



**European Committee
of the Regions**

Directorate for Legislative Work
Commission for Social Policy, Education,
Employment, Research and Culture

The Head of Unit

Brussels, *date of the official registration*

Mikko Aaltonen
Member of Tampere City Council
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Dear Mr Aaltonen,

Thank you for your proposal to invite the Commission for Social Policy, Education, Employment, Research and Culture (SEDEC) to hold its external meeting and conference on 20-21 April in your city, Tampere, Finland.

After the decision taken by the SEDEC commission at its meeting held on 3 October 2022 and in accordance with applicable CoR rules, please find below a summary of the costs and tasks which will be assumed by the European Committee of the Regions and those which need to be assumed by your city. I would kindly invite you to signal your agreement to this commitment by countersigning this letter and returning it to the SEDEC secretariat by 8 December, 2022.

A. The financial implications:

The European Committee of the Regions will be responsible for:

1. Reimbursement of the travel and meeting expenses of the members of the SEDEC commission taking part in the meeting and conference, in accordance with applicable CoR rules.
2. Reimbursement of the travel and meeting expenses of speakers invited by the Committee, in accordance with applicable CoR rules.
3. Reimbursement of the expenses of journalists invited by the Committee and, where needed, a moderator invited by the Committee, in accordance with applicable CoR rules.
4. Cost of the interpreters.
5. Translation of the invitation into all EU official languages.
6. Printing of documents such as the final programme, posters and banners in English and in Finnish.
7. Preparation of files and folders.

The host city Tampere will be responsible for:

1. **Hiring of the meeting room** with microphones, tables and chairs. The meeting room should be able to accommodate about **130 participants** (with 90 places in school style with chairs and tables – for the meeting and for the conference) *after* the interpreting booths have been installed. The technical plans of the proposed meeting room(s) have to be sent to the CoR for approval at the latest **14 weeks before the week of the meeting**. The CoR will validate the technical plans of the proposed meeting room(s) sent by the local organisers including the detailed installation and seating plan for the meeting.
2. An hour before the beginning of the SEDEC Commission meeting, **six meeting rooms** (including the main meeting room, with a capacity of respectively 40, 40, 25, 5, 5 and 5 persons in theatre style) allowing the political groups to hold their preparatory meeting (30 minutes) need to be available.
3. Moreover, a **secretariat room** near the meeting room with 4 chairs, 4 tables, telephone with international access, rapid photocopier (65 copies per minute, recto/verso and stapling), computer with ADSL internet access and printer, will need to be made available to the commission secretariat. This room should already be fully operational on the morning of the day before the meeting.
4. Cost of **renting mobile interpreting booths**[1] **with related technical equipment for the commission meeting and conference** (maximum **10 booths** for the day of the commission meeting and maximum **6 booths** for the day of the conference respecting DG SCIC's technical specifications and standards[2]), **unless the meeting room is already equipped with** (fixed or mobile) **interpreting booths respecting DG SCIC's technical specifications**. If booths respecting the above-mentioned technical specifications cannot be provided, then the CoR would need to hire interpreters other than from DG SCIC and cannot take responsibility for the quality of the interpretation. In that situation, the host organisations may instead choose to take over responsibility for the choice and payment of interpreters.
5. **Refreshments** (coffee, water, etc.) during the meeting and conference day, water in the interpreting booths.
6. Make available any **extra staff** that might be required.
7. The local authority hosting the conference may, at its own discretion, organise an official dinner and a lunch for the participants (including interpreters and journalists).
8. Experience has shown that connecting the theme of the conference with a study visit to showcase best practice and innovative approaches from the host city and region is appreciated.
9. Experience has further shown that a social and cultural programme is highly appreciated by the members. This could include a cultural tour of the city and its surroundings, a visit to an exhibition, a concert, etc., which could take place the day before or on the day of the meeting/conference.
10. Organisation and cost of a shuttle service between the main airport and the hotels, both on arrival and on departure, as well as between the venue and hotels, if needed. The date and time of arrivals and departures will be specified by members so that the hosts can group arrivals and departures in a number of shuttles.

1 Some costs related to this category might be covered by the CoR within the limits of the breakdown of appropriations adopted by the Bureau at the beginning of the year 2023. The technical specifications are attached.

2 The technical specifications are attached.

Important: The tasks under the responsibility of the city should not bear any financial impact on the CoR.

B. It is also expected that the following general tasks will be carried out by the two parties:

The European Committee of the Regions:

1. Cooperates in preparing the conference by providing the names of CoR speakers and those from other EU bodies (European Commission, European Parliament, etc.) and by translating the invitation document into all relevant EU languages.
2. Sends invitations to members of the European Committee of the Regions and speakers from other EU bodies as well as external journalists and moderators.
3. Helps to prepare the list of participants and to make the identification badges.
4. Publicises the conference using an email list.
5. Prepares a press release to be distributed on the day of the conference.

The City:

1. Identifies and negotiates with hotels of different categories near the place of the SEDEC commission meeting and the conference, on the basis of an assessment of the best quality/price ratio, and **pre-books 130 rooms in advance**. Bearing in mind the ceiling imposed on the reimbursement of CoR officials' expenses, a hotel should be proposed among those suggested to participants, **with prices below EUR 140** if possible, to provide accommodation mainly for officials and secondarily for members who are not interested in more expensive hotels.

Important: The CoR cannot make a reservation or be responsible for the cancellation of reservations.

2. Cooperates in preparing the programme of the conference.
3. Identifies the regional and local speakers and sends them invitations.
4. Prepares a maximum of publicity about the conference in the local and national newspapers, and invites representatives of local and national authorities and their administrative staff to attend the conference. Finally, a press conference should be organised after the commission meeting or the conference, or during the lunch break. Provides information to the local and regional press and invites press representatives to the conference.
5. Prepares the list of participants.
6. Indicates the person who will be in charge of the on-site organisation of the conference and the meeting and forwards his/her contact details to the SEDEC Secretariat (sedec@cor.europa.eu).

In the event of cancellation of the meeting and/or conference, either unilaterally by either party or jointly by both parties, each party shall only cover meeting- and/or conference-related costs (either committed or incurred at any time up to the cancellation of the meeting and/or conference concerned or committed or incurred after the cancellation of said meeting and/or conference as a result of contractual obligations entered into for that meeting and/or conference at any time up to the cancellation of the latter) that fall under that party's exclusive responsibility. The parties acknowledge that, in such event, the European

Committee of the Regions shall not be liable to reimburse any cost committed or incurred hereunder by another party or a third party hereto that relates to the cancelled meeting and/or conference.

Yours sincerely,

Signature
Name
Position

Signature
Name
Head of Unit,
European Committee of the Regions

Annex: Technical specification for conference rooms with simultaneous interpreting