

HOSTING THE 2014 TPO NETWORK WORLD CONFERENCE AND AWARDS

CONFERENCE HOSTING AND BIDDING GUIDELINES

Thank you for your interest in hosting the 10th TPO Network World Conference and Awards. By presenting a bid to host the next event, you will be bidding for an opportunity to showcase your organization and your country.

Organizing the TPO Network Conference can be an exciting and rewarding experience. These guidelines have been prepared to ensure interested TPOs are informed of the roles and responsibilities of the host and the main issues to consider before placing a bid.

Instructions on submitting your Expression of Interest to host the next event can be found below in the section [Submitting and Presenting the Bid](#).

THE TPO NETWORK WORLD CONFERENCE AND AWARDS

The TPO Network World Conference and Awards are concurrent biennial events. The World Conference provides a platform for TPOs to gather together and learn from each other through the sharing of good practice and experience, and, to assist each other's efforts in providing trade related technical assistance (TRTA) to their beneficiaries. The event also provides opportunities for participants to find new, and strengthen existing, linkages to enhance effective cooperation that results in broadening the access to support services.

The TPO Network Awards, which are presented during the Conference, recognize outstanding performance in the use of TPO processes and practices.

The TPO Network World Conference and Awards is open to all member states of the United Nations and all members of the World Trade Organization. It is a unique event, bringing together heads of TPOs from around the world, along with members of government ministries, international organizations and other distinguished stakeholders. The objective of the two days of discussions and networking is to encourage greater effectiveness for the beneficiaries of all trade related technical activities.

Conferences have previously been held in Cartagena, Colombia (1996); Santiago, Chile (1998); Marrakech, Morocco (2000); Beijing, China (2002); St. Julians, Malta (2004); Buenos Aires, Argentina (2007); and The Hague, The Netherlands (2008); Mexico City, Mexico (2010). This year's event, co-hosted by ITC and the Malaysia External Trade Development Corporation will take place in Kuala Lumpur, 18-19 October.

The host of the 2014 TPO Network World Conference and Awards will be selected by secret ballot where representatives of each recognized national TPO present at the 2012 event can cast their vote following presentations by the bidders. Only one vote per national TPO is accepted.



The winner will be announced before the closing ceremony at the end of the 2012 conference.

ELIGIBILITY

Hosting the TPO Network World Conference and Awards is open to officially recognized national TPOs mandated by their governments to act as the main institution for trade promotion in their respective countries.

In cases where a TPO has not been established, government ministries often perform this function. As such the assigned ministry is recognized as the main institution for trade promotion and may apply to bid to host the next conference.

LEGAL FRAMEWORK

ITC is a joint subsidiary organ of the World Trade Organization and the United Nations and enjoys privileges and immunities by the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946 (hereinafter referred to as the “Convention”)

As such, to be eligible to place a bid, the host country is required to:

- Be party to the Convention;
- Recognize ITC as a subsidiary organ of the United Nations enjoying privileges and immunities under the Convention;
- Agree to sign an exchange of letters as per the template contained in Annex B of ST/A/1/342 (provided with this package).

TPOs submitting an expression of interest must also sign and submit the attached Certificate of Agreement provided with this package. The selected TPO co-hosting the 2014 event is also expected to sign a partnership agreement with ITC describing the areas of cooperation concerning the 10th Network World Conference and Award in 2014. Guidelines and deadlines for submitting this certificate can be found under the section entitled [Submitting and Presenting the Bid](#).

EXCHANGE OF LETTERS AND MEMORANDUM OF UNDERSTANDING

The conclusion of (i) an exchange of letters between the Government of the host country (usually signed by the Ministry of Foreign Affairs) and ITC following the template contained in Annex B of ST/A/1/342; (ii) the conclusion of a partnership agreement; and (iii) receipt of the required security clearance by the United Nations Department of Safety and Security for the selected venue are prerequisites to hosting the TPO Network World Conference. The Exchange of Letters and the partnership agreement (Memorandum of Understanding (MoU)) should be concluded within six to eight months following the close of the 2012 conference or within a reasonable time limit agreed by both parties following the TPOs successful bid.

Please review the sample MoU to be signed by ITC and the winning TPO as well as the template for the exchange of letters contained in Annex B of St/A/1/342 provided with this application package.

In the event that ITC and the host country and the host TPO are not able to sign the Exchange of Letters and the MOU by the deadline agreed up on by both parties, and within a reasonable time to move the conference, ITC will approach the TPO voted as runner up by the voting TPO participants.

Please review the information concerning ITC's legal status provided in the Briefing Note ITC Legal Status document.

GEOGRAPHICAL BALANCE

All bidders are welcome. The TPO Network World Conferences have rarely been held in Sub-Saharan Africa, and Central and South-Asia and TPOs from these countries are strongly encouraged to submit bids.

TPOs may venture into a strategic alliance with other trade support organizations or event organizers to offset costs. However, ITC will consider only the national TPO that submits the bid as the official partner of the event.

ROLES AND RESPONSIBILITIES OF THE HOST COUNTRY

The host TPO, the host government and ITC work in close collaboration towards the successful organization of the conference following the signing of the exchange of letters and the MoU. Details can be found under Article 3, Commitment of the Parties, in the sample MoU. The TPO may also review the section in this document discussing the **issues to consider** when deciding to place a bid.

In addition to the TPO's role as conference host, a senior representative will sit on the 2014 and 2016 TPO Network Awards adjudicating panels.

TPO NETWORK AWARDS - ADJUDICATING PANEL 2014

The biennial TPO Network Awards are managed by ITC. The Executive Director of ITC chairs the adjudicating panel composed of:

- The previous year's award winners (the 2012 TPO Network Award winners will sit on the 2014 Adjudicating Panel);
- The head of the TPOs from the previous and current host countries;¹
- ITC's Director of Division of Business and Institutional Support.

While ITC manages and organizes the TPO Network Awards, the TPO of the host country, along with the other members of the panel:

- Attends two to three meetings of the adjudicating panel at ITC over the two or four year tenure (2012-2014, 2012 -2016) (Costs are normally covered by ITC)
- Evaluates the submissions for the awards;
- Organizes (and covers the costs for) the gala dinner and Awards presentation ceremony. This traditionally takes place on the evening of the first day of the Conference.

The host of the 2014 event may provide advice and guidance to the host of the 2016 Conference concerning the organization of the event and development of the conference programme.

ISSUES TO CONSIDER BEFORE PLACING A BID TO HOST THE 2014 TPO NETWORK WORLD CONFERENCE

The following information provides an overview of the main areas of the TPO's responsibility during the organization of the conference and should be considered before the TPO decides to bid to host the 2014 TPO Network World Conference and Awards. Please also review all the documents provided in this package for detailed information pertaining to the MoU and exchange of letters.

TPOs submitting an Expression of Interest to ITC will present their bids during the TPO Network Conference on 18 October 2012. The following information may also be considered for the design of the bid.

Timing: The 10th TPO Network World Conference and Awards will be held in 2014. The event typically takes place in October.

¹ The policies and guidelines for the TPO Network Awards adjudicating panel state that hosting TPOs may submit a request to the panel to withdraw their representation for the second year of their tenure.

Planning and costs: The host TPO covers all local costs for the Conference. This includes event planning, logistics (conference facilities, transport, etc.) and promotion.

Conference programme: The host TPO works in close collaboration with ITC on the development of the conference programme including but not limited to the definition of the theme, conference topics, speakers, conference chair, etc.

Venue considerations: Recent Conferences have been planned to accommodate as many as 250 participants. The venue should provide adequate space for:

- A plenary session with up to 250 people;
- Parallel break-out sessions;
- Secretariat space for the host committee and ITC;
- Rooms for bilateral meetings.

Travel, accommodation and meals: Conference participants usually fund their own participation. To encourage the largest possible representation from all member countries, the bidding TPO may wish to consider the following:

- Flights: Airfares will depend on the location of the event. Though, if possible, they should not be too prohibitive for participants.
- Transportation to and from the airport should be convenient and the location should be in reasonably close proximity to a major airport.
- Accommodation and meals:
 - ITC must follow the requirements set down by the United Nations when considering such events. This means that host countries must offer three alternative hotels for participants to choose from. The prices of these hotels must fall within the UN's daily subsistence allowance for the particular city where the Conference and hotels are located.
 - It is advised that, as a minimum, lunches should be provided during the event. In past years, dinners on two days have also been included.

Please note: If the bidder would like to showcase a selected conference venue and the related hotels in their presentation, please ensure the venue complies with the above guidelines.

SUBMITTING AND PRESENTING THE BID

Bids by eligible TPOs will be presented on the first day of the 2012 conference. All prospective hosts will be given 5-8 minutes to present their bids in a plenary session. This will be followed by a secret ballot where representatives of each recognized national TPO present may cast their votes. Only one vote per national TPO is accepted.

ITC counts the ballots and the winner will be elected based on a simple-majority system.

The winner will be announced before the closing ceremony at the end of the 2012 conference.

ITC welcomes all expressions of interest from TPOs wishing to host the 2012 TPO Network Conference. Submitting a bid is done in three steps: 1) Registering an Expression of Interest with ITC, 2) Confirming your eligibility by submitting the Certificate of Agreement, and 3) Preparing and submitting the bid.

STEP 1: REGISTERING AN EXPRESSION OF INTEREST WITH ITC

Please complete the attached "Expression of Interest" form and email, fax or post it to the contact addresses below.

The deadline for submitting this form to ITC is **25 September, 2012**.

Please note: It may not be possible to consider a TPO's bid if the Expression of Interest is submitted after this date due the scheduling of sessions in the Conference Programme.

ITC will acknowledge receipt of the expressions of interest and confirm the first stage of the candidate's eligibility following submission.

STEP 2: CONFIRMING YOUR ELIGIBILITY

Please email, fax or post the signed Certificate of Agreement to the contact addresses below.

The deadline for submitting the signed certificate is **01 October, 2012**. It may also be submitted earlier with the Expression of Interest if preferred.

ITC will acknowledge receipt of the certificate and confirm the candidate's eligibility to bid for the 2014 TPO Network World Conference.

Please note: In the event acknowledgement from the responsible host Government Representative cannot be obtained before 01 October, 2012 please inform ITC when submitting the Expression of Interest.

STEP 3: PREPARING AND SUBMITTING THE BID

Please prepare a 5-8 minute presentation to be delivered during a plenary session on the first day of the 2012 Conference. This presentation can be in the form of a video, multimedia, PowerPoint etc. Past bidders have shown videos showcasing their TPOs and supported the presentation with a brief discussion concerning what the TPO would provide to the participants if it were selected. Please email or post the presentation material to ITC by **12 October 2012**.

Information on past events is available at the TPO Network website, <http://www.tponetwork.net> and to access the application package online please visit: <http://www.intracen.org/trade-support/tpo/2012-bidding-guidelines/>

SUBMISSION AND CONTACT ADDRESS

Please e-mail, fax or post your Expression of Interest to the International Trade Centre at:

International Trade Centre
TPO Network World
Conference and Awards
Palais des Nations
1211 Geneva
Switzerland

Contact persons:
Mr. Imamo Ben Mohamed I.
Ms. Ann Penistan

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FOR FURTHER INFORMATION, PLEASE CONTACT



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