

Annex V - Guidelines for contractors organising events and meetings on behalf of ECDC

N.B the text in this document is to be considered as Contractual requirements

Governing principles:

- Upholding the ECDC's reputation,
- Absence of conflict of interest,
- Sound financial and administrative management,
- Optimal cost-efficiency,
- Environmental preservation and conservation.

Venue

- Venues shall be selected among commercial venues in the EU/EEA (e.g. hotels, public or private conference centres, or other) in line with the following non-negotiable principles:
 - Venues must be commensurate with the standards of a publicly funded European Agency delivering independent scientific outputs.
 - Venues shall pose no risk to the reputation or image of the ECDC. ECDC reserves the right to not approve certain venues, e.g. venues associated with gaming and gambling, SPA resorts or beauty farms, entrainment parks, or similar.
 - Venues shall be in safe and secure areas.
 - Venues shall be well served by public transport and the location easy to reach via train or airplane.
 - The proposed venue(s) shall be shared with ECDC for its consideration prior to booking in a timely manner.
 - Meetings in Stockholm shall take place at ECDC premises if available and in such cases, existing ECDC framework contracts shall be used.

Meeting

- All participants shall be registered in advance of the meeting and their presence recorded on each meeting day (signed attendance lists).
- Meeting rooms shall:
 - Include basic audio and visual equipment (e.g. laptop, projector, pointer, podium, microphones, video setting for videoconferencing compatible with ECDC platforms).
 - Offer complimentary wi-fi to meeting participants.

Catering

- Catering shall be organised in suitable areas at the meeting venue or immediate proximity.
- Fresh drinking water shall be provided throughout the event.
- A no-plastic policy should be observed.
- For each full meeting day, the standard meals to be provided are:
 - Breakfast (if not covered by the accommodation)
 - Two coffee breaks
 - Lunch
 - Dinner
- Catering options shall be sustainable to the best possible extent¹ and consider dietary requirements of all participants.
- No alcoholic beverages shall be served during meetings, coffee breaks or lunch.

¹ For best practices, see step 4 "Sustainable catering"

https://ec.europa.eu/environment/emas/pdf/other/EC_Guide_Sustainable_Meetings_and_Events.pdf

Accommodation

- Accommodation shall be:
 - Provided to all participants residing 100 km or more from the meeting venue, either at the meeting location or within easy access of such (e.g. walking distance)
 - Booked depending on participant needs as follows:
 - Arrival: the night before the event, or in the morning if meeting starts in the afternoon.
 - Departure: the day after the meeting, or in the afternoon of the last day of the meeting if it ends before 15:30.
 - Within the [ceilings](#) set by the European Commission.
 - Standard: 3 superior to 5 stars accommodation.
 - Room: Single use only, breakfast included.
- Sundries, such as mini bar, laundry service, telephone calls, pay per view TV shall not be covered by the contractor.

Travel

- Travel organisation shall only commence upon confirmation of dates and venue of the meeting and arranged as follows:
 - Arrival: the day before the event or in the morning if meeting starts in the afternoon
 - Departure: the day after the meeting or in the afternoon of the last day of the meeting if it ends before 15:30
- **By rail:** First class rail fare for the shortest route (either by distance or in terms of time) between the place of residence/employment and the place of the meeting.
- **By flight:**
 - Direct flights are normally preferred unless the direct flight represents a manifestly unreasonable expense.
 - Time of departure should not be before 8:00 or after 22:00 unless specifically requested by the participant.
 - In Economy class or equivalent, including one luggage, at the lowest available rates including cases where the ticket in question cannot be exchanged or refunded, taking into account the times of meetings and/or special features of the meeting.
 - In Economy class or equivalent, at the lowest available rates for flexible tickets, taking into account the times of meetings and/or special features of the journey, if there is an appreciable risk that the meeting will be amended.

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Airport transfer

- Airport transfers between the airport and meeting venue shall be arranged and pre-paid by the contractor:
 - Via public transport (public shuttle or train).
 - Via taxi/private shuttle if the price is equal to public shuttle or train.

NB: All travel and accommodation costs of ECDC experts staff are covered directly by ECDC

Other

- If a public institution offers to partially or entirely host a meeting at its premises or elsewhere (e.g. no cost for the contractor), the contractor must promptly communicate this to ECDC for approval.
- Price negotiation and contract stipulation are the sole responsibility of contractors. ECDC staff shall not be engaged in negotiations of prices and signature of contracts with third-party providers.
- No complementarity gifts shall be purchased on behalf of the ECDC.

Personal data and data protection

- When processing personal data of meeting participants, the contractor must comply with the General Data Protection Regulation (Regulation (EU) 2016/679), Regulation (EU) 2018/1725, the contractual commitments to ECDC and ECDC's instructions regarding data security and data protection.
- Cloud-based registration tools shall not be used, unless the relevant data centres are located within the EU/EEA and the cloud provider is certified in accordance with the provisions of Art. II.7.2 of the Framework Partnership Agreement.
- Only the minimum set of data required for meeting organisation, as set out in Art. II.7.2 of the Framework Partnership Agreement, shall be collected from participants.
- Privacy statement shall be made available to participants prior to each meeting and consent shall be proactively collected in writing by the contractor. Template will be made available by ECDC.
- Upon completion of the event, the contractor shall transfer all consent forms to ECDC.

Security

- ECDC shall be immediately made aware of any potential or existing threat to the safety of participants in writing to the ECDC contract manager and the Local Security Officer (lso@ecdc.europa.eu). ECDC shall be promptly informed of any public health measure, travel restriction or requirement in force in the country that could affect participation in or organisation of the event and provide mitigation plans.

Communication

- Meeting related documents prepared by the contractor shall display the ECDC logo as provided by ECDC.
- All communication and correspondence shall be sent by the contractor to the participants with the disclaimer or closing salutation "; *on behalf of ECDC*".
- ECDC relevant staff shall be copied in correspondence with participants.