



Statement of Requirements for the 2014 IUCN World Parks Congress

The following Statement of Requirements outlines the general criteria and instructions for countries submitting their candidacy to host the 2014 IUCN World Parks Congress.

More detailed criteria and formal arrangements should form part of the Memorandum of Understanding between IUCN and the Host Country.

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About the Organization

The IUCN

The International Union for Conservation of Nature (IUCN) is one of the world's oldest and largest global environmental networks – a democratic membership union with more than 1000 government and NGO Member organizations, and 11,000 volunteer scientists in more than 160 countries.

IUCN's work is supported by over 1,000 professional staff in 60 offices and hundreds of partners in public, NGO and private sectors around the world. The Union's headquarters are located in Gland, near Geneva, in Switzerland.

IUCN's vision is a just world that values and conserves nature. Our mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable.

For more information on the IUCN visit www.iucn.org or read the latest IUCN brochure http://cmsdata.iucn.org/downloads/iucn_english_brochure.pdf

The IUCN Council

The IUCN Council is the principal governing body of the Union in between sessions of the World Conservation Congress¹ – the general assembly of its Members and the main decision-making body of the Union.

The Council is responsible for the oversight and general control of all the affairs of IUCN, subject to the authority of the World Conservation Congress (WCC).

The Council is composed of:

- The President;
- The Treasurer;
- The Chairs of IUCN's six Commissions²;
- Three Regional Councillors from each of IUCN's eight Statutory Regions (Africa, Meso and South America, North America and the Caribbean, South and East Asia, West Asia, Oceania, East Europe, North and Central Asia and West Europe);
- A representative of IUCN's Host Country – the Swiss Confederation; and
- Up to five additional Councillors chosen by Council on the basis of diverse qualifications, interests and skills.

The elected members of Council hold office from the close of the World Conservation Congress to the close of the next ordinary session of the Congress. At the request of IUCN Secretariat the Programme and Policy Committee of Council (PPC) may provide guidance and advice on the organization of the World Parks Congress.

¹ The IUCN World Conservation Congress is held every four years and has two components: the World Conservation Forum and the IUCN Members Assembly. As such it is both an important international conservation event and also the main governing body of the IUCN. The 2012 World Conservation Congress will be held from 6 to 15 September 2012 at the International Convention Center (ICC) in Jeju, Republic of Korea.

² Species Survival Commission (SSC), World Commission on Protected Areas (WCPA), Commission on Environmental Law (CEL), Commission on Ecosystem Management (CEM), Commission on Education and Communication (CEC) and Commission on Environmental, Economic and Social Policy (CEESP).

About the IUCN World Parks Congress

Nature and scope of the World Parks Congress

The IUCN World Parks Congress (IUCN-WPC), is a landmark global forum which is held every ten years. It has multiple purposes and outcomes but principally it sets the global agenda for protected areas. Since 1962 five World Park Congresses (see Appendix F) have provided essential policy and technical guidance on protected areas planning and management. This has contributed to the evolution and maturation of the protected area movement worldwide. IUCN-WPC's have helped the international community define a road map for the future of protected areas. The IUCN-WPC is organized on behalf of IUCN by the IUCN Global Protected Areas Programme (GPAP) and the IUCN's World Commission on Protected Areas (WCPA).

The most recent Congress, held in Durban, South Africa in September 2003, brought together over 3000 delegates (with peaks of up to 5,000 delegates attending the Congress opening ceremony and exhibition) from 160 countries, comprising protected area experts, representatives from indigenous peoples and local communities organizations, and the private sector. This represented the largest gathering of protected area experts in history. Delegates reviewed global status and trends in protected area management, and examined and discussed the challenges and opportunities for the coming decade.

An opening ceremony and reception led by high profile Congress Patrons (in Durban Nelson Mandela and Queen Noor of Jordan), have traditionally welcomed delegates to the congress with the patrons presenting what they believe are the key challenges to be addressed by the Congress. Previous congresses have usually been structured around seven days of plenary sessions, workshops, side events and exhibitions. An additional two days for field trips is normally scheduled half way through the Congress. In total, the Durban Congress lasted for ten days (not including set-up and dismantling time). In Durban there were more than 150 workshops and 200 side meetings organized under ten major themes. Based on the recommendations of the Durban post-Congress review the IUCN is planning to simplify the format for the next Congress with fewer workshops and side events attended by larger numbers of participants to promote greater participation and interaction. This last post-Congress review also highlighted a clear demand for more short training courses and more free time for informal networking during the Congress. Plenary sessions will be held in a venue able to accommodate all delegates, with simultaneous interpretation provided by the host country in the three official IUCN languages of English, French and Spanish. Workshops of between 100 to 200 people will be held in smaller rooms preferably at the venue. This programme will be complemented by indoor and possibly outdoor exhibitions.

IUCN, considering the growing constituency on protected areas, envisage welcoming between 3000 and 5000 participants for the 2014 World Parks Congress. A large proportion of delegates will be drawn from the IUCN membership, the WCPA and other IUCN Commissions and networks. Based on previous congresses it is expected that participants will include government ministers, politicians, protected area agency staff, protected area managers, representatives of indigenous peoples and local communities, small and large NGOs, scientists, and up to 100 exhibiting organizations. Around 200 IUCN staff members will also be expected to attend, together with representatives from the private sector, partner organizations and foundations and daily visitors from the local area mainly aiming to visit the exhibitions; such visitors would be issued daily passes.

The Congress will generate substantial national and global media interest. At Durban over 30 on site press conferences were held generating more than 700 press articles by 260 journalists. Around 100 journalists requested accreditation to attend all Congress sessions. Communications and media relations is an important part of the planning of IUCN-WPC to make the best possible use of the attention created by the Congress and to avoid misuse by particular sectors.

The Congress is expected to deliver a number of key outcomes that will set the agenda for the future of the world's protected areas. In Durban these included the Durban Accord and the Durban Action Plan, a set of 32 IUCN-WPC Recommendations, a series of initiatives for African protected areas and a Message to the

Convention on Biological Diversity (CBD). Many commitments were made to strengthen protected areas globally, with pledges of more than US\$50million to support existing protected areas and to establish 200,000km² of new protected areas. The definition of key messages from the 2014 Parks Congress is an important planning requirement towards its effective implementation as the different sessions should be organized as to provide technical and policy input on these messages.

Objectives of the World Parks Congress

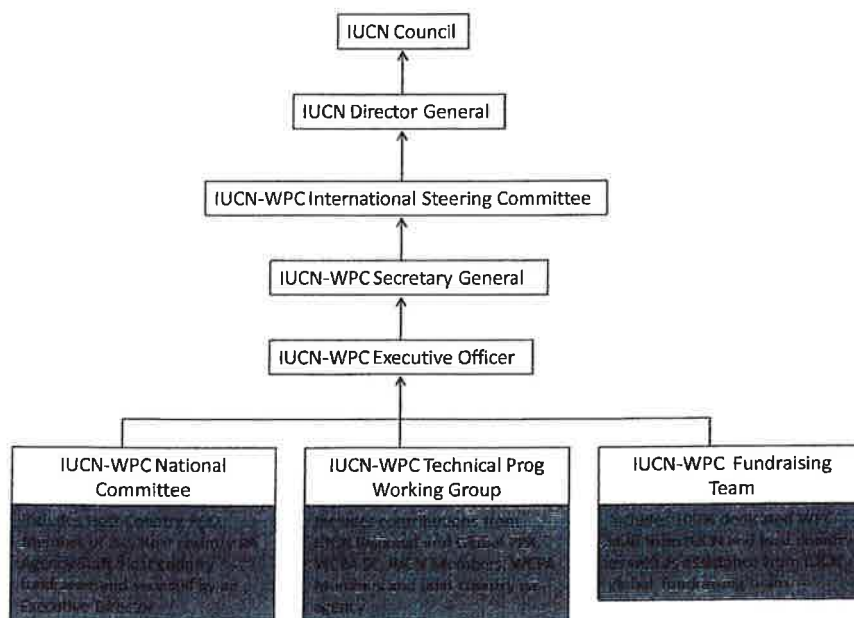
The general objectives of the World Parks Congress are to:

- Review the global status of protected areas and assess critical issues and opportunities
- Articulate a long term collective vision and deliver a series of global policies and recommendations on protected areas for the next decade and beyond.
- Provide a technical focus for professionals working on protected areas to exchange best practice and facilitate networking.
- Focus on protected areas of the host region and develop a range of lasting initiatives for these.

The specific objectives for the 2014 Congress will be defined by IUCN, WCPA and the host country during the planning stage. Further information on the most recent World Parks Congress can be found at http://www.iucn.org/about/work/programmes/pa/pa_event/wcpa_wpc/

Organization and Governance of the World Parks Congress

An overview of the proposed organization and governance arrangements for the IUCN-WPC is illustrated in the diagram below. These arrangements will be revisited and potentially revised by IUCN in discussion with the Host Country as part of the process of establishing a Memorandum of Understanding (MoU).



- Ultimate accountability for the IUCN-WPC 2014 will sit with the IUCN Director General and via the DG with IUCN’s Council.
- An overview of the respective responsibilities and roles of IUCN and the Host Country are set out in pages 10-13 of this document, but this will be revised during preparation of the MoU between IUCN and the host country.

- A Memorandum of Understanding (MoU) will be developed to govern the working arrangements of the Host Country and the IUCN with respect to the IUCN-WPC 2014.
- The Director General of IUCN will be accountable for fulfilling IUCN's obligations under the MoU. However the exercise of this accountability will be delegated to the IUCN-WPC 2014 Secretary General.
- IUCN will be responsible and accountable for the theme and programme of IUCN-WPC 2014, guidance on international participation, guidance on technical support required, and global publicity working in collaboration with the Host Country.
- IUCN will be responsible and accountable for planning and delivery of the IUCN-WPC 2014, particularly in relation to the implementation of the Business Plan and Communication Plan. These plans provide the framework for IUCN-WPC fundraising and communications and will be developed and implemented in collaboration with the Host Country.
- The IUCN-WPC 2014 will be organized via an International Steering Committee, a National Steering Committee, a Technical Programme Working Group and a Fundraising Team. The IUCN Constituency Support Congress Unit, the Global and Regional IUCN Programmes, the WCPA Steering Committee, IUCN Members and partners, and the Host Country representatives will all contribute to these teams, groups and committees as required.

The IUCN-WPC 2014 International Steering Committee

A World Parks Congress International Steering Committee (ISC) shall be created to:

- Assume overall accountability for staging IUCN-WPC 2014.
- Plan the IUCN-WPC 2014 programme.
- Oversee programmatic preparations for and input to IUCN-WPC 2014.
- Liaise and work with IUCN-WPC 2014 partners and donors.
- Liaise and work with the National Steering Committee (NSC) of the host country.
- Prepare and implement the IUCN-WPC 2014 Business Plan and Communication Plan
- Oversee the delivery of IUCN-WPC 2014 outputs.
- Report periodically, through the ISC chair, to the IUCN Director General, and the WCPA Steering Committee.

Representation on the ISC will include:

- IUCN-WPC Secretary General, which will also chair the ISC.
- IUCN-WPC Executive Officer.
- The Chair of the IUCN World Commission on Protected Areas (WCPA).
- Chair of the National Steering Committee (Host Country).

The ISC will be serviced by the IUCN-WPC Executive Officer.

The IUCN-WPC 2014 National Steering Committee

A World Parks Congress National Steering Committee shall be created by the Host Country to assume responsibility for all in-country preparations in accordance with the IUCN-WPC requirements as agreed in the final MoU between the Host Country and IUCN.

Specifically the NSC shall:

- Ensure that arrangements for the venue and associated congress facilities are in place.
- Engage and manage a Professional Congress Organizer.
- Manage in-country protocol and high level political participation.
- Undertake in-country fundraising as specified in the MoU and IUCN-WPC Business Plan
- Plan and implement agreed field trips and special events and, subject to feasibility, a self-funded exhibition.
- Undertake in-country promotion.
- Be responsible for national media relations (pre-Congress and during the IUCN-WPC) in close collaboration with IUCN
- Build in-country support and throughout the host region as a whole.

A representative of the ISC will sit on the NSC. Ideally the NSC will be serviced by an Executive Officer but the host country may wish to consider other arrangements.

IUCN-WPC Programme at a Glance

There is a high degree of flexibility in shaping the programme and format for the IUCN-WPC 2014 and IUCN would seek to work with the Host Country in determining this. For information the IUCN-WPC 2003 Programme included the following elements which are illustrated as a sample programme on the following page:

- Four days of Plenary Sessions.
- Three days of Workshops
- Two days field trips or capacity building short courses.
- A series of Special Events, Side Meetings and Parallel Events

IUCN-WPC Programme at a glance

| | Day -5 | Day -4 | Day -3 | Day -2 | Day -1 | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 |
|--|--------|--------|--------|--------|-------------|--|------------------|------------------|---|---|---|-----------------------------|-----------------------------|---|--|-----------|
| Example Program Overview & Facilities Required | Set Up | Set Up | Set Up | Set Up | Set Up | Registration, Opening Ceremony & Opening Evening Reception Event | Plenary Sessions | Plenary Sessions | Parallel Workshop Streams & Side Meetings | Parallel Workshop Streams & Side Meetings | Parallel Workshop Streams & Side Meetings | Field Trips & Short Courses | Field Trips & Short Courses | Parallel Workshop Streams & Side Meetings | Plenary Sessions, Closing Ceremony Evening Special Event | Dismantle |
| Plenary Hall | | | | Set Up | Set Up | In Use | In Use | In Use | | | | | | | In Use | Dismantle |
| Workshop Rooms | | | | Set Up | Set Up | | | | In Use | In Use | In Use | | | In Use | | Dismantle |
| Posters | | | | Set Up | Set Up | | | | | | | | | | | Dismantle |
| Exhibition Space | | | Set Up | Set Up | Set Up | | | | | | | | | | | Dismantle |
| Offices (Private and Executive) | Set Up | Set Up | Set Up | Set Up | Operational | | | | | | | | | | | Dismantle |
| Media Centre | | Set Up | Set Up | Set Up | Operational | | | | | | | | | | | Dismantle |
| Press Conference Room | | Set Up | Set Up | Set Up | Operational | | | | | | | | | | | Dismantle |
| VIP Room | | | | Set Up | Set Up | | | | | | | | | | | Dismantle |
| Internet Cafe | | | | | Set Up | | | | | | | | | | | Dismantle |
| Registration Area | | Set Up | Set Up | Set Up | Operational | Operational | Operational | Dismantle | | | | | | | | |
| Special Events / Reception Room | | | Set Up | Set Up | Set Up | | | | | | | | | | | Dismantle |
| Side Meeting Rooms | | | | Set Up | Set Up | | | | | | | | | | | Dismantle |

Statement of Requirements

Statement of Requirements overview

The following criteria, based on IUCN Statutes applying to the World Conservation Congress, should be addressed in the context of submitting an expression of interest to host the next IUCN World Parks Congress in 2014.

- 1 *The World Parks Congress shall be convened preferably by an IUCN State Member that agrees to host this event provided that:*
 - (a) *all persons entitled to attend the World Parks Congress shall be admitted to that State without discrimination and that all efforts are made to facilitate their visas and other travel requirements;*
 - (b) *all participants in the World Parks Congress shall have the right of free expression in sessions of the World Parks Congress and associated meetings;*
 - (c) *every effort shall be made to facilitate entry and return of material and equipment necessary for the World Parks Congress; and*
 - (d) *all other provisions necessary for the functioning of the World Parks Congress shall be provided in accordance with the terms of a written Memorandum of Understanding between IUCN and the Host Country (see appendix A as an example).*
- 2 *The venue shall be selected with a view toward holding the World Parks Congress in as wide a variety of Regions as possible.*
- 3 *The Host Country should have a proven track record of leadership on protected areas planning and management.*
- 4 *Bids to host the World Parks Congress will be formally assessed according to how they address the 'Detailed Congress Requirements' provided by the IUCN to interested host countries at the second stage of the selection process. In considering bids additional selection criteria will be applied including the following (in decreasing order of priority):*
 - *The submission should include clear written commitment from the highest possible authority on the financial and institutional support offered*
 - *Adequacy in size with respect to conference facilities*
 - *Sufficient adequate accommodation in terms of quality, variety, and price within easy access of conference facilities*
 - *Availability of the venue in most cost efficient season*
 - *Willingness of the hosting city and capacity of the venue to organize events with a minimum negative impact on the environment in terms of waste, energy consumption, CO₂ emission and resource consumption*
 - *Availability of banking system that allows for easy international transfers with low charges and limitations*
 - *Appropriateness of meeting rooms and office space to meet the needs of the World Parks Congress*
 - *Availability of necessary technical equipment*
 - *Ease of access to international transport facilities and to public local transport*
 - *Availability of full access to media coverage*
 - *Facility of visa process for all participants*
 - *Commitment to ensure effective fundraising for the Parks Congress.*
 - *Guarantee to exempt from taxes all transactions related to the Parks Congress.*

Scope of this Statement of Requirements

This Statement of Requirements is designed to indicate the primary on-site needs for the 2014 World Parks Congress from the time of arrival in the host country of the first team of the IUCN Secretariat, about a week before the meeting, until their departure two or three days after the meeting. These needs relate not only to the preparation and conduct of the Congress itself but also to other related IUCN on-site meetings before, during or after the Congress as required.

The criteria for this Statement of Requirements are:

1. Provision of full support by the host country's government, both financial and otherwise, toward the effective organization and management of the 2014 World Parks Congress to complement the financial and human resource investment made by IUCN.
2. Provision of a suitably-equipped conference venue that will accommodate 2,000 - 3000 delegates with adequate rooms and facilities for plenary sessions, workshops, meeting rooms and office space for the World Parks Congress Secretariat staff, with all necessary amenities. The cost of the conference venue could be an in-kind contribution by the host country.
3. Provision of suitable spaces for exhibits.
4. Assurance of presence of a city infrastructure that supports transportation facilities for delegates (between airport and hotels and between hotels and the Congress venue), as well as the provision of such facilities at minimal or no cost to delegates.
5. Sufficient hotel accommodation facilities for 2,000 to 3,000 delegates which must be available across a range of hotel quality categories within easy access of conference facilities. It is important to note that some delegates may travel with their partners thus accommodation needed could potentially be over 3,000.
6. Provision of security for delegates both within the congress venue and the key areas of accommodation.
7. Provision of a variety of on-site catering facilities.
8. Visa facilitation.
9. Acknowledgment of the Congress's tax-exempt status.
10. Demonstration of a strong environmental track record and leadership on protected area management
11. Support from IUCN Members and partners in the country and the region where the IUCN-WPC will take place.
12. Handling of VIPs delegates and guests, including transportation and security.
13. Organization and effective implementation of the opening and closing ceremonies and associated receptions.
14. Provision of technical support staff and volunteers.

Detailed Congress Requirements

1. Provision of financial and other support by the Host Country

The Host Country is expected to

- Cover the on-site costs of the Congress (listed below).
- Make a contribution to financing of other pre and post Congress costs (listed below).

An indicative budget using cost information from the last IUCN-WPC in Durban 2003 is provided as Appendix B that should assist the Host Country to make its own individual cost calculation.

Financial contributions can either be given as a grant to IUCN or in kind by paying for services directly. Any selections of suppliers and contractors must be done in collaboration with IUCN to ensure that IUCN's criteria are met.

a) On-site costs

- Payment of all costs related to the Congress venue including rental, set-up, audiovisual, catering, security, cleaning, first aid, IT, and all related labour.
- Payment for rental and set-up costs for off-site venues, as necessary as per the agreed programme for the IUCN-WPC.
- Payment for all contracted services on-site such as simultaneous interpretation, registration, security, the Professional Congress Organizer, public transport facilities made available to delegates, translation of documents, Congress reporting, hostesses and volunteers, as well as mobile phones for key IUCN staff members of the ISC.
- Payment for all on-site supplies needed such as computer hardware, stationary, paper, printers and copy machines, badges, give-aways, etc.
- The costs of on-site communication such as signage design and construction, plasma layout programming, web streaming, television facilities, set-up of the media centre, photography, and other required on-site material.
- The costs for handling and managing approximately 40 (based on the Durban Congress) Very Important Persons (VIPs) including security, protocol, international and local transport costs, equipment of a VIP lounge within the venue, as well as greeting services at the airport and hotels as required.
- Costs for organizing the opening and closing ceremonies and reception.

b) Pre- and post-Congress costs

- Contribution towards the cost of implementing IUCN-WPC including staff costs, facilitation, material, etc.
- Contribution towards the costs of having effective Information Technology (IT) systems in place to handle the different aspects of the Congress.
- Contribution towards the costs of pre- and post-Congress communication such as development of the Congress logo, production of Congress brochures and flyers, organization of press events
- Contribution towards the costs of sponsoring participation of a certain number of participants from countries necessitating financial assistance.
- Contribution towards the costs of necessary pre-Congress travel and pre-Congress meetings of the ISC.
- Contribution towards the costs of the Congress evaluation.
- Contribution towards the costs of Congress greening.
- Contribution towards the costs of translation and layout of pre and post Congress documentation in the three official languages of IUCN.
- In addition, the Host Country might consider providing financial support for 2 days meeting of the ISC to be held one or two years prior to Congress in the host city so that members of ISC can familiarize themselves with the venue.

2 Provision of a suitably equipped conference venue

- Excellent facilities to facilitate registration of participants with minimum delays for registering. If possible registration should start one day before the official opening of the World Parks Congress.
- Excellent acoustics and soundproofing, including the small rooms needed for small workshops or side events.
- Plenary room with built-in stage area for 2,000-3,000 persons. Space is ideally pillar-free or has limited pillars and sufficient height and is reducible or expandable according to final registration numbers, with sound-proof walls.
- Various sizes of easily accessible additional rooms, offering flexible functionality eg 6-10 rooms of medium capacity (300-500) and up to 10 small rooms (100-150 people).
- Ability to accommodate the needs of the sample IUCN-WPC Congress Format (as per page 7) eg Secretariat offices, press offices, VIP lounges etc
- State-of-the art IT and audiovisual (AV) technology and availability of specialized personnel (with good command of spoken English) on site
- Interpretation facilities in large rooms for at least three languages
- Availability of and free access of high speed Internet connections (both wireless and cabled) in entire venue
- Other rooms for media, executive, staff, hosts, sponsors, VIPs and various private/external meetings
- A foyer/lounge for informal gatherings, with sufficient seating, sofas, chairs and tables
- Posters
 - Space for 100 to 150 boards
 - 2 metres wide by 1 metre high (landscape), with aisles of 5 metres, and good lighting
 - Space is ideally pillar-free or aisles are pillar-free, under a single roof
 - Space is ideally contained in one hall, and within overall traffic flow
 - Space is in close proximity to most meeting rooms
 - Ceilings are ideally above 3 metres, thus limiting echoes

3. Provision of suitable exhibition space

- 4,000–5,000 net sq. metres reserved for this purpose
- Modular exhibition stands must measure at least 9 sq. metres; there should be enough space for 175 stands
- Space must ideally be pillar-free or pillar-limited; under a single roof
- Height of ceiling should be above 4.50 metres (ideally above 7 metres for double-deck stands)
- State-of-the art IT and AV technology and all related services
- A minimum of 1,000 net sq. metres for freight and storage as well as duty-free import/transit tax
- Freedom to select official freight forwarder
- Loading dock space available within the venue (prior to, during and after the event)
- Exemption from custom charges for all objects shown in the exhibition and all IUCN property

4. Provision of international and domestic transportation facilities

- Proximity to major airport with international connections
- Facilitating agreements with the recognized international airline carrier of the country to obtain airfare discount for participants, and accompanying partners if possible, attending the IUCN-WPC.
- Assurance on the part of the Host Country that a city infrastructure able to accommodate transportation facilities exists, and that such facilities will be provided between the airport and hotels as well as between hotels and the Congress venue at minimal or no cost
- Adequate public transportation will take precedence over a shuttle service
- Special transport service for VIPs between the airport and hotels as well as between hotels and the Congress venue, including provision of a VIP transport coordinator

5. Sufficient hotel accommodation facilities

- Between 3,000 to 4,000 bedrooms available in city centre within 20 minutes walking distance of the venue (accommodation at delegates' own costs for non-sponsored participants)
- Guarantee of prices at least 40% below rack rate for IUCN block bookings, including bookings for sponsored participants.
- Special prices and conditions: no minimum stay will apply, fair cancellation policies, no liability if rooms are not booked, complimentary rooms for IUCN during the preparation phase – official written commitments from hotel association and Convention/Tourist Bureau
- Standardization of hotel contracts via Professional Congress Organizer (PCO)
- Existing official and recognized environmental certification of hotels in all classes or serious commitment by hotels to apply environmental standards.

6. Provision of security

- Preparation and implementation of a security plan for the venue, its surrounding and the areas where hotels for accommodation of participants are located.
- Provision of on-site security; collaboration between on-site security and local and national police forces guaranteed and organization of additional security measures in the streets around the venue and hotels in cities, as per the security plan
- Organization of special security measures for high-level VIPs, as required
- Provision of all security personnel necessary for the implementation of the security plan.

7. Provision of on-site catering facilities

- Existing restaurants/cafeteria in the venue itself (no requirement to build them) and some facilities close by that offer food and drinks at reasonable prices, and are able to provide vegetarian, gluten free, halal, kosher food and organic food. ,
- No requirement for IUCN to guarantee minimum consumption
- Quality catering and food and beverage outlets
- Catering meets environmental standards, including biodegradable crockery, minimum packaging, locally and/or fair trade sourced (or at least the option to choose such suppliers)

8. Visa facilitation

- All persons entitled to attend the World Parks Congress shall be admitted to the Host Country without discrimination. Exceptions must be based on mandatory provisions of international law (UN Security Council Resolutions and persons indicted by the International Criminal Court or international ad hoc tribunals).
- Visa applications for participants in the World Parks Congress who have officially registered with the host country and paid the registration fee, will be dealt with after a quick and fair process free from any form of discrimination.
- Any immigration restrictions which the candidate Host Country intends to apply should be listed in its official submission.
- Possibility of obtaining visas upon arrival for citizens and residents of countries where the Host Country has no consular presence.
- Candidate Host Countries must elaborate how they propose to facilitate and handle the issuing of visas.

9. Acknowledgement of the IUCN-WPC's tax-exempt status

- The Host Country ensures that the Congress is exempt from all taxes. In addition, IUCN is not required to charge VAT or any other form of tax on registration fees paid by participants
- All donations, subsidies or any other forms of support to the Congress are tax free to IUCN
- No taxes on any Congress-related revenues (from registration and other)
- Simple importation regulations and procedures for goods to be imported for use during the Congress (for either display or consumables) or exported after the Congress

10. Strong environmental track record and leadership in protected area management

- Host Country and city demonstrate a track record in conserving and respecting nature
- Host country demonstrates proven leadership on protected areas planning and management.
- Existence of or to commitment to environmental practices by venue, suppliers, and local actors
- Commitment by the Host Country to promote environmental practices
- City with urban conservation efforts including conservation areas managed by the municipality
- Excellent protected area field trip locations within reach of one day field trips using ground based transportation

11. Support from IUCN Regional Members and partners

- It would be desirable to have the presence of at least five active IUCN Members in the Host Country that are committed to support and promote the Congress in the country.
- Existence of volunteer organizations willing to cooperate with the running of the Congress

12. Handling of VIP delegates and guests

- Clear agreement for handling VIP protocol, including security and transport
- Financial commitment to cover costs and logistics for accommodation, transport, security and other matters for VIPs

13. Opening and closing ceremonies and associated receptions

- Organizing the opening and closing ceremonies for at least 2,000-3,000 people seated in one venue.
- Providing catering for the opening and closing receptions for 2,000-3,000 people in one venue. (This space could be at the Congress venue itself, in the vicinity of the venue or within institutions linked to the objectives of the IUCN-WPC such as a Botanical Garden, a visitor centre of a National Park, the premises of a Protected Area Agency, etc.)

14. Provision of volunteers

- The Host Country will assist in providing local volunteers to assist in the effective implementation of the World Parks Congress. Volunteers should be fluent in English and knowledge of French and/or Spanish is desirable.

Responsibilities and Rights with regard to the IUCN World Parks Congress

Congress Responsibilities and Rights of IUCN

IUCN, through the IUCN Director General will bear overall responsibility for the organization and effective implementation of the 2014 IUCN-WPC, consistent with the objectives set.

IUCN, in collaboration and consultation with the Host Country, shall undertake the following tasks:

- **International Steering Committee:** Establish an International Steering Committee (ISC) for the Congress.
- **IUCN IUCN-WPC Executive Officer and Secretary General:** appoint senior IUCN staff to these roles. The IUCN-WPC Executive Officer will act as liaison officer between the Host Country and the IUCN. S/he will also be the Executive Officer of the ISC.
- **Business Plan:** Prepare, in consultation with the host country, a Business Plan for the IUCN-WPC, specifying the overall budget with clear and realistic fundraising targets. The Business Plan should include provisions for supporting secretariat services for the Congress, which could

be ensured through financial resources and/or secondment arrangements, as well as provisions to raise funds to support the participation of experts from developing countries. The plan will be subject to the approval of the ISC.

- **Fundraising:** In collaboration with the Host Country, implement a joint fundraising campaign to support the effective implementation of the Congress.
- **Financial Management:** Administer and reporting on the global Congress budget.
- **Communications Plan:** Prepare a Communication Plan for the IUCN-WPC including provisions on all Congress publications, media coverage and promotional activities.
- **Congress Programme:** Prepare the Agenda and Programme of the 2014 IUCN-WPC.
- **IUCN Secretariat Support:** Ensure that the Secretariat, at global and regional levels, provides the required expertise and guidance for the Congress.
- **Venue Contract:** Sign and manage the venue contract unless the Host Country provides an in-kind contribution towards booking and renting the venue, in which case, the latter retains this responsibility.
- **Suppliers:** Work with the Host Country to select and manage suppliers, following a tendering process for selecting the most competitive offers.
- **Sponsored Participants:** Provide guidance and advice to the Host Country regarding their management of participation by delegates who need financial assistance to participate, including guidance on managing their travel and visa arrangements, accommodation, registration, travel insurance and per diems.
- **Documentation:** Prepare IUCN-WPC documentation in advance of the meeting in English, French and Spanish
- **Sponsorship and Exhibits:** Establish guidelines for sponsorship and exhibits, including on the involvement of the private sector.
- **Congress Outputs:** Manage, in close consultation with the host country, the preparation and delivery of key IUCN-WPC Outputs
- **Proceedings:** Prepare, edit, print and distribute the proceedings of the IUCN-WPC in the official languages of IUCN.
- **Environmental best practice:** In collaboration with the Host Country, IUCN will make every effort to demonstrate best environmental practice in all operational aspects of the staging of the IUCN-WPC.

The tasks listed above are handled primarily by the International Steering Committee, working closely with the IUCN Global Programme on Protected Areas, the IUCN Constituency Support Congress Unit and the host country.

Congress responsibilities and rights of the Host Country

- **National Steering Committee:** Establish a National Steering Committee (NSC) to assume responsibility for all in-country preparations in accordance with the IUCN-WPC requirements as agreed in the final Memorandum of Understanding between the Host Country and IUCN. Specifically the NSC shall:

- Ensure that arrangements for the venue and associated congress facilities are in place.
- Engage and manage a Professional Congress Organizer.
- Manage in-country protocol and high level political participation.
- Undertake in-country fundraising as specified in the MoU and Business Plan
- Support international fundraising as required.
- Plan and implement agreed field trips and special events and, subject to feasibility, a self-funding exhibition.
- Undertake in-country promotion.
- Be responsible for national media relations (pre-Congress and during the IUCN-WPC) in close collaboration with IUCN as per the Communications Plan
- Build in-country support and throughout the host region as a whole.

A representative of the ISC will sit on the NSC. The NSC should be ideally serviced by an Executive Officer as appropriate.

- **Host Country IUCN-WPC Executive Officer:** assign a senior staff member as the IUCN liaison official to be in charge all of local arrangements. This person will be the Executive Officer of the National Steering Committee and be in regular contact with the IUCN IUCN-WPC Executive Officer in Gland. He/She will be a member of the International Steering Committee (ISC). Expenses in relation to attending such meetings will be borne by the Host Country.
- **Professional Congress Organizer:** select and hire a Professional Congress Organizer (PCO) to assist with all logistical arrangements consistent with requirements specified in the final Memorandum of Understanding between IUCN and the Host Country.
- **Fundraising:** Manage fundraising consistent with arrangements specified in the final Memorandum of Understanding between IUCN and the Host Country and the IUCN-WPC Business Plan. Close co-ordination between global and in-country fundraising efforts will be required to ensure complementary approaches.
- **Publicise IUCN-WPC:** take opportunities to actively promote, support and publicise the IUCN-WPC within the host country and throughout the host region, in particular with a view to supporting fund-raising consistent with the overall Communications Plan developed by IUCN in collaboration with the host country.
- **Congress venue:** provide the facilities as detailed in the final Memorandum of Understanding between IUCN and the Host Country.
- **Exhibition:** Stage an exhibition in conjunction with the IUCN-WPC. This will include undertaking all aspects of the planning, implementation and follow up for such an event. The exhibition will be mounted on a self-funding basis with costs to be borne by exhibitors. Exhibition space required by the IUCN and Host country will be charged for in the same manner as any other exhibitor.
- **Support for the IUCN-WPC Secretariat before and during the Congress:** provide the necessary conference support as required by the ISC and as set out in the final Memorandum of Understanding between IUCN and the Host Country, including travel and accommodation of the IUCN-WPC Secretariat at the IUCN-WPC.
- **Environmental best practice:** in collaboration with the IUCN, the Host Country will make every effort to demonstrate best environmental practice and sustainability in all operational aspects of the staging of the IUCN-WPC.
- **Protocol:** in collaboration with the IUCN the Host Country will provide basic protocol services according to the rules and regulations as set down by the Department of Foreign Affairs and other relevant Host Country Government Departments

- **Before the Congress**, the Government of the Host Country will undertake the following:
 - a) **Online Registration:** Design and implement online registration in English, French and Spanish, in consultation with the IUCN Executive Officer and to be approved by the IUCN.
 - b) **Accommodation:** through the Professional Conference Organizer, manage all reservations of hotel accommodation for the participants during the IUCN-WPC and any in country preparatory ISC/NSC meetings (note that all accommodations will be paid for by the participants).
 - c) **Field Trips:** through the Professional Congress Organizer, design, plan and book all field trips during the IUCN-WPC for participants and accompanying persons organized in conjunction with IUCN and local authorities/agencies. These activities are to be offered to and paid for by participants as part of the online registration process on an optional basis. (eg Registration fee including field trips or Registration fee without field trips)
 - d) **Pre & Post Tours:** through the Professional Conference Organizer, design, plan and book all tours before, during and after the IUCN-WPC for participants and accompanying persons, organized in conjunction with IUCN and local authorities/agencies. As with the Field Trips these activities are to be offered to and paid for by participants as part of the online registration process on an optional basis.
 - e) **Participants Handbook:** preparation and production of a simple Participants Handbook in consultation with the IUCN Executive Officer, in English, French and Spanish to be distributed to participants on arrival. Translations to be paid for by the Host Country and quality control, including for translations, managed by IUCN.
 - f) **VIP Staffing:** provide staff to handle protocol/logistics for VIPs

- **At the Congress**, the Government of the Host Country shall undertake the following
 - a) **Field Trips:** through the Professional Conference Organizer, implement all field trips as detailed in IUCN-WPC programme.
 - b) **Congress Secretariat Area:** provide a suitable area to install the Congress Secretariat, including an adequate Press Centre.
 - c) **Accreditation and Registration:** of all participants including delegates, staff, service providers, VIP's and all other persons requiring access to Congress facilities.
 - d) **Communications staff:** staff the national media relations office as detailed in communications plan from IUCN
 - e) **Additional Staff:** provide sufficient additional staff as detailed in the final Memorandum of Understanding between IUCN and the host country including:
 - reception staff with a good command of English, French and Spanish, at the airport to help participants with luggage and transfer to hotels;
 - local information staff with a good command of English, French and Spanish at the International Convention Centre for tourist information, assistance with hotel reservations and travel arrangements.

- f) **Simultaneous Interpretation:** Provide sufficient qualified simultaneous interpreters as well as equipment for simultaneous interpretation to participants (English/French, French/English, English/Spanish, Spanish/English, French/Spanish, and Spanish/French) for the plenary sessions throughout the IUCN-WPC.
- g) **Duplicating/printing services:** provide sufficient capacity for high speed/high volume reproduction of IUCN-WPC documents
- h) **Information/Communication Technology:** provide excellent information technology and communication systems including free wireless internet access for all congress participants and staff. Provide access to fax, telephone and postal facilities for external communications (to be paid for by participants).
- i) **Participant Transport:** provide mass transport on arrival and departure between the International Airport and the set of hotels specified in the registration brochure. Provide daily transport to and from the International Convention Centre to the specified hotels.
- j) **Opening Ceremony:** host a welcome reception for IUCN-WPC participants.
- k) **Closing Ceremony:** host a closing reception for IUCN-WPC participants

Submission Process

Guidelines for Submission

To fulfill all the conditions under this Statement of Requirements, as outlined in the criteria in the preceding pages, proposals must respect the following guidelines.

Submission of a proposal

Any proposal presented shall include the following information:

Section A - Application document

An application document detailing all the criteria, including the proposed approach and strategy to fulfill these criteria and including the following information:

Conference venue

- Guaranteed booking for the dates of the Congress and of rental costs of the facilities
- Details of the guaranteed costs for all technical equipment
- Floor plans showing conference facility and use of space for IUCN-WPC meetings
- Floor plan of the exhibition area with definition of structure/security limitations, maximum height, freight entries, storage facilities
- Specification of capacity, size and equipment (furniture included)
- Legal requirements or binding agreements of exclusivity between the Congress venue and other parties, specification and costs, if any
- Insurance costs and coverage, if applicable
- Security costs, if applicable
- Cleaning costs, if applicable
- Any other costs for other necessary services foreseen by the Congress venue

Catering

- Specify if exclusive agreements exist between the Congress venue and a caterer
- If no rights of exclusivity exist, presentation of three caterers and their expertise
- Range of costs for meals and lunch-boxes
- Specification of the catering area, seating capacity and distribution points in the catering area

Ground transportation

- Clarify whether local transportation can be based on the public transportation network
- If public transportation is available, provide a map with the location of the proposed official hotels, the Congress venue and the airport, and specify their distances and the frequency of service
- If public transportation is available, provide information about costs/rates
- If a shuttle service is to be organized, provide an indication of costs

Accommodation

- Specify the number of rooms per hotel category
- Provide a city map with the location of the hotels
- Provide information about guaranteed rates during the Congress year

Section B - Financial proposal

Please fill in and submit Appendix C of this document.

Section C - Letters of guarantee

- Letter from the Minister of Foreign Affairs or a duly authorized official of the Ministry of Foreign Affairs stating that the Host Country:
 - ❖ accepts that its official submission to IUCN will, for the latter, constitute the exclusive basis for considering the Host Country's application;
 - ❖ accepts that its official submission becomes an agreement between the Host Country and IUCN and as such will form an integral part of the MoU between the host country and IUCN, as and when the latter decides to select the Country to host the 2014 World Parks Congress;
 - ❖ guarantees tax exemption as per item 9 of this document, entitled "Acknowledgment of the IUCN-WPC's tax exempt status".
- Letters of commitment from hotel association or Convention/Tourist Bureau or selected hotels, addressing item 5 of this document entitled "Sufficient hotel accommodation facilities". The terms and conditions for accommodation should be guaranteed at the application stage.

Section D - Additional documents such as maps, floor plans, videos, etc., may be added as section D

Rules of submission

1. To ensure the integrity of the competitive bidding process, enquiries and other communications regarding the bid, from the date of submission up to the closing date, are to be directed **ONLY** to the person named below. Enquiries and other communications are **NOT** to be directed to any other IUCN official(s).
2. Enquiries must be submitted **IN WRITING** to:

Zoe Wilkinson
IUCN Global Protected Areas Programme
Address: Rue Mauverney 28
1196 Gland
Switzerland
E-mail: WorldParksCongress@iucn.org
Fax: + 4122-999 0002
3. All correspondence with IUCN will be in English and all internal documents will be written in English. The proposal must be submitted electronically in English as a non-editable PDF.
4. Any interpretation, clarification or changes made to this Statement of Requirements will be in the form of written addenda by IUCN and will be sent to all candidates. Replies to individual enquiries from the candidates will be sent simultaneously to all candidates. Oral answers will not be given.
5. The principles outlined in the Code of Conduct (Appendix E) shall be respected by all parties.
6. IUCN reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to awarding the venue of the 2014 World Parks Congress, without thereby incurring any liability to any of the bidding Host Countries or any obligation to inform any of the bidding Host Countries of the reasons for such cancellation.

In order to obtain the most advantageous proposal, IUCN, at its sole discretion, reserves the right to the following:

- ❖ Renounce invoking any irregularities or failure to comply with the requirements of the present request for proposals;
- ❖ Request clarification or additional information from one or more bidding Host Country after closing;
- ❖ Award the candidacy based on the initial proposals received, without discussion or requesting more advantageous final proposals.

IUCN is not bound to select any of the candidates submitting proposals. The venue of 2014 IUCN-WPC will be awarded to the Host Country that IUCN considers to be most able to meet required needs, due consideration being given to IUCN general principles (including but not limited to economy and efficiency).

If, after notification of the award(s), a candidate wishes to ascertain the grounds on which its bid was not selected, it should address its request to IUCN, who will provide a written response without, however, any obligation to justify the substance of such response. Any request for explanation from one candidate may relate only to its own bid, and requests about competing bids shall not be addressed.

7. No rejection, clarification, or negotiation will be considered as reasons for candidates to correct errors in their proposals.
8. No other representative of IUCN may be contacted regarding the present Statement of Requirements.
9. IUCN is not responsible for oral or written statements or observations by any other person, whether or not employed by IUCN, other than the authorized person specified above.
10. Proposals from candidates are binding until 30 November 2010
11. Use of the name, logo, emblem, and any other intellectual property of IUCN is prohibited without prior written consent from IUCN.
12. The proposal must include all other information that the bidding Host Country deems likely to aid IUCN in making its decision.

Timeline for submission

| | |
|--------------------------|--|
| 31 August 2010 | Reception of final application document |
| 15 September 2010 | Reception of all letters of guarantee (before site visits) |
| 30 September 2010 | Reception of complementary information, if requested |
| First Week November 2010 | Site visits |
| 20 November 2010 | Decision of Host Country by IUCN |
| March 2011 | Signing ceremony of the MoU with selected Host Country |

Meeting with Host Country candidates

A face-to-face meeting will be held in IUCN-Headquarters, Gland, Switzerland with representatives from all Host Country candidates. The host country candidates are to provide IUCN, in writing, the name(s) of their representative(s) who will be attending and a list of issues they wish to table no later than two (2) working days prior to the scheduled meeting. The exact date of the meeting will be set after consulting with all candidates.

Appendix A

Sample

Memorandum of Understanding

Template

*Currently in preparation.
To be provided once available.*

The MOU's purpose is

- To establish the basis of a partnership to stage the IUCN-WPC
- To set out the rights and responsibilities of the parties to the Memorandum of Understanding in achieving the aims and objectives of the IUCN-WPC
- To specify the financial arrangements and implications

The MOU will include articles on

- IUCN-WPC financial arrangements between the Host Country and IUCN
- Liability for Cancellation / Damage
- Security
- Further detail on the IUCN-WPC requirements
- Arrangements for amending the MOU

Appendix B

Indicative Budget

The following table is based on actual cost of the IUCN-WPC in 2003 and it is provided as indicative information for the host country to prepare the proposed budget for the IUCN-WPC in 2014. Estimated cost are calculated based on raising prices of key services since 2003 and on the demands associated to a potential higher number of participants (3,000 – 4,000). However the actual cost for the 2014 IUCN-WPC will depend on final design of the IUCN-WPC Programme as well as prices for items and services in the host country.

| Item No | Pre & Post Congress Expenditures | IUCN-WPC 2003 Cost (US\$) | IUCN-WPC 2014 Estimated Cost (US\$) |
|---------|---|---------------------------|-------------------------------------|
| 1 | Staff salaries direct costs - excluding in-kind contributions from IUCN secretariat | 519,000 | 650,000 |
| 2 | IUCN-WPC Monitoring & Evaluation | 42,000 | 65,000 |
| 3 | Congress Greening | Not available | |
| 4 | IT systems | 100,000 | 150,000 |
| 5 | Events Preparation: (NOTE: the estimated cost will depend on the proposed programme for the 2014 IUCN-WPC) | | |
| 5.1 | 7 Workshop Streams | 1,719,000 | 2,300,000 |
| 5.2 | Level 1 Programme Outputs: Durban Accord; CBD Guidance; IUCN-WPC Recommendations; UN List; Managing PAs in the 21 st Century | 863,000 | 1,200,000 |
| 5.3 | Other Programme Outputs including: Tourism Issues; Transboundary; African issues; Extractive industry issues; spiritual values; youth etc | 619,000 | 1,000,000 |
| 6 | Sponsored Delegates | 185,000 | 250,000 |
| 7 | Document Management – Pre & Post Congress Translation. Printing & Publishing. Mailing | 95,300 | 130,000 |
| 8 | Communications Pre Congress materials & promotion Branding & Visual Identity Media Exhibitions | 683,000 | 750,000 |

| | | | |
|------|--|---|-------------------|
| | Post Congress Material | | |
| 9 | ISC/Council Preparatory Meetings (1 per year/4 years) | 260,000 | 320,000 |
| | Total for Pre & Post Congress Costs | 5,085,300 | 6,815,000 |
| | On-Site Costs | | |
| 10 | Venue related: Site related contracted services | 566,500 | 800,000 |
| 10.1 | Host/hostesses & volunteers | 75,000 | 100,000 |
| 10.2 | Simultaneous interpretation on site & Translation costs at Congress | 576,132 | 680,000 |
| 10.3 | Security | Not available | |
| 10.4 | Professional Congress Organiser | 281,200 | 300,000 |
| | Registration Brochures, Invitations & Accommodation | 65,000 | 80,000 |
| 11 | On-site supplies: Site supplies and preparations, Delegation bags and giveaways Freight & Shipping High speed copying & printing Paper Staff on-site mobile phones | 114,380 (including participant handbook) | 180,000 |
| 12 | On-site communication | 263,200 | 310,000 |
| 13 | VIP and protocol management | 168,700 | 200,000 |
| 14 | Congress Opening and Reception | 303,560 | 365,000 |
| 15 | Congress Closing Ceremony | 67,142 | 80,000 |
| | Total for Onsite Costs | 2,480,814 | 3,095,000 |
| | Other costs | | |
| 16 | Financial and technical management and reporting | 172,000 | 210,000 |
| 17 | Technical coordination | 225,000 | 310,000 |
| 18 | Contingency | 100,000 | 150,000 |
| | Total for Other Costs | 497,000 | 670,000 |
| | Grand Total | 8,063,114 | 10,580,000 |

Appendix C

Evaluation Criteria and Selection Method

Preliminary evaluation of proposals will be based on the criteria outlined below. IUCN reserves the right to accept any offer as presented and without any further negotiation with the Host Country candidate. It is the candidates' responsibility to obtain explanations as needed with regard to the requirements listed in the present document before submitting their offer. The following criteria will be considered to evaluate the responses received:

A. Responsiveness to this Statement of Requirements

- Understanding of the mandate
- Level of country's governmental commitment
- Format: presentation, clarity, supporting documents
- Site inspection

B. Qualifications, experience, economic advantages, and ability to mobilize resources of the country

This will be evaluated based on the breadth and the depth of the country's experience with projects of a similar nature and scope as covered in this Statement of Requirements. A strong emphasis will be placed on the references provided by the country in validating their qualifications and experience in working with an international body. The Host Country candidate must demonstrate its approach to providing financial contributions for all the services required to host the 2014 World Parks Congress, as outlined under the criteria in the Scope of Requirements.

C. The country's technical approach to providing the required services

The Host Country candidate must demonstrate its approach and strategy to providing the services required by IUCN for the 2014 World Parks Congress, including factors such as Congress venue, accommodation, transportation, visas, tax exemption, contribution to the overall cost, support to participants from countries in need and other considerations including value of destination, both culturally and otherwise. (These elements are more fully explained under the 14 criteria in the Scope of Requirements.) IUCN welcomes innovation and creativity on the part of a Host Country candidate, if the latter deems it pertinent.

D. Commitment to social and environmental practices and leadership on protected area management

The country must elaborate on its own internal standards with regard to social and ecological responsibility, and detail how it proposes to assist IUCN in establishing environmentally-friendly practices at the 2014 IUCN-WPC. The country must clearly demonstrate its leadership on protected area management.

NOTES:

IUCN is not responsible for expenses incurred by a candidate country in establishing or presenting a proposal or in conveying any such supplementary information as deemed necessary for the evaluation process.

IUCN assumes all expenses for the first site inspection visit made prior to Host Country selection.

The Host Country agrees that submission of a proposal entails the signature of a Memorandum of Understanding that will contain all financial and technical commitments made by the bidding country in its application document.

The Host Country is expected to be fully liable for any and all insurance coverage related to organizing and hosting the Congress.

Appendix D

Financial Proposal

The term "Congress" is understood to mean all activities related to the World Parks Congress.

COMPLETE ONE OF THE FOLLOWING PROPOSALS AND CROSS OUT THE OTHER ONE:

1. WE ARE PREPARED TO PAY TO IUCNSwiss francs, FOR THE PREPARATION, IMPLEMENTATION AND FOLLOW-UP OF THE 2014 WORLD PARKS CONGRESS AND OTHER RELATED EVENTS. THIS AMOUNT WILL BE PAID ACCORDING TO THE FOLLOWING SCHEDULE (FROM 2010 TO 2014):

..... Swiss francs to be paid within one month following IUCN's decision
..... Swiss francs in yearly instalments from 2010 to 2014
Remainder Swiss francs three months before the opening date of the Congress

2. OTHER PROPOSALS: BIDDING COUNTRIES ARE FREE TO MAKE OFFERS DIFFERENT FROM THAT IN POINT 1 ABOVE. SUCH PROPOSALS MAY BE PRESENTED IN THE SPACE BELOW OR IN A SEPARATE DOCUMENT ATTACHED TO THIS FORM.

CANDIDATURE PRESENTED BY
IT IS IMPERATIVE THAT THE MINISTER FOR FOREIGN AFFAIRS SIGNS THIS FORM.

Signatures and Date:

.....

Appendix E

World Parks Congress

Code of Conduct

All candidates requesting to host the IUCN World Parks Congress shall be treated equally and fairly.

Obligations of Host Country candidates

1. Until the deadline for reception of the final application document no further promotion of the proposal of any kind is permitted.
2. Between the deadline for reception of the final application document and the conclusion of the site inspection candidates may only promote their country in a general way. Candidates must not promote aspects of their proposal that will receive special attention during the site inspection.
3. Prior to the Host Country selection, candidates shall not reveal their proposal, in whole or in part, to either IUCN staff, IUCN Commission's Chairs or any IUCN Councilor other than the official delegation, as specified in the submission guidelines.
4. After the conclusion of the site visits the candidates may promote their candidacy in any reasonable way that is consistent with the integrity and fairness of the selection process.
5. While IUCN is mindful of cultural variations in business practices, candidates are asked to refrain from giving any gifts, hospitality or value in kind to any IUCN staff, IUCN Commission's Chairs or Councilors that is intended to directly influence the opinion of the evaluation team and therefore could be construed as an attempt to influence the selection process.

Obligations of IUCN Council, IUCN Commission Chairs and staff members

No IUCN Council member, IUCN Commission's Chairs or member of the IUCN staff or the evaluation team may solicit or accept any gift, hospitality or value in kind from any Host Country candidate (directly or indirectly) that could be seen as affecting the person's impartiality with regard to the selection process.

Appendix F - Key information on the five IUCN World Parks Congresses

IUCN has organized five World Park Congresses since 1962. The table below gives key information on these.

| Title | Theme | Date | Place | Attendance | From # countries | Key outputs |
|---|--|------|---|------------|------------------|--|
| First World Conference on National Parks | | 1962 | Seattle, USA | 262 | 63 | <ul style="list-style-type: none"> First definition of National Park and key requirements for NPs management. |
| Second World Conference on National Parks | National Parks - A Heritage for a Better World | 1972 | Yellowstone / Grand Teton National Parks, USA | 1,200 | 80 | <ul style="list-style-type: none"> Key ideas and concepts for the development of what is now the UNESCO's World Heritage Convention. Promoted the development of the first IUCN System of Protected Areas Management Categories |
| Third World Congress on National Parks | Parks for Development | 1982 | Bali, Indonesia | 353 | 68 | <ul style="list-style-type: none"> Promoted an articulated case on the importance of linking PAs with local people needs leading to the initial ideas on co-management. Landmark publication "Managing Protected Areas in the Tropics" (IUCN-UNEP, 1990) used to guide a capacity building of at least two generation of PAs managers. It is still broadly used. |
| Fourth World Congress on National Parks and Protected Areas | Parks for Life | 1992 | Caracas, Venezuela | 1,840 | 133 | <ul style="list-style-type: none"> "Caracas Action Plan" – the first global attempt to guide the global agenda for protected areas. It promoted the development of Regional Action Plans in most regions. Revised IUCN System (1994) of Protected Areas management Categories. First ever Regional Review of Protected Areas (IUCN and WCMC, 1994) which guided gap analysis to enhance national protected areas systems. |
| Fifth World Parks Congress | Benefits beyond Boundaries | 2003 | Durban, South Africa | 2,897 | 160 | <ul style="list-style-type: none"> The "Durban Accord and Action Plan" to guide the global agenda on PAs. The "Message to the CBD" which led to the CBD Programme of Work on Protected Areas. Landmark publication "Managing Protected Areas – A Global Guide" which outline management requirements to address the new paradigm for PAs in the 21st century. |

Sources: (1) 50 Years of Working for Protected Areas – A brief history of IUCN World Commission on Protected Areas and (2) GPAP's assessment of key outputs from previous IUCN-WPCs

