Forty-fourth Meeting of Heads of National Drug Law Enforcement Agencies, Asia and the Pacific
Bangkok, 22–25 October 2019
Item 7 of the provisional agenda

Organization of the Forty-fourth Meeting of Heads of National Drug Law Enforcement Agencies, Asia and the Pacific

Standard letter of agreement and conference requirements for hosting a meeting of HONLEA, Asia and the Pacific

Note by the Secretariat

1. This document brings to the attention of Member States the standard model exchange of letter of agreement (see annex I) and conference requirements (see annex II) for Member States wishing to consider acting as host to subsequent meetings of Heads of National Drug Law Enforcement Agencies, Asia and the Pacific.

2. In its resolution 1988/15 of 25 May 1988, entitled “Meetings of Heads of National Drug Law Enforcement Agencies, Asia and the Pacific, Africa and Latin America and the Caribbean”, the Economic and Social Council requested the Secretary-General to convene regional meetings at the capitals of States in the respective regions that may wish to act as host or at the headquarters of the regional commission concerned, annually, beginning in 1988.

3. In accordance with the Economic and Social Council resolution 1988/15, Member States may wish to consider hosting forthcoming meetings of HONLEA, Asia and the Pacific, and to coordinate with the Secretariat as soon as possible to allow sufficient time for the organizational arrangements to be made.

* Available only in English, which is the working language of the subsidiary body.
** UNODC/HONLAP/43/1.
Annex I

Model Exchange of Letter of Agreement for the Forty-fourth Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Asia and the Pacific

1. I have the honour to refer to the arrangements concerning the organization of the Forty-fourth session of Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Asia and the Pacific (hereinafter referred to as “44th HONLAP”). The 44th HONLAP falls within the scope of the mandate of Economic and Social Council resolution 1845 (LVI) of 15 May 1974.

2. The 44th HONLAP, organized by the United Nations, represented by the United Nations Office on Drugs and Crime (hereinafter referred to as “UNODC”) in cooperation with the Government of [---], represented by the [name of Ministry or Government body involved] (hereinafter referred to as “the Government”), will be held in [name of venue, city and country] from [date] to [date]. The purpose of the 44th HONLAP will be to facilitate cooperation and coordination in regional activities directed against illicit drug traffic, and to identify priority issues in the area and formulate recommendations to the Commission on Narcotic Drugs for addressing these issues.

3. The 44th HONLAP will be attended by the following participants invited by the United Nations:

(a) Fifty-three member States: Afghanistan, Armenia, Australia, Azerbaijan, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Democratic People’s Republic of Korea, Fiji, France, Georgia, India, Indonesia, Iran (Islamic Republic of), Japan, Kazakhstan, Kiribati, Kyrgyzstan, Lao People’s Democratic Republic, Malaysia, Maldives, Marshall Islands, Micronesia, Mongolia, Myanmar, Nauru, Nepal, Netherlands, New Zealand, Pakistan, Palau, Papua New Guinea, Philippines, Russian Federation, Republic of Korea, Samoa, Singapore, Solomon Islands, Sri Lanka, Tajikistan, Thailand, Timor-Leste, Tonga, Turkey, Turkmenistan, Tuvalu, United Kingdom of Great Britain and Northern Ireland, United States of America, Uzbekistan, Vanuatu, Viet Nam;

(b) Nine associate members: Commonwealth of the Northern Mariana Islands (United States), Cook Islands, French Polynesia (F), Guam (United States), Hong Kong (China), Macao (China), New Caledonia (F), Niue, American Samoa (United States);

(c) Other participants, invited as observers by the United Nations and the Government, including representatives from the United Nations system and from intergovernmental or non-governmental organizations or institutions;

(d) Ten officials from the United Nations Secretariat.

The total number of participants will be approximately: 80–100.

4. The 44th HONLAP will be conducted in English.

5. The United Nations will be responsible for:

(a) The planning and running of the 44th HONLAP and the preparation of the appropriate documentation in English;

(b) The substantive support before and during the 44th HONLAP;

(c) Documentation for the Meeting in English, the working language of the Meeting;

(d) Editing and printing of the report of the Meeting in English;

(e) Administrative arrangements and costs relating to the travel of the participants specified in subparagraph 4 (a) and (c).
6. The Government will be responsible for:

(a) A suitable venue for 80–100 participants for the 44th HONLAP; and adjacent offices for Chairperson and UNODC Secretariat staff;

(b) Local counterpart staff to assist with advance planning and any necessary administrative support during the 44th HONLAP;

(c) Reasonably priced and conveniently located hotels, indicating rates for single and double rooms, to be communicated to UNODC before the Meeting as soon as possible; to the extent possible, the participants are to be accommodated in one hotel in the vicinity of the conference premises;

(d) Transportation between the Meeting premises and hotel(s), if required;

(e) Reception of participants upon arrival in ______ and their transportation from the airport to their places of accommodation;

(f) Medical facilities for first aid in emergencies within the area of the Meeting. For serious emergencies, the Government shall ensure immediate transportation and admission to a hospital;

(g) United Nations staff working offices and office equipment, including a photocopy machine and word processing facilities; and necessary communications facilities (telephone and email) for use by the secretariat of the 44th HONLAP to maintain contact with the United Nations and elsewhere;

(h) A detailed list of conference service requirements is contained in the annex.

7. I wish to propose that the following terms shall apply to the 44th HONLAP:

(a)(i) The Convention on the Privileges and Immunities of the United Nations adopted by the General Assembly on 13 February 1946 (“the Convention”), to which the Government is a party, shall be applicable in respect of the 44th HONLAP. In particular, representatives of States shall enjoy the privileges and immunities accorded under article IV of the Convention. The participants invited by the United Nations shall enjoy the privileges and immunities accorded to experts on mission for the United Nations under articles VI and VII of the Convention. Officials of the United Nations participating in or performing functions in connection with the 44th HONLAP shall enjoy the privileges and immunities provided under articles V and VII of the Convention. Officials of the Specialized Agencies participating in the 44th HONLAP shall be accorded the privileges and immunities provided under articles VI and VIII of the Convention on the Privileges and Immunities of the Specialized Agencies, adopted by the General Assembly, on 21 November 1947;

(ii) Without prejudice to the provisions of the Convention, all participants and persons performing functions in connection with the 44th HONLAP shall enjoy such privileges and immunities, facilities and courtesies as are necessary for the independent exercise of their functions in connection with the 44th HONLAP;

(iii) Personnel provided by the Government pursuant to this Agreement shall enjoy immunity from legal process in respect of words spoken or written or any act performed by them in their official capacity in connection with the 44th HONLAP;

(b) All participants and all persons performing functions in connection with the 44th HONLAP shall have the right to unimpeded entry and exit from [name of host State]. Visas and entry permits, where required, shall be granted free of charge. When applications are made four weeks before the opening of the 44th HONLAP, visas shall be granted not later than two weeks before the opening of the 44th HONLAP. If the application is made less than four weeks before the opening, visas shall be granted as speedily as possible and not later than three days before the opening. Arrangements shall also be made to ensure that visas for the duration of the
44th HONLAP are delivered at the airport of arrival to those who are unable to obtain them prior to their arrival. Exit permits, where required, shall be granted free of charge, as speedily as possible and in any case not later than three days before the closing of the 44th HONLAP.

8. The Government shall furnish such police protection as may be required to ensure the effective functioning of the Meeting in an atmosphere of security and tranquillity free from interference of any kind. While such police services shall be under the direct supervision and control of a senior officer provided by the Government, this Officer shall work in close cooperation with a designated senior official of the United Nations.

9. The Government shall be responsible for dealing with any action, claim or other demand against the United Nations or its officials and arising out of:

(a) Injury to persons or damage to or loss of property in the 44th HONLAP premises that are provided by or are under the control of the Government for the 44th HONLAP;

(b) Injury to persons or damage to or loss of property caused by, or incurred in using the transportation services provided by or are under the control of the Government;

(c) The employment for the 44th HONLAP of personnel provided or arranged by the Government;

(d) The Government shall indemnify and hold harmless the United Nations and its officials in respect of any such action, claim or other demand.

10. Any dispute concerning the interpretation or implementation of this Agreement, except for a dispute subject to Section 30 of the Convention or to any other applicable agreement, shall, unless the parties otherwise agree, be resolved by negotiations or any other agreed mode of settlement. Any such dispute that is not settled by negotiations or any other agreed mode of settlement shall be submitted at the request of either party for a final decision to a tribunal of three arbitrators, one of whom shall be appointed by the Secretary-General of the United Nations, one by the Government, and the third, who shall be the Chairperson, by the other two arbitrators. If either party does not appoint an arbitrator within three months of the other party having notified the name of its arbitrator or if the first two arbitrators do not within three months of the appointment or nomination of the second one of them appoint the Chairperson, then such arbitrators shall be nominated by the President of the International Court of Justice at the request of either party to the dispute. Except as otherwise agreed by the parties, the tribunal shall adopt its own rules of procedure, provide for the reimbursement of its members and the distribution of expenses between the parties, and take all decisions by a two-thirds majority. Its decision on all questions of procedure and substance shall be final and, even if rendered in default of one of the parties, be binding on both of them.

11. I further propose that upon receipt of your Government’s confirmation in writing of the above, this exchange of letters shall constitute an Agreement between the United Nations and the Government of [name of host State] on the holding of the 44th HONLAP, which shall enter into force on the date of your reply and shall remain in force for the duration of the 44th HONLAP, and for such additional period as is necessary for its preparation and for all matters relating to any of its provisions to be settled.

Accept, Excellency, the assurances of my highest consideration.

Executive Director
United Nations Office on Drugs and Crime
Annex II

Conference Servicing and Facilities Requirements
Meetings of HONLEA, Asia and the Pacific

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Available Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Conference/Meeting Room</strong></td>
<td>Ready 2 days before the opening</td>
</tr>
<tr>
<td>1 main conference room with a minimum of 2 seats at the table, per delegation, for a total of 100–120 participants (preferably U-shape, to facilitate discussions)</td>
<td></td>
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<tr>
<td>Podium with 5 seats at the table, each equipped with one microphone and headsets</td>
<td></td>
</tr>
<tr>
<td>1 microphone, at the table, per delegation. Headphone for each delegate</td>
<td></td>
</tr>
<tr>
<td>Recording equipment for proceedings, English to be recorded digitally in high quality</td>
<td></td>
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<tr>
<td>1 table for Conference Officer, 2 seats</td>
<td></td>
</tr>
<tr>
<td>1 Laptop or desktop computer* and 1 printer** connected to the computer</td>
<td></td>
</tr>
<tr>
<td>1 Data/video projector (minimum of 4000 ANSI Lumen)</td>
<td></td>
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<tr>
<td>1 remote presenter</td>
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<tr>
<td>1 screen for multi-media presentation (minimum of 3x3 m)</td>
<td></td>
</tr>
<tr>
<td>Fresh water, two times per day, for delegates and Secretariat</td>
<td>As of opening day</td>
</tr>
</tbody>
</table>

**Additional Conference room requirements:**
- Extra chairs for delegations overflow
- Pads and pencils for delegates
- Electricity outlets for delegates

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td><strong>Offices</strong></td>
<td></td>
</tr>
<tr>
<td>A total of three (3) offices and one (1) lounge in the vicinity of the Main Conference Room, as follows:</td>
<td></td>
</tr>
<tr>
<td>1 Office for the Chair of the Conference, equipped with 1 desk</td>
<td>Ready 1 day before the opening</td>
</tr>
<tr>
<td>1 Office for the Secretary and UNODC Secretariat of the Conference, equipped with 3 desks, 1 small meeting table for eight persons, 1 lockable cabinet</td>
<td>Ready 2 days before the opening</td>
</tr>
<tr>
<td>Equipped with:</td>
<td></td>
</tr>
<tr>
<td>3 computers*</td>
<td></td>
</tr>
<tr>
<td>1 laser printer** shared by the 3 computers</td>
<td></td>
</tr>
<tr>
<td>Stable broadband Internet connectivity for all computers and laptops and WIFI connection for all laptops in all working areas assigned to the meeting</td>
<td></td>
</tr>
</tbody>
</table>
### Requirements

**Stable broadband Internet connectivity for all office computers and WIFI connection in all working areas assigned to the meeting.**

1 large office for Conference Management Service staff, furnished with 3 desks, 3 large tables, 1 lockable cabinet

- Equipment:
  - 3 computers*
  - Latest version of Adobe Acrobat Professional (or equivalent) in English
  - 1 high quality scanner (HP-SCANJET 5550-C)
  - 1 laser printer** shared by the 3 computers

**Delegate’s lounge**, 3 desks equipped with 3 computers* and 1 shared printer** for the use of the participants

**Available Resources**

- Ready 2 days before the opening
- As of opening day
- Ready 2 days before the opening

### Available Resources

- Ready 2 days before the opening
- As of opening day
- Ready 2 days before the opening

### Additional Office requirements:

Sufficient office supplies, including pads and pens, for the use of the Secretariat and Conference staff

- Ready 2 days before the opening

### Other areas

**Reproduction area**, to be located in the vicinity of the distribution area and main conference room. Equipped with 2 high-speed photocopying machines, 80 copies per minute, with recto-verso copying function, with sorter for a minimum of 20 sets and right/left stapling function for a minimum of 50 sheets. **40 reams** (packages 500 sheets) of A4 paper. Three large tables

- A photocopier technician should be available or on call, at all times, during the conference

**Documents distribution area** in a counter shape, or four large tables, 1 internal telephone line

- Ready 2 days before the opening

**Registration area**, with two tables, 1 computer*

- Ready 1 day before the opening

**Colour coded identity conference badges:**

- Red — Country delegates
- Blue — United Nations organizations and intergovernmental organizations
- Yellow — Non-governmental organizations
- Green — Press
- Grey — Local support staff

- Ready 1 day before the opening

### Local Support Staff

The local support staff assigned, should be available for the whole period of the conference and be prepared, if required, to work early in the morning and late in the evening. One day before the opening, the local support staff will get a briefing, and some will be required to start working (see second column)

- Required 2 days prior to opening of the meeting-end of meeting
- Required one day prior to opening of the meeting — for three days
- Required one day prior to opening of the meeting-end of meeting
- Required 2 days prior to opening of the meeting-end of meeting
### Requirements

<table>
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<tbody>
<tr>
<td>1 Technician for the Computers and Internet connection, as well as photocopying machines and 24-hour service [fluent in English]</td>
<td>Required 2-days prior to opening of the meeting-end of meeting</td>
</tr>
</tbody>
</table>

* Minimum computer specifications: Windows computer with current MS Office package, with QWERTY keyboard and US-International as the selected input language.

** Minimum printer specifications: Laser printer equivalent to HPLJ 2055d/n.