

MEMORANDUM OF RESPONSIBILITIES TO BE ASSUMED BY
THE GOVERNMENT OF [CO-HOST COUNTRY] AND BY THE FOOD AND AGRICULTURE ORGANIZATION
OF THE UNITED NATIONS FOR
THE [SESSION NUMBER/NAME OF THE COMMITTEE/TASK FORCE]

The following provisions set out the respective responsibilities to be assumed by the Government of the [co-host country], hereinafter referred to as the “Host Government” and by the Food and Agriculture Organization of the United Nations, hereinafter referred to as “FAO”, acting on its behalf and on behalf of the World Health Organization (WHO), to ensure the smooth conduct of the [session number and name of the Committee/Task Force], hereinafter referred to as the “Session”, which forms part of the Joint FAO/WHO Food Standards Programme of the Organization.

The Session will be held in [venue] from [date of the session].

FAO will be responsible for organizing the Session, issuing all invitations and circulating the Provisional Agenda and working documents for the Session.

The Session will be conducted in [working languages]. The Host Government, in collaboration with the Government of the [host country], will be responsible for providing interpreters whose *curricula* are to be cleared by the Chief FAO interpreter.

PART I - OPERATIONAL RESPONSIBILITIES OF FAO

A. Staff (at FAO's cost in accordance with FAO regulations)

FAO will:

1. Designate and make available the Secretary and Assistant Secretary of the Session, and other officers as may be required.
2. Bear all necessary costs of FAO staff provided, including salaries, subsistence allowances and travel to and from the Session.

B. Services

FAO will:

3. Arrange for the preparation of the draft report of the Session for adoption at the end of the Session.
4. Issue and distribute a report of the Session after its conclusion.

PART II - RESPONSIBILITIES OF THE HOST GOVERNMENT WITH REGARD TO PRIVILEGES AND IMMUNITIES FOR FAO/WHO AND PARTICIPANTS

The Host Government undertakes to:

5. Accord, for the purpose of the Session, to delegates and observers, and to FAO, its property, funds and assets as well as to FAO staff, all the privileges and immunities provided for in Article VIII, paragraph 4, and Article XVI, paragraph 2, of the Constitution and Rule XXXVIII-4 of the General Rules of the Organization, and specified in the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies. It shall also accord to WHO, its property, funds, assets and staff members, the privileges and immunities laid down in the latter convention.
6. Grant visas and all necessary facilities to delegates, observers and consultants attending the Session.

7. Hold FAO/WHO and their staff harmless in respect of any claims by delegates and observers or by other third parties arising out of the Session, except where it is agreed by the Host Government and FAO/WHO that the claim arises from gross negligence or wilful misconduct of such staff.

PART III - OPERATIONAL RESPONSIBILITIES OF THE HOST GOVERNMENT

A. Staff

The Host Government will:

8. Appoint a Liaison Officer who will be responsible for the coordination of local facilities and arrangements for the Session.
9. Make available photocopier machines and related assistance and services required for the conduct of the Session.
10. Make available, in coordination with the Government of the **[host country]**, qualified interpreters for the simultaneous interpretation into **[working languages]** and qualified translators for the translation of the draft report (for adoption at the end of the Session) and final reports of the Session (to report to the Commission) from **[working languages]**.
11. Ensure the visual identity for the meeting is in line with the policies of FAO and WHO.
12. Bear all necessary costs of the local staff provided, including salaries, overtime and subsistence allowances, if required, and travel to and from the Session.

B. Facilities and Equipment

The Host Government will provide for:

13. One conference room, with seating and table space for **[approximate number]** persons and fully equipped for simultaneous interpretation according to the attached standards; **[number]** offices for the Secretariat adequately furnished and space for duplication and collation of documents.
14. A sufficient number of personal computers with international keyboard equipped with Microsoft Windows 11, Adobe Acrobat and a web browser connected to the internet, printers, photocopying machines and other equipment as required.
15. Two cameras streaming with a technical team to manage the different channels and behind-the-scenes work to broadcast the sessions.
16. Transport to the meeting site and return to FAO of any equipment not available in the country, should the Host Government request FAO's assistance in supplying it.

C. Supplies and Services

The Host Government will provide:

17. Office supplies, stationery and paper as required, badges, country flags and nameplates.
18. Facilities for local reproduction of in-session documents, including draft reports, needed for the Session.
19. A high-speed internet connection, for use by the Secretariat and all delegates, free of charge, in connection with the work of the Session.
20. First-aid facilities for delegates, observers and staff.

D. Transport

The Host Government will:

21. Provide transport within the **[co-host country]** for delegates, observers and staff as required for the conduct of the Session, and especially transport from hotel to meeting site, depending upon local circumstances.

E. Safety Measures

The Host Government shall:

22. On the basis of the prevailing conditions at the time of the meeting take a risk-based approach to manage COVID-19 safety at all public events and activities throughout the event. To achieve this, appropriate policies and procedures will be put in place to minimize the risk of COVID-19 spreading (Prevention), and to respond in case any member of the delegation, staff or volunteer develops COVID-19 during the event.

PART IV - RESPONSIBILITIES OF THE HOST GOVERNMENT WITH REGARD TO SECURITY FOR FAO/WHO AND PARTICIPANTS

The Host Government undertakes to:

23. Conduct a security risk assessment of the venue and provide adequate security and safety measures to reduce risks to participants of the Session to a level as low as reasonably possible.
24. Ensure that a security and safety contingency plan is in place.
25. Assign a Government security focal point who will liaise with the Host Secretariat to ensure that adequate coordination and management of security issues are in place.