>Budget in €</b>	122.935,00
<b>Contract Description</b>	<p>The European Thinkers Series is a means to showcase the best of European Culture in South Africa and it is a joint initiative of the EU Delegation and Member States represented in South Africa. The Series consists of 5 sets of lectures with high level European Citizens from different backgrounds as speakers.</p> <p>÷ The first set of lectures took place the 7<sup>th</sup> and 11<sup>th</sup> of November 2013 in Cape Town and Johannesburg.</p> <p>÷ The second lecture took place the 5<sup>th</sup> of May 2014 in Cape Town</p> <p>÷ The third set of lectures took place the 22<sup>nd</sup> and 24<sup>th</sup> of July 2014 in Johannesburg and Cape Town.</p> <p>** to be revised</p>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Logistic Support to the Mobilisation of External Resource Persons Participating in Seminars and Technical Workshops</b>
<b>Client</b>	European Commission
<b>Country</b>	Mauritania, Brussels, Latin America, Thailand
<b>Duration</b>	19 – 22 May 2014 – Mauritania On going
<b>Budget in €</b>	99.649,00
<b>Contract Description</b>	<p>The “Local Dimension” of the development processes lately, has become increasingly visible and recognised. The local level demonstrated its own traction and action and a wide range of promising local initiatives have been developed by public and private actors in the areas of delivery of public services, creation of wealth and jobs, management of natural resources, promotion of local governance and many more. Local authorities have assumed their role as a catalyst of such developments, but continue to face an uphill struggle as many powers oppose their involvement.</p> <p>The EU has been supporting decentralization reforms across the developing world, mobilizing a growing amount of funds and making use of different “entry points” and instruments such as support to national policies, bottom-up initiatives, budget support or projects and many more. Furthermore EU has decided to revisit its overall policy framework as reflected in the Communication “Empowering Local Authorities in partner countries for enhanced governance and more effective development outcomes” in which it recognises the role of local authorities as a distinct set of public actors which can deliver development to citizens. It also sends out a clear message that this will not happen if local authorities are not empowered. The EU also declares its commitment to the empowerment process by associating local authorities with other public actors and policies and investing in the decentralisation process.</p> <p>In this light DEVCO has planned a series of regional seminars to be delivered between 2013 &amp; 2015 which allowed and will continue to allow the EU Delegations to update and upgrade their overall approach to this initiative.</p> <p>Seminars have already been organized in Latin America, Caribbean, Africa (Anglophone and lusophone countries) and further regional seminars are planned for 2014.</p> <p>T&amp;T’s specific objective of this assignment is logistical support i.e. travel, accommodation and per diems) to the different categories of participants in regional seminars and technical workshops in Francophone Africa, Asia and Brussels and include the following:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements and insurance plan to all sponsored experts</li> <li>÷ Visa assistance and reimbursement</li> <li>÷ Mailing and follow up of invitations</li> <li>÷ Payment of daily allowances</li> <li>÷ Hotel reservations and payments</li> </ul> <p>** to be revised</p>
<b>Name of partners (if any)</b>	N/A



<b>Contract title</b>	<b>ICSP Training Week – Forum on Current Dynamics of Radicalism in SE Asia – Instrument Contributing to Stability and Peace Conferences 2014</b>
<b>Client</b>	European Commission
<b>Country</b>	Belgium, Philippines
<b>Duration</b>	7 – 11 April 2014 2 October 2014 24 – 26 November 2014
<b>Budget in €</b>	129.299,48
<b>Contract Description</b>	<p>Knowing the importance of the role of the European Commission Foreign Policy Instrument (FPI) in the crucial field of the EU external action, T&amp;T Executive supported the events planned as part of this assignment in the most appropriate manner. Three events were organised with approximately 240 participants in total. The first event took place in Brussels, for duration of 4 days, for approx. 90 people, in April 2014. Two further events were supported in the Philippines and Brussels respectively.</p> <p>T&amp;T Executive's specific objective of this assignment was logistical support (i.e. travel, accommodation, catering, printings, and interpretation).</p> <p>Tasks organized by T&amp;T Executive SA for the ICSP Events during 2014 included the following:-</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Name badges and technical event kit</li> <li>÷ Team of hostesses</li> <li>÷ Hotel reservations and payments</li> <li>÷ Conference room hire</li> <li>÷ Conference equipment hire</li> <li>÷ Provide catering services</li> <li>÷ Printing</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Poverty Environment Partnership 19<sup>th</sup> Meeting: From Cities to Sustainable Development Goals: Experiences with Green Economy and Climate Change Mainstreaming</b>
<b>Client</b>	European Commission
<b>Country</b>	South Africa
<b>Duration</b>	21-23 May 2014
<b>Budget in €</b>	78.607,95
<b>Contract Description</b>	<p>The Poverty Environment Partnership (PEP) is an informal network of development agencies, which seeks to improve the coordination of the work on poverty reduction and the environment within the framework of internationally agreed principles and processes for the sustainable development. To date 18 meetings among PEP members have taken place.</p> <p>Following the development of a joint agency paper “Building a Green Economy for All” which identifies and discusses key building blocks for an effective society’s transition to a green economy, last year’s PEP meeting focused on the topic of “Building an inclusive Green economy for all: Urbanization, Employment and Sustainable Development Goals”. The topic of this year’s meeting was “From Cities to Sustainable Development Goals: Experiences with the Green Economy and Climate Change Mainstreaming”. The meeting aimed to aid the exchange of information and learning in selected topics amongst PEP members, provide an informal platform of exchange of information and best practices and provide the opportunity to PEP members to organise meetings amongst themselves during the event.</p> <p>T&amp;T Executive supported the organization of the 19<sup>th</sup> PEP Meeting providing logistical support to include the following tasks:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Visa arrangements</li> <li>÷ Production and distribution of invitations</li> <li>÷ Payment of Daily allowances</li> <li>÷ Name badges and conference kits</li> <li>÷ Provision of Administrative staff</li> <li>÷ Team of hostesses</li> <li>÷ Interpreters</li> <li>÷ Note taking</li> <li>÷ Photographer &amp; Video production services</li> <li>÷ Hotel reservations and payments</li> <li>÷ Conference rooms hire</li> <li>÷ Conference equipment hire</li> <li>÷ Provision of catering services</li> <li>÷ Printings</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Organisation of the 2014 Workshop of the EC – UNDP Joint Task Force on Electoral Assistance</b>
<b>Client</b>	European Commission
<b>Country</b>	Jordan
<b>Duration</b>	7 – 11 April 2014
<b>Budget in €</b>	43.470,13
<b>Contract Description</b>	<p>Electoral administrations are a key agent in planning and delivering credible and widely acceptable elections. However, technically perfect elections might result in non credible and non accepted electoral processes. Electoral administrations must therefore engage with all the stakeholders in an electoral process and be open and transparent about the planning and organisation of elections. This becomes more important in countries that are experiencing rapid political transformations or that are young democracies where the democratic political culture is just developing.</p> <p>In this context the United Nations Development Programme (UNDP) and the European Commission (EC) launched a capacity development initiative in partnership with the International Institute for Democracy and Electoral Assistance (International IDEA). Since 2008 a number of joint training sessions have been organised under the auspices of these organisations.</p> <p>This year a workshop on Electoral Assistance took place 7-11 April 2014 and was organised by the EC-UNDP Joint Task Force workshop, and co-hosted by the Jordanian Independent Electoral Commission.</p> <p>T&amp;T Executive supported the workshop planned as part of this assignment in the most appropriate manner. Tasks organized by T&amp;T Executive SA included the following:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Visa arrangements</li> <li>÷ Daily Allowance Payments</li> <li>÷ Hotel reservations and payments</li> <li>÷ Local Transport</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Sixth International Parliamentarians Conference on the Implementation of the ICPD Programme of Action (Lot 3: Conferences-EuropeAid/129783/C/SER/Multi)</b>
<b>Client</b>	European Commission
<b>Country</b>	Sweden
<b>Duration</b>	03/2014-08/2014
<b>Budget</b>	76.583,57 EUR
<b>Contract Description</b>	<p>The International Conference on Population and Development (ICPD), a milestone in the history of population, development and women's rights took place in 1994 in Cairo. ICPD delegates reached a consensus that the equality and empowerment of women is a global priority and that population is not just about counting people, but about making sure that every person counts.</p> <p>In addition, a 20-year Programme of Action (PoA) was adopted by 179 countries made on the success of the population, maternal health and family planning programmes of the previous decades while aiming, with a new perspective to the future.</p> <p>This year's conference marked the 20th anniversary of the ICPD and the end of the original Cairo mandate. Despite the impressive progress made since 1994 targets in the decline of maternal mortality ratio in developing countries are still challenging and there are still gaps in the funding required to meet the targets. To address this and other issues, the 6th IPCI/ICPD conference took place 23-25 April 2014 in Clarion Hotel Sign in Stockholm Sweden. It was organised by the European Parliamentary Forum on Population and Development (EPF) and the United Nations Population Fund (UNFPA) and cosponsored by the Government of Sweden and UNFPA.</p> <p>Approximately 500 participants attended the conference, including over 300 parliamentarians from all regions of the world, representatives from the national, regional and global parliamentary groups, panelists and experts (including ministers from donor and developing countries), special guests, including Heads of States and UN agencies, UNFPA and IPPF, non-governmental organizations and representatives of the host Government of Sweden.</p> <p>Knowing the importance of the role of the ICPD in the field of population, development and women's rights, T&amp;T Executive supported the event planned as part of this assignment in the most appropriate manner.</p> <p>T&amp;T undertook the following tasks:</p> <ul style="list-style-type: none"> <li>÷ Production of invitations</li> <li>÷ Name badges and conference kits</li> <li>÷ Conference venue set-up</li> <li>÷ Team of hostesses</li> <li>÷ Printings</li> <li>÷ Production of various conference materials</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Provision of Logistics Support to the Global Entrepreneurship Week 2014</b>
<b>Client</b>	European Commission
<b>Country</b>	Uganda
<b>Duration</b>	2 – 4 April 2014
<b>Budget in €</b>	97.078,83
<b>Contract Description</b>	<p>Enterprise Uganda, an institution designed to support the Government of Uganda, has as its aim to develop a new generation of dynamic Ugandan entrepreneurs by providing support to the small and medium scale enterprises (SMEs) to enhance their productivity, growth and competitiveness in a challenging trading environment.</p> <p>To promote this action, Enterprise Uganda organizes each year a Global Entrepreneurship Week, a platform to encourage innovation and entrepreneurship between Small and Medium Enterprises (both owners and key managers), prospective young entrepreneurs, business university students, government authorities related to private sector development, organizations with related private sector development (PSD) initiatives, development partner's representatives, private sector companies, financial development institutions (international, regional and national) and private local and international bank. This year, Enterprise Uganda organized a 3-day conference in Kampala, Uganda from the 2<sup>nd</sup> to the 4<sup>th</sup> of April 2014 under the theme "Exploring new approaches to Business Financing". More than 20 exhibitors presented their products and services to the SMEs and participants present.</p> <p>T&amp;T Executive offered administrative and logistical support in close cooperation with Enterprise Uganda and the Contracting Authority, under a very limited preparation time.</p> <p>Tasks organized by T&amp;T Executive S.A. included the following:</p> <ul style="list-style-type: none"> <li>÷ Preparation of Name badges and conference kits for the invited Speakers, Moderators and Enterprise Uganda staff</li> <li>÷ Moderators payments</li> <li>÷ Note taking on site and delivery of a Report</li> <li>÷ Speakers payments</li> <li>÷ Conference room hire</li> <li>÷ Conference equipment hire</li> <li>÷ Provision of catering services</li> <li>÷ Various Printings</li> <li>÷ Print and electronic media</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Technical Cooperation and Official Development Assistance Programme – Event Management and Coordination Services For ODA Related Annual Activities</b>
<b>Client</b>	European Commission
<b>Country</b>	South Africa
<b>Duration</b>	Nov 2014 – Dec 2016 (on going)
<b>Budget in €</b>	215,288
<b>Contract Description</b>	<p>One of the main purposes of the International Development Cooperation (IDC) of the National Treasury of South Africa is the mobilisation of ODA resources and their alignment with South Africa's and the region's development priorities to advance long-term sustainability. Since February 2012, the Official Development Assistance Programme (ODA-P) was improved with the addition of technical cooperation focus. The objectives of TCODA programme are to contribute towards enhanced capacity development in promoting economic development, good governance, and social progress and to contribute to raising living standards in line with the priorities of the South African Government.</p> <p>In this context, the TCODAP supported the IDC and National Treasury by organising a number of events designed to improve ODA coordination and management. The outcome of these workshops was: (a) improved ODA co-ordination from national to the provincial level; (b) effective co-ordination and work programming between South Africa and the development partners, including the European Commission; and (c) well-defined strategies for ODA mobilization and management within National Treasury.</p> <p>From June 2014 up to May 2016, 7 events were organised. More specifically, three (3) ODA Coordinators Workshops, two (2) IDC Strategic Planning workshops and two (2) SA-EU Annual Consultation events are predicted.</p> <p>T&amp;T Executive supported the organization of these workshops/events providing logistical support to include the following tasks:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Production and distribution of invitations</li> <li>÷ Name badges and conference kits</li> <li>÷ Team of hostesses/stewards</li> <li>÷ Hotel reservations and payments</li> <li>÷ Conference room hire</li> <li>÷ Conference equipment hire</li> <li>÷ Breakaway rooms hire</li> <li>÷ Breakaway room equipment hire</li> <li>÷ Provide catering services</li> <li>÷ Printings</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>3<sup>rd</sup> Jakarta Human Rights Dialogue on “Rights to Life and Moratorium of Death Penalty in the Asean Region”</b>
<b>Client</b>	European Commission
<b>Country</b>	Indonesia
<b>Duration</b>	10 – 11 November 2014
<b>Budget in €</b>	47.247,06
<b>Contract Description</b>	<p>The global trend towards the abolition of the death penalty has gathered momentum in the past decade with 160 UN member states having abolished the death penalty in law or not executing it. The 2012 ASEAN Human Rights Declaration (AHRD) guaranteed the rights to life of the people of ASEAN, however data indicates that ASEAN Member States still use the death penalty as a deterrent and to reduce particular crimes such as drug crimes and terrorism cases. The ASEAN Intergovernmental Commission on Human Rights (AICHR), which deals with human rights issues in South East Asia, has included thematic studies on the rights to life in its 2015 programme and priorities. In this light the Indonesian representative to AICHR will conduct a high level dialogue engaging ASEAN authorities, government officials, civil society organisations and other stakeholders in the 3<sup>rd</sup> Jakarta Human Rights Dialogue in 2014. The EU holds a strong and principled position against the death penalty and it is also the leading institutional actor and largest donor to the fight against the death penalty. The specific objective of this assignment was to provide support to the implementation of the activities of the 3<sup>rd</sup> Jakarta Human Rights Dialogue on 10-11 November 2014 in Jakarta, Indonesia.</p> <p>T&amp;T Executive provided logistical support and included the following tasks:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Name badges and conference kits</li> <li>÷ Production of backdrop and banners</li> <li>÷ Team of hostesses/stewards</li> <li>÷ Speakers and moderators payments</li> <li>÷ Hotel reservations and payments</li> <li>÷ Transfer arrangements</li> <li>÷ Assistance with visas</li> <li>÷ Production and distribution of invitations</li> <li>÷ Management and payment of Daily Allowance</li> <li>÷ Note taking services</li> <li>÷ Conference room hire</li> <li>÷ Conference equipment hire</li> <li>÷ Additional meeting room hire</li> <li>÷ Catering services</li> <li>÷ Printings</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Training in EDF tender and contract procedures for Dutch OCT TAO Staff</b>
<b>Client</b>	European Commission
<b>Country</b>	St Maartens - Aruba
<b>Duration</b>	24 – 28 November 2014 1 – 5 December 2014
<b>Budget in €</b>	58.051,29
<b>Contract Description</b>	<p>According to Article 198 of the Treaty on the Functioning of the European Union (TFEU) the Association of the Overseas Countries and Territories (OCTs), has the objective to promote the economic and social development of the countries and territories and to establish close relationships between them and the Union as a whole. The detailed arrangements of the association have been laid out in consecutive Council Decisions on the Association of the Overseas Countries and Territories (OAD) with the European Community. Under previous programs funded under the 9th EDF the implementation was managed under a Contribution Agreement entered with SONA (Stichting Ontwikkeling Nederlandse Antillen) who delegated the actual implementation to USONA (Uitvoeringsorganisatie Stichting Ontwikkeling Nederlandse Antillen) who are responsible for the management of the Dutch funds allocated to the islands. Programmes funded through the 10th EDF and the upcoming 11th EDF however call for decentralise management and as a result the islands' Technical Authorising Officers (TAOs) will be responsible for the management of the implementation of the 10th and 11th EDF. Given that the islands have no prior detailed experience with the EDF procedures there is an eminent need for the staff from the TAO offices, assigned to work on the implementation, to receive training in all tendering and contracts management procedures, to facilitate the successful implementation of the programs. Hulla &amp; Co Human Dynamics have been contracted and prepared training course and corresponding teaching materials for the following modules in English which was also the language of the delivery of the training course.</p> <p>The course had the following outline:  Module 1. Introduction to the 10th and 11th EDF  Module 2. Procurement procedures (services, supplies and works) under the 10th EDF  Module 3. Financial management of EDF contracts</p> <p>In this light support was provided to 34 participants in total and a maximum of 10 participants travelling from Saba and Saint Eustatius to St Maarten for the training taking place from 24 November to 28 November 2014 in St Maarten. Furthermore a maximum of 12 participants will be travelling from Bonaire and Curacao to Aruba for the training taking place from 1 December to 5 December 2014 in Aruba.</p> <p>T&amp;T Executive provided logistical support and tasks completed were:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Hotel reservations and payments</li> <li>÷ Assistance with visas</li> <li>÷ Management and payment of Daily Allowance</li> <li>÷ Local Transport</li> </ul>
<b>Name of partners (if any)</b>	N/A



<b>Contract title</b>	<b>Meeting of the Food Crises Prevention Network (Reseau de Prevention des Crises Alimentaires) and the Senior Expert Group of the Alliance Globale Pour la Resilience (SEG – AGIR)</b>
<b>Client</b>	European Commission
<b>Country</b>	Brussels
<b>Duration</b>	15 – 19 December 2014
<b>Budget in €</b>	153.693,70
<b>Contract Description</b>	<p>A number of events on food and nutrition security around the RPCA (Reseau de Prevention des Crises Alimentaires) and the SEG AGIR (Senior Expert Group AGIR) were organized from 15 to 19 December 2014 as follows:</p> <p><u>15 – 16 December 2014</u> : Comite des Partenaires du CILSS CPC, in collaboration with the CILSS - CILSS and key partners meet to assess the current state of collaboration.</p> <p><u>16 December 2014</u> : WFP resilience in collaboration with WFP Presented the results of a study on past collaboration among DEVCO and WFP, while both organisations presented their common strategy on future interventions.</p> <p><u>17-18 December 2014</u> : RPCA/SEG-AGIR in collaboration with SWC As West African countries face a significant risk for a food crisis in 2015, worsened by the Ebola Virus Disease in Guinea, Liberia, Sierra Leone and their neighbours a two days High Level meeting was organized to communicate EU is proactive for permanent food security and to demonstrate EU leadership in West Africa Resilience Initiative (AGIR) and reiterate EU's commitment in favour of food and nutrition security.</p> <p><u>18 December 2014</u> : Working dinner of the Technical and Financial Partners of AGIR Dinner was organized with the initiative of the EU to secure donors coordination and follow up on commitments of donors.</p> <p><u>19 December 2014</u> : Sahara/Sahel ATLAS in collaboration with the SWAC Launch of the Atlas of the Sahara-Sahel (Geography, Economics and Security)</p> <p><u>19 December 2014</u> : Centre Technique de Cooperation Agricole et Rurale (CTA) Conseil Ouest et Centre africain pour la recherche et la developpment agricoles (CORAF) in collaboration with the SWAC</p> <p>The meeting covered the regional Business Plan of Western Africa.</p> <p>T&amp;T's specific objective on this project, was to provide the appropriate logistical support for all six events that were all organized in Brussels and included the following:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements for sponsored participants from Western Africa</li> <li>÷ Visa assistance and reimbursement for sponsored participants from Western Africa</li> <li>÷ Invitations preparation and mail out to approved list of participants</li> <li>÷ Payment of daily allowances to sponsored participants</li> <li>÷ Preparation of name badges, name plates and conference kits for all participants</li> <li>÷ Provision of hostesses/stewards</li> <li>÷ Provision of a photographer</li> <li>÷ Insurance for sponsored participants</li> <li>÷ Assistance on hotel reservations to non sponsored participants</li> <li>÷ Hotel reservations and payments for sponsored participants</li> <li>÷ Renting of appropriate conference equipment and assistance</li> <li>÷ Catering Services</li> <li>÷ Printing of conference material</li> <li>÷ Medical equipment</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Enhancing IPAs websites and marketing tools according to GIBP reports – Intervention Swaziland, Sudan, Kenya, Ethiopia – COMESA-RIA Regional Workshop</b>
<b>Client</b>	PBLH / BizClim
<b>Country</b>	Swaziland, Sudan, Kenya, Ethiopia, Egypt
<b>Duration</b>	23 September – 5 November 2014
<b>Budget in €</b>	225,000
<b>Contract Description</b>	<p>Our task was to organize four Capacity Building Workshops and website launches in Swaziland, Kenya, Sudan and Ethiopia respectively and one Regional Workshop in Cairo. Services requested were the administration and logistic support of all workshops in close cooperation with local IPAs and COMESA-RIA.</p> <p>T&amp;T's specific objective on this project, was to provide the appropriate logistical support for all five events that were all organized in Swaziland, Kenya, Sudan, Ethiopia and Egypt and included the following:</p> <ul style="list-style-type: none"> <li>÷ Invitations preparation and mail out to approved list of participants</li> <li>÷ Payment of daily allowances to sponsored participants</li> <li>÷ Preparation of name badges, name plates and conference kits for all participants</li> <li>÷ Provision of hostesses/stewards</li> <li>÷ Provision of a photographer</li> <li>÷ Venue rental per country</li> <li>÷ Renting of appropriate conference equipment and assistance</li> <li>÷ Catering Services</li> <li>÷ Printing of conference material</li> <li>÷ Media Awareness and publicity</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Logistic Support to the Mobilisation of External Ressource Persons Participating in Seminars &amp; Technical Workshops</b>
<b>Client</b>	European Commission
<b>Country</b>	Turkmenistan – Belgium
<b>Duration</b>	12 Jan 2015 – 2016 (on going)
<b>Budget in €</b>	79.406,00
<b>Contract Description</b>	<p>In the framework of its bilateral and regional cooperation with Turkmenistan, the European Commission will invite Turkmen representatives in Brussels to take part in a series of evaluation committee meetings and study visits as follows. The time schedule below is tentative:</p> <ol style="list-style-type: none"> <li>1. Public Finance and Management Reform III: Tender evaluation committee meeting in the first trimester of 2015</li> <li>2. Agriculture and Rural Development in Turkmenistan Phase III: Tender evaluation committee meeting in 2015</li> <li>3. Support to the Education Sector: Tender evaluation committee meeting in 2015</li> <li>4. Support for Public Administration Capacity Building in Turkmenistan: Tender evaluation committee meeting in 2015</li> <li>5. Two study visits one in 2015 and one in 2016</li> </ol> <p>As there is no EU Delegation in Turkmenistan, the European Commission has regular meetings with relevant Turkmen authorities which take place in Turkmenistan via EC staff missions in the country.</p> <p>The objective of this assignment is to facilitate the participation of Turkmen representatives in the meetings held in Brussels and to provide assistance in the form of interpretation and translation services, for the meetings with Turkmen stakeholders to be held in Ashgabat, Turkmenistan.</p> <p>For the meetings and study visits held in Brussels a total of 14 participants will travel from Turkmenistan. For the meetings of EC staff in Ashgabat interpretation will be needed for a total of 32 days for the duration of the project.</p> <p>T&amp;T's specific objective is to provide logistical support to the meetings held in Brussels and in Ashgabat and include the following:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements to all sponsored Turkmen representatives</li> <li>÷ Visa assistance and reimbursement</li> <li>÷ Payment of daily allowances</li> <li>÷ Hotel reservations and payments</li> <li>÷ Interpreters</li> <li>÷ Translation services</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Support to National Representatives of 25 LECB Countries in Defining INDC with NAMAS and LEDS as starting points</b>
<b>Client</b>	European Commission
<b>Country</b>	Germany
<b>Duration</b>	April – June 2015 (on going)
<b>Budget in €</b>	110.876,00
<b>Contract Description</b>	<p>As a part of the agreed outcome of the Bali Action Plan, developing country Parties will propose Nationally Appropriate Mitigation Actions (NAMAs) in the context of sustainable development In line with climate-friendly growth pathways or action plans, several countries are now also beginning to consider and prepare for more comprehensive, integrated climate change strategies such as "Low-emission development strategies" (LEDS). At the UN Climate Change Conference in Warsaw, governments have agreed to communicate their respective Intended Nationally Determined Contributions (INDCs) towards the universal agreement well in advance of the meeting in Paris in 2015. Furthermore the Low Emission Capacity Building (LECB) Programme, supported by the European Commission, can logically serve as an established platform to support preparation of INDCs in addition to its current support of the preparation on NAMA and LEDS.</p> <p>The LECB Programme is a global climate mitigation programme contributing to a Low Carbon economy. The Programme currently supports 25 countries<sup>1</sup> and helps to build the public-and private-sector capacities needed to scale up country-driven climate-change mitigation actions.</p> <p>This project's objective's are:</p> <ul style="list-style-type: none"> <li>• To support national representatives from least developing and middle income countries to attend pre-COP meetings with the aim to further diffuse the information inside their ministries and toward different national stakeholders.</li> <li>• To Organize an INDC information exchange and capacity building meeting among LECB participating countries to support the development of INDCs for submission to the UNFCCC.</li> </ul> <p>In this light, participants from LECB countries will be supported to attend two events:</p> <ul style="list-style-type: none"> <li>• The INDC Global meeting, in Berlin during April 2015</li> <li>• The Subsidiary Body for Implementation event in Bonn during June 2015</li> </ul> <p>T&amp;T's specific objective is to provide logistical support to the meetings held in Berlin and Bonn and include the following:</p> <ul style="list-style-type: none"> <li>✓ Travel arrangements to all sponsored representatives</li> <li>✓ Visa assistance and reimbursement</li> <li>✓ Payment of daily allowances</li> <li>✓ Hotel reservations and payments</li> <li>✓ Booking and hiring a conference room</li> <li>✓ Local transport arrangements</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Organisation of a set of events in EU Member States Aimed at Raising Awareness of EU Mechanisms to Support Access to Sustainable Energy and Rural Electrification</b>
<b>Client</b>	European Commission
<b>Country</b>	Spain, Germany
<b>Duration</b>	2015 (on going)
<b>Budget in €</b>	121.605,00
<b>Contract Description</b>	<p>A variety of stakeholders including governments, private sector and civil society met on September 2014 in Brussels and discussed all new possibilities for providing financial support to rural electrification projects.</p> <p>One of the proposals presented aimed at accelerating access to energy in rural areas in developing countries by boosting the private sector to yield business opportunities. As the event was a success, EC decided to organize additional events in 2015 to raise awareness in EU Member States and in partner countries and support the work already done by the Energy Unit in DG for Development and Cooperation to build further on its relation with the stakeholders.</p> <p>The objective of this assignment is to organize three (3) one day consultative and awareness raising events in EU Member States, aiming to :</p> <ul style="list-style-type: none"> <li>÷ Raise awareness of UNIT C5's work among relevant stakeholders in Member States</li> <li>÷ Reach out to stakeholders in different regions and increase the network of potential new stakeholders</li> <li>÷ Increase awareness of the EU mechanisms' huge potential to streamlining investments in rural electrification projects</li> <li>÷ Build further on the key discussions from Rural Electrification Workshop of September 2014</li> <li>÷ Mobilize the private sector to participate in the common effort to increase and improve access to modern, affordable and sustainable energy services for poor populations mainly living in rural areas</li> </ul> <p>The events may be organized as side events or back to back events with other energy related international events/conferences/meetings.</p> <p>T&amp;T's specific objective is to provide administrative and logistical support for the organization of the three (3) one day meetings to take place in any of the European Member States in short notice.</p> <ul style="list-style-type: none"> <li>÷ More specifically tasks requested include:</li> <li>÷ Invitations preparation and email out</li> <li>÷ Production of branded name badges, notepads, pens</li> <li>÷ Production of branded table name-plates for panel members</li> <li>÷ Services of a photographer</li> <li>÷ Provision of medical, accident and repatriation insurance for participants</li> <li>÷ Rental and payment of a conference venue</li> <li>÷ Rental and payment of additional premises</li> <li>÷ Rental and payment of audiovisual equipment to include interpretation equipment</li> <li>÷ Services of a team of bilingual hostesses</li> <li>÷ Catering Services</li> <li>÷ IT services for the construction of an interactive webpage for online registration and web streaming</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Instrument Contributing to Stability and Peace – Conferences 2015 - 2016</b>
<b>Client</b>	European Commission
<b>Country</b>	Belgium, West Africa, Luxembourg
<b>Duration</b>	2015 – 2016 (on going)
<b>Budget in €</b>	261.909,00
<b>Contract Description</b>	<p>The EU maintains diplomatic relations with nearly all countries in the world and undertakes a range of actions with strategic partners, key international players, and emerging and developing powers. Working alongside the European External Action Service (EEAS), the service for Foreign Policy Instruments (FPI) is responsible for operational expenditures of EU external action.</p> <p>The Instrument contributing to Stability and Peace (IcSP), is one of the key external assistance instruments that enable the EU to take a lead in helping to prevent and respond to actual or emerging crises around the world.</p> <p>Unit FPI.2 plans to organise a series of events during 2015-2016 and also offer partial assistance towards other events. Events where full support from T&amp;T Executive is anticipated are:</p> <p><b>In 2015:</b></p> <ul style="list-style-type: none"> <li>• The 2015 IcSP Training week in June 2015 for 3 days in Brussels , 80 delegates</li> <li>• An event for 1 day in the first half of 2015 in Brussels , 40 delegates</li> <li>• An event for 2 days in the second half of 2015, 40 delegates</li> <li>• An event for 2 days in the second half of 2015 in Brussels/Luxembourg , 30 delegates</li> </ul> <p><b>In 2016:</b></p> <ul style="list-style-type: none"> <li>• The 2016 IcSP Training week in the first half of 2016 for 5 days in West Africa, 70 delegates</li> <li>• An event for 1 day in the first half of 2016 in an EU Member State capital city, 40 delegates</li> </ul> <p>Furthermore T&amp;T Executive will provide part- assistance to other relevant additional events in global locations, as the Contracting Authority will indicate. For this purpose the company will set aside the total amount of 20.000 € as per clarification received.</p> <p>T&amp;T Executive’s specific objective of this assignment is logistical and administrative support (i.e. travel, accommodation, catering, printings, and interpretation, etc).</p> <p>Tasks to be organized by T&amp;T Executive SA include the following:</p> <ul style="list-style-type: none"> <li>÷ Travel arrangements</li> <li>÷ Visa arrangements</li> <li>÷ Mailing and follow up of invitations</li> <li>÷ Name badges and technical event kit</li> <li>÷ Selecting and recruiting a moderator</li> <li>÷ Team of hostesses</li> <li>÷ Interpreters</li> <li>÷ Translations</li> <li>÷ Note taking</li> <li>÷ Photographer services</li> <li>÷ Speakers payments</li> <li>÷ Hotel reservations and payments</li> <li>÷ Conference room hire</li> <li>÷ Conference equipment hire</li> <li>÷ Provide catering services</li> <li>÷ Printings</li> </ul>
<b>Name of partners (if any)</b>	N/A

<b>Contract title</b>	<b>Hands-On Training and Familiarization with Radiation Detection Equipment for Front Line Officer</b>
<b>Client</b>	European Commission
<b>Country</b>	Cambodia
<b>Duration</b>	9-13 March 2015 (on going)
<b>Budget in €</b>	5.762,00
<b>Contract Description</b>	<p>The European Commission Joint Research (JRC) Centre in the framework of providing assistance with Border Monitoring Activities in South East Asia (SEA) will organize a Hands-On Training and Familiarization with Radiation Detection Equipment for Front Line Officers (FLOs) in Cambodia. The training will take place in the cities of Siem Reap and Phnom Penh, from March 9<sup>th</sup> to March 13<sup>th</sup> 2015. Front Line Officers from the airports of Siem Reap and Phnom Penh are expected to participate. The event is expected to gather in total about 30 participants from Customs, Airport Security and SNCTC. It will be organized by the Institute of Transuranium Elements (ITU) Nuclear Security Unit based in Ispra. The main objective of this training is to familiarize FLOs of the Siem Reap and Phnom Penh airports with newly DEVCO purchased handheld radiation detection equipment and to demonstrate to them the correct usage of this equipment. In order to achieve that, a basic theoretical background will be given in the form of oral presentations and various hands-on exercises will be performed. This way, the FLOs that will be the end users of this equipment according to the Standard Operating Procedures that will be formulated for the airports, will already possess the knowledge of operating them correctly. In total, about 40 attendees from three different authorities are expected to participate in this training.</p> <p>T&amp;T Executive will provide logistical support to include the following tasks:</p> <ul style="list-style-type: none"> <li>÷ Hotel reservations and payments</li> <li>÷ Conference room hire</li> <li>÷ Conference equipment hire</li> <li>÷ Additional meeting room hire</li> <li>÷ Provide catering services</li> </ul>
<b>Name of partners (if any)</b>	N/A