

Terms of Reference

Title of Activity: **International Health Regulations (IHR) and Performance of Veterinary Services (PVS) National Bridging Workshop**
(1-day pre workshop and 3 -day residential program)

Dates: Pre-workshop session: 20 February 2023 (facilitators and secretariat only)
3 -day residential program: 21-23 February 2023

The selected venue for the above programmes is responsible for the following;

- To provide accommodation during the program (single occupancy) – the exact number of pax to be informed by WHO close to the dates
 - 19-20 February 2023: Accommodation (single occupancy, full board basis) for 8 pax for 1 night (subjected to arrival times of international participants)
 - 20-21 February 2023: Accommodation (single occupancy, full board basis) for 15 pax for 1 night
 - 21-23 February 2023: Accommodation (single occupancy, half board basis) for 70 pax for 2 nights
- Airport pickup and drop for international participants – quote per trip
- A small meeting room for 15 pax on 20 February 2023 from 8.00am-5.00pm.
- To provide conference hall and facilities (conference package including lunch and 2 tea servings) for 80 pax from 8.00 am to 5.00 pm – the exact number of pax to be informed by WHO close to the dates.
- Conference venue should be backed up by a power generator in case of power outage.
- Provide a small room for conference secretariat during 21-23 February 2023.
- Main conference room large enough to accommodate 70 pax and additional 3 smaller rooms accommodating 20 pax each for group work
- Venue of the conference to be set up with good ventilation, appropriate COVID-19 guidelines, each table should have hand sanitizer.
- Seating arrangement – round table (6 persons per table) with adequate distancing.
- Notepads, pens/pencils, glass water bottles, drinking glasses and mints to be placed for each table on all days
- To provide the following on each day;
 - Steady internet connection + WiFi
 - Podium

- Computer + main screen and multimedia projector + 2 side screens (with projectors)
 - Microphones (x3)
 - Audio system
 - Extension cords for setup of the above audio-visual system
 - Printer
 - Flip-charts (x5) with stand and paper
- A technician and a banquet steward should be available throughout the sessions.
 - Provide safe and hygienic food at all times according to standard food safety practices.
 - To comply with any other arrangements that may be requested time to time by the organizers.
 - Meals and refreshments for the conference to be provided as follow;

Date	Time	Details
Pre-conference session	15 pax	
20 Feb 2023	8.00am	Tea with cookies
	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 4 pax)
	12.30	Lunch
	3.00p.m	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 4 pax)
Conference sessions	70 pax	
21 Feb 2023	8.00am	Tea with cookies
	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 10 pax)
	12.30	Lunch
	3.00p.m	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)
22 Feb 2023	8.00am	Tea with cookies
	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 10 pax)
	12.30	Lunch
	3.00p.m	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)
23 Feb 2023	8.00am	Tea with cookies
	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 10 pax)
	12.30	Lunch
	3.00p.m	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)



