

**ADMINISTRATIVE ARRANGEMENT
RELATED TO THE ORGANISATION OF THE
EUROPEAN BUSINESS NATURE SUMMIT 2023, MILANO**

The European Business Nature Summit 2023 in Italy will take place in the headquarters of the Lombardia Region, Palazzo Lombardia, on 11-12 October 2023.

The **European Commission**, represented by Mr Humberto Delgado Rosa Director ENV.D. 'Biodiversity' of the Directorate-General for Environment ("DG ENV"), and by Mr. Gianluca PECCI, Director SCIC.C. 'Resources and Corporate Services' of the Directorate-General for Interpretation ("DG SCIC"),
and

the **Regional Authority of Italy, Lombardia Region** represented for the purpose of signature of this Administrative Arrangement by Mr. Roberto LAFFI, Director of 'Territory and green infrastructures, Lombardy region,

agree on the following Administrative Arrangement:

i. Purpose of the Administrative Arrangement

The purpose of this Administrative Arrangement is to set out the respective roles and responsibilities in preparation and implementation of the above-mentioned conference as well as budgetary agreements between parties.

Each party responsible for a given task commits to coordinating with the other relevant sides.

ii. Security

The **Regione Lombardia** will manage security issues relating to the participants within the venue of the conference and the control of its access. It will provide security guards and equipment, as well as any other security measures necessary, in line with the threat level assessed in accordance with national rules and with instructions received from its internal security services. This might entail security measures during transportation of participants.

The European Commission will not be responsible for the consequences of possible *force majeure* situations such as terrorist attacks, manmade or natural disasters. The Commission will rely on the national authorities to organise evacuations, lockdowns or any other actions, if needed.

The **European Commission** will however be responsible for registration, identification of the participants and badging in the entrance hall.

The **Lombardia Region** will be in particular responsible for:

- (a) assessing the threat level and security measures to be undertaken according to the list of participants, the theme of the conference and the venues where it will take place (Palazzo Lombardia) and
- (b) enforcing any additional measures deemed necessary in accordance with the rules and procedures in force and the risk assessment of the event.
- (c) screening the delegate lists (police checks)
- (d) providing security checks (sweeping) of the different areas where the conference will take place;

- (e) providing an appropriate coordination with involvement of the local security authorities including civil protection;

The **Lombardia Region** will nominate a contact person for security issues and communicate his/her name to the European Commission in due time.

iii. Participants' registration

The European Commission will be responsible for organising the appropriate registration and badging of delegates in line with the various restricted zones in the venue.

The European Commission will be responsible for the approval of their participants along agreed modalities in line with the pertinent data protection rules. The Lombardia Region will communicate in due time all necessary staff members' names who need to have access to the building.

The practical modalities of registration and badging and a list of participants will be timely communicated to the **Lombardia Region** to the extent necessary to ensure the smooth running of the conference and in line with the pertinent data protection rules.

iv. VIP transfers

The **Lombardia Region** will be responsible for the security, protocol related issues for the event.

On the day of their arrival which may occur between 10-12 October 2023, as well as on the day of their departure which may occur between 11-12 October 2023, VIP delegates will be transported from the airport or the train station to the venue and back. The local authorities will arrange for police escorts of the vehicles to ensure their smooth and timely travel.

v. Protocol

The **Lombardia Region** and the **European Commission** will ensure the fulfilment of the protocol rules and obligations towards Ministers and VIP guests in the premises of the event. It will liaise with the national Protocol Services to ensure the smooth and coordinated running of the event.

The **Lombardia Region** will nominate a contact person for Protocol issues and communicate his/her name to the European Commission in due time.

vi. Medical service

The **Lombardia Region** will provide a first aid service at the Palazzo Lombardia, with qualified staff from 11/10/2023 to 12/10/2023.

vii. Financing

The **European Commission** will be responsible for the organisation and execution of the *European Business Nature Summit*. This encompasses:

- (a) the visual identity and printings;
- (b) additional branding and signage with the conference's design
- (c) catering;
- (d) set up of Piazza Città di Lombardia and cultural event;
- (e) interpretation;
- (f) interpretation equipment;
- (g) Photographer;
- (h) Audio equipment for the cocktail and lunch;

- (i) registration of participants and on-site registration equipment;
- (j) travel expenses for max. 5 speakers;
- (k) conference assistants;
- (l) security services within the venue outside working hours and additional surveillance in Piazza Città di Lombardia, if needed;
- (m) VIP transport;

The **Lombardia Region** in the context of the *European Business Nature Summit*, will be responsible for local implementation of a number of organisational measures and costs. This encompasses:

- (n) provision of the venue for the conference and the social event;
- (o) furniture and existing signage items; the set up of Piazza Lombardia is not included
- (p) security during working hours;
- (q) technical equipment including headset for interpretation and technical crew;
- (r) webstreaming and web conference system;
- (s) coordination with local stakeholders and subcontractors;
- (t) water, Electricity and cleaning expenses;

The Lombardia Region will be responsible for the security, protocol, VIP transfers and other related issues for *European Business Nature Summit* if deemed relevant.

The European Commission agrees to observe the conditions of the Palazzo Lombardia related to the period of lease, the technical regulations, construction, decoration, setup, dismantling, as well as to the use of the leased areas. The **Lombardia Region** will ensure that during the period from the setup day 10/10, 09.00 to 12/10/2023, 18.00, the following spaces will be used exclusively for the event:

- Auditorium Testori
- Sala Marco Biagi (1° floor)
- Sala Valeria Solesin (1° floor)
- Sala n.4 (1° floor)
- 39° floor
- Piazza Città di Lombardia

Any further expenses resulting from further requests for supplies or services of any kind related to the Palazzo Lombardia spaces dedicated to the conference organisation in general, after the date of signature of this Arrangement and outside the limits of the agreed budget, will be covered by the party which requested such supplies or services, unless the parties agree in writing to adjust the budget. Once agreed in writing by both parties, the adjusted budget will be part of the present Arrangement.

Each party will manage its own separate budget, under its own responsibility and according to its own rules and applicable regulations.

Each party will communicate to the other party any information on the event-related contractual arrangements under conclusion in order to ensure the smooth organisation of the operations and avoid any duplication or inconsistency in the services ordered by parties involved in the organisation.

viii. Visual identity

The **European Commission** will provide the elements for the dedicated visual identity of the event. The European Commission will create a visual identity in a format allowing it to be tailored to the different supports.

The visual identity as delivered will not be re-usable by the **Lombardia Region** for another conference

without the previous consent of the European Commission.

ix. Promotion channels and activities

The European Commission has created a webpage for the event and will actively promote the conference via other online channels.

The Lombardia Region shall promote the conference through channels available using material provided by the European Commission.

The **European Commission**, in connection with the **Lombardia Region** will actively promote the EBNS event before and during the conference by means of media relations (print, audio-visual and online press) using jointly their own press contacts. They will benefit from the support of a dedicated local press officer to form part of the European Commission's press support team.

x. Programme

The programme of the European Business Nature Summit will be prepared by the European Commission services and communicated in due time to the **Lombardia Region**.

xi. Coordination, management and implementation

A team coordinating the preparation and implementation of the conference will consist of a representative of the Lombardia Region, the European Commission DG ENV, DG SCIC and the consultancy agency of the Commission, ICF. The role of the team will be to monitor the progress made, to countercheck it against the retro planning and discuss the different issues at stake notably as for the responsibility sharing.

xii. Starting date and duration

This Administrative Arrangement will come into effect upon signature by all the parties and will come to an end after the event, on 13/10/2023.

xiii. Amendments and termination

This Administrative Arrangement may be amended in writing only and with the agreement from all parties. Any amendment comes into effect upon signature by all parties.

This Administrative Arrangement may be terminated by any of the parties in writing with one week's notice delivered to all the other parties. Each party however commits to inform the other parties at the earliest in order to ensure that its withdrawal does not, as such, compromise the smooth running of the conference or entail additional costs for the other parties, beyond what is agreed between them at the latest at the time of the announcement of the termination.

Unless otherwise agreed at the time of termination, commitments that should have already been materialised at the time of the Administrative Arrangement termination must be executed by the concerned party. The practical details of the consequences of the termination will be subject to a final amendment to the Administrative Arrangement.

Referring to the principle of execution of the conventions in good faith all parties commit to minimize for themselves as for the other parties the financial consequences of a termination.

Each party bears its costs deriving from activities undertaken under the auspices of this Arrangement. The performance of those activities will be implemented in accordance with the applicable laws and regulations of the respective parties.

xiv. Dispute resolution

In case of a dispute between the parties resulting from the interpretation or from the application of the present Administrative Arrangement, the parties will try to find an agreement in a spirit of good cooperation, beginning at the level of the services.

If the dispute cannot be resolved directly, the parties will appoint a mediator, that is accepted by both of them, and who will have the task of facilitating the settlement of the dispute as soon as possible.

xv. Force majeure

If one of the sides is confronted with a case of force majeure, it will inform without delay the other side in writing of the event by specifying the nature, the probable duration and the foreseeable effects. None of the sides is regarded as having failed in or contravened its obligations if it could not carry them out due to a force majeure. Sides shall take all the measures necessary to reduce the possible damage to a minimum. Settlements of disputes concerning e.g. a failure to fulfil obligations or to compensate for the losses incurred will take place according to the provisions of Section xiii above.

xvi. Designated contact points

Communication, correspondence and exchange of information between the parties should be channelled through the following designated contact points:

European Commission

- Colette Monteillet, Anna Karamat, DG ENV for policy and content issues,
- Ana D'Orey Roquette, Nora Csanyi, DG SCIC for organisational and financial issues.

Lombardia Region

- Alessandra Norcini, Regione Lombardia

Signed in triplicate in the English language,

In Brussels on
For DG ENV

In Brussels on
For DG SCIC

In Milano, on
For the National Authorities of
the Lombardia Region

Bettina DOESER
Director END.D. (acting)

Gianluca PECCHI
Director SCIC.C.

Roberto LAFFI
Director of 'Territory and green
infrastructures, Lombardy
Region

Enclosures: Annex 1: Concept paper and provisional conference programme

