Directorate for Legislative Work

Commission for Economic Policy
The Head of Unit

Brussels, *date of the official registration*

Mr Mikko Aaltonen
Member of Tampere City Council
Frenckellinaukio 2 B
P.O. Box 487
33101 Tampere

Dear Mr Aaltonen,

Thank you for your proposal to invite the commission for Economic Policy (ECON) to hold its external meeting and conference on *Digital transformation as a changemaker for citizens, companies and the local and regional economy* in Tampere, Finland, on 24-25 October 2024. After the decision taken by the ECON commission at its meeting held on 19th October 2023 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 will be assumed by your city Tampere. I would invite you to signal your agreement to this commitment by countersigning this letter and returning it to the ECON secretariat at your earliest convenience.

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 ECON 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 City of Tampere will be responsible for:

1. Hiring of the meeting room, microphones, tables and chairs. The meeting room should be able to accommodate about **140 participants** (with **90** places in school style – 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 ECON Commission meeting, **six meeting rooms** (including the main meeting room, with a capacity of respectively *35, 30, 15, 10, 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**, rapid photocopier (65 copies per minute, recto/verso and stapling), and a printer, will need to be made available to the commission secretariat. This room should already be fully operational on the morning of the 23rd October, which is one day before the meeting.

4. Cost of renting mobile interpreting booths **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[1]), 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 the CoR then 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.
   OR
   Cost of all equipment and hardware necessary for **remote interpretation** (where this option is possible), together with related technical equipment for the **two days of the event**.[2]Refreshments (coffee, water, etc.) during the meeting and conference day, water in the interpreting booths.

5. Make available any extra staff that might be required.

6. 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).

7. Experience has shown that connecting the theme of the conference with a study visit to showcase best practices and innovative approaches from the host city and region is appreciated.

8. 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.

9. 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

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[1] The technical specifications are attached.

[2] Full specifications, instructions and requirements are provided in the Annexes.

and departures will be specified by members so that the hosts can group arrivals and departures in a number of shuttles.

Important: The tasks under the responsibility of the City of Tampere 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 of Tampere:

1.   Identifies and negotiates with hotels of different categories near the place of the ECON commission meeting and the conference, on the basis of an assessment of the best quality/price ratio, and books **140 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 lower than **EUR 142**, 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 ECON Secretariat (econ@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,

Mikko Aaltonen
Member of Tampere City Council

Marie-Claire Neill-Cowper
Head of Unit,
European Committee of the Regions

Annexes:
1. Technical specification for conference rooms with simultaneous interpreting;
2. Technical specification for conference rooms with remote interpretation:
    2.1 Technical requirements for remote interpretation of CoR meetings
    2.2 On-site hardware preparation requirements;
    2.3 Technical diagram.

On-site hardware preparation requirements

Network:

- The on-site network must be configured in a way that doesn't block connection to Interactio servers (see attachment);

- The Internet connection must be wired and ideally isolated from the other hosts;

- A dedicated line of >30 Mbps Upload and Download speed is needed (might vary based on the setup).

Video:

- If there are speakers on-site, a video of the room must be streamed to the platform. For this purpose, there are two options:

  - High-quality USB cameras;

  - A professional video capturing device (Blackmagic, Magewell, AJA U-TAP, or similar) if the video source is not USB compatible.

- If needed, video output from Interactio should be shown on the venue's displays.

Audio (if using Dante):

- If using DVS, 2 Ethernet ports are needed (use an external dongle if necessary) – first for internet connection and the second for the Dante network;

- All necessary drivers must be installed if using other Dante cards (PCIe, external);

- The sampling rate of the entire system must be set to 48 kHz;

- All necessary hardware appears in Dante Controller, routing can be done, and successful subscriptions can be made.

Audio (if using audio interfaces):

- All necessary External USB/Thunderbolt/PCI audio device drivers have to be installed;

- All respective input and output channels must appear in OS' device manager;

- The sampling rate of the interface must be set to 48 kHz;

- All the necessary audio equipment is connected to the audio interface;

- Depending on your setup, make sure that you have the sufficient number of input and output channels on your audio interface

Audio system's configuration:

- The designated outgoing "floor" channel must contain only on-site delegate voices (Floor of N-1);

- However, the floor that is sent through the interpretation streams, when there is no interpretation present, must contain a mix of both the on-site and remote floor.

Computer:

- There should be a dedicated computer to run the Interactio software;

- Windows-based or Apple machines can be used;

- A computer must have all the necessary ports for audio/video peripherals and LAN;

- Wireless connectivity must be turned off;

- A clean OS installation with Chrome Browser and TeamViewer is preferred;

- OS and keyboard language should be set to English.

Minimum requirements:

- RAM - 8GB
- CPU - Intel i7(8th Gen and up); Intel i5 (9th Gen and up);
  - Benchmark(PassMark) score >8000
- SCREEN - Full HD

Recommended requirements:

- RAM - 16GB
- CPU - Intel i7 (9th Gen or up); Intel i9 or better;
  - Benchmark(PassMark) score > 12000
- SCREEN - Full HD
  - Minimum 14"; Preferred ≥15.6"

Operating system:

- Windows 10
- Mac OS 10.15 or newer

Note:

- Apple Silicon CPUs (M series) are not supported yet;
- AMD CPUs are supported. Their computing power should be equivalent to the mentioned Intel CPU capabilities.

EUROPEAN COMMISSION
DIRECTORATE GENERAL FOR INTERPRETATION

RESOURCES AND CORPORATE SERVICES DIRECTORATE
Corporate Meeting Room Management and Technical Compliance

MAIN TECHNICAL SPECIFICATIONS FOR CONFERENCE ROOMS
WITH SIMULTANEOUS INTERPRETING

Please note that from 1 January 2020 interpreting booths and equipment compliant with the applicable **ISO standards published before 2016 will no longer be accepted**.

PERMANENT BOOTHS (EN ISO 2603:2016)	MOBILE BOOTHS (EN ISO 4043:2016)
1. Minimum interior dimensions Width: 2.50 m for 2 interpreters 3.20 m for 3 or 4 interpreters Depth: 2.40 m Height: 2.30 m	**1. Minimum interior dimensions** Width: 2.40 m for 2 or 3 interpreters 3.20 m for 4 interpreters Depth: 1.60 m Height: 2.00 m N.B. For very short meetings (max. 1 hour), sometimes 1.60 m wide booths are allowed. Please consult DG Interpretation.
2. Doors Each booth shall be fitted with a door operating silently and providing satisfactory acoustic insulation.	**2. Doors** At its back or side, each booth shall have a hinged door without a lock that opens outwards, providing direct access from the room or platform. It shall operate silently.
3. Ventilation / Air Conditioning The ventilation and air-conditioning system shall be efficient, soundless and independent from that of the rest of the building. Air supply shall be 100% fresh; a complete air renewal at least seven times per hour shall be provided.	**3. Ventilation** The booth shall be fitted with an effective ventilation system, ensuring complete air renewal at least eight times per hour, without causing draughts on seated occupants. This means one ventilator per roof panel. It shall operate as soundlessly as possible.
4. Windows Front windows shall span the full width of the booth. Vertical supports shall be avoided. Front and side windows shall consist of colourless anti-glare glass, satisfying the sound insulation requirements.	**4. Windows** Each booth shall have front and side windows. For maximum visibility, front windows shall span the full width of the booth. Vertical support shall be as narrow as possible and shall not be in the central field of view of any working position. Windowpanes shall be colourless, clean and free from scratches.
If the permanent booths do not meet ISO 2603 requirements or the above technical specifications, mobile booths shall be used.	**5. Platform** Mobile booths shall be placed on a carpeted platform about 30 cm high, which produces no mechanical noise, leaving a passage of minimum 1.30 m wide behind the booths, at the same height as the booth floor; it has safe access. **6. Distance** between booths and participants A free space (min. 1.50 m) shall be provided between the last row of chairs and the booths to avoid participants being disturbed by voices from the booths.

REQUIREMENTS APPLICABLE TO ALL CONFERENCE ROOMS
Whether with a permanent or a mobile simultaneous interpreting installation

1. Number of booths: (at least) one booth is required for every language <u>into</u> which interpretation is provided.

2. Equipment in the booths (EN ISO 20109:2016):

One individual console per interpreter.

Each console shall comprise:
- one control panel with an outgoing channel switch and a relay selection;
  (Each console shall have at least three single button relay pre-selections or five in the case of interpreting from more than six languages.)
- one microphone;
- one set of headphones (AKG K15 or similar).

The booths shall be equipped with:
- a firm working surface covered with shock-absorbent material;
- an individual adjustable compact table light per interpreter;
- comfortable chairs with five legs on wheels and adjustable in height;
- paper, pens (no pencils);
- water and glasses.

The technical equipment and booths shall be in perfect condition and installed with the utmost care.

Switching a microphone ON shall switch OFF any other microphone on the same outgoing (A or B) channel.

At least one fully qualified simultaneous interpreting technician should remain in the room throughout the meeting to intervene if necessary.

3. Delegates' microphones:

i) Fixed: Normal practice is at least one microphone for every two delegates, or one per delegation, at the main conference table.

ii) Roving: Where a speaker has to move around or for Q&A sessions, a suitable handheld/neckband microphone shall be provided.

To avoid confusion, the conference equipment should only allow one microphone to be switched ON at any given time. (FIFO 1 = First In, First Out with 1 active microphone)

4. Additional requirements:

A drawing of the positioning of the booths in the conference room shall be sent to the Directorate General for Interpretation (DG SCIC) for approval.

All booths must afford the interpreters a direct and unobstructed view of all proceedings in the room and of the other interpreting booths.

Conference rooms cannot have pillars and columns obstructing the interpreters' view.

Fire and safety regulations to ensure safe access and exit from the booths shall be complied with at all times.

Projection screens shall be fully visible from all booths and close enough to allow interpreters to read words and numbers. If necessary, small (max. 17") screens can be placed in the booths, one screen for two interpreters, two screens for three interpreters.

If videos or films are shown, the soundtrack shall be fed into the interpreting system; interpreters shall receive the script in advance.

If you are considering videoconferences etc. with simultaneous interpreting, please consult the Directorate General for Interpretation (DG SCIC) in advance to check the feasibility.

Contact:

TECHNICAL REQUIREMENTS FOR REMOTE INTERPRETATION OF COR MEETINGS

General remark and disclaimer

The purpose of this document is to provide information about the technical set-up needed for a remote interpretation of a CoR meeting outside the CoR main headquarters, e.g. for external meetings organised by CoR members for statutory bodies of the CoR.

It is to be noted that technical set-up is the **responsibility of the host/technical on-site operator of the meeting.** The requirements listed below can give some information, but cannot replace a thorough assessment of the specific equipment available locally.

Technical requirements

The host of the meeting provides the following **baseline technical set-up**, considered standard equipment for all meetings:
- standard conference system (microphone + speakers)
- screens and cameras

The configuration is a **standard conference room set-up**. In case of specific needs from remote interpreters, the setup might have to be adapted The standard set-up should allow all participants to:
- Speak
- Listen to interpretation, also for passive participants who are not speaking
- Be captured by a camera when participants speak
- See any multimedia resources projected (PowerPoint, video etc.)

As a **principle**:
- the remote interpretation needs to be injected to the local system in the conference room
- the picture and the sound from the participants (on-site and remote) need to be sent to the Interactio servers

The contractor shall provide an interface between the online interpretation via Interactio and the in-situ participants. For this, a computer with the "Interactio Broadcaster" will be needed to extract the interpretation streams from Interactio. This can be done either analogue or digital via "Dante". Consequently, the interpretation streams must be distributed in-situ possibly via direct injection in the conference system if compatible, or via an infrared audio distribution system.

The choice of technology is entirely at the discretion of the contractor who shall contact Interactio to obtain the latest version of the Broadcaster Software and, if needed, a training on its usage.

With "the Interactio software ("Interactio broadcaster""), it's possible:
- to send the audio floor channel (from the room and from the remote participants) to the interpreters
- to capture and distribute the floor and the interpreted audio channels from the remote interpreters to the local system
- to send the audio floor channel (from the room) to the interpreters
- to capture the video signal from the meeting room
- to display the image of the meeting participants

Kindly refer to **Interactio's technical specifications** in the attachments ("On-site hardware preparation requirement.pdf", "Technical diagram.pdf").

Example of additional equipment:

- PC (Windows or Mac) with the Interactio software "Interactio broadcaster" with "Dante virtual soundcard" (the remote interpreter streams feed Dante audio channels) and an USB SDI capture device
- An infrared language distribution system which distributes the Dante audio channels, for example Televic "language distribution" system Lingua = 1 transmitter + 1 radiator + receivers https://www.televic.com/en/conference/products/interpretation/language-distribution

Webstreaming:

If webstreaming is requested, the technical on-site operator shall provide an encoder capable of sending the video stream to the Committee's streaming server, in RTMP format for monolanguage and SRT for multilanguage.

Last update of this document: 16 June 2023

Contact CoR: CentralMeetingServ@cor.europa.eu

Onsite Participants

Participants using Wireless Receivers/Conferencing hardware with language selection

Participant using Listener App

Headphones

Headphones

Headphones

Microphone

Microphone

Microphone

Camera

Onsite Screens/TVs

Interactio

Loudspeakers

Onsite Floor Video

Interpretation Audio

Onsite Floor Audio

Onsite & Interactio Floor Mix

Video System

Audio System

Interactio Video Gallery

Onsite Floor Video

Remote Floor

SDI/HDMI

Interpretation

Interactio Video Gallery

Onsite Floor

Video Capture Card

Audio Interface

Interactio computer

Interactio

USB

USB

HDMI

RJ45

Ethernet Switch

Interpretation (Wi-Fi)

Router / Wireless Access Points

Interpreters (Remote Booth)

Interactio

Interactio Interpreter Console (browser)

Floor Audio & Video

Floor Audio/Video & Interpretation

Interpretation Audio

Internet access, headphones, microphone

Remote Moderator

Interactio Participant Console

Internet access, headphones, camera, microphone

Remote Participant

Interactio Participant Console

Internet access, headphones, camera, microphone

Remote Viewers

Interactio Participant Console

Internet access, headphones

Floor Audio/Video