



**RESEAU INTERNATIONAL DES ORGANISMES DE BASSIN
INTERNATIONAL NETWORK OF BASIN ORGANIZATIONS
RED INTERNACIONAL DE ORGANISMOS DE CUENCA**

ORGANIZATION OF THE GENERAL ASSEMBLIES

1 - The World General Assembly of INBO lasts three (3) full days, including a technical visit, with the delegates' arrival the evening before and departure the morning after.

Bureau meetings of INBO Regional Networks and a plenary session of INBO World Liaison Bureau (WLB) are taking place the day before the Assembly.

This means:

- 4 nights in the hotel
- 4 dinners
- 3 lunches.

2 - All the delegates have to take care of their accommodation expenses (room + breakfast + miscellaneous expenses), with the exception of the official members of the Liaison Bureau who might be special guests of the Host Country.

3 - The Host Country takes care of:

- Local transports: hotels – conference center - airport or nearest railway station;
- Technical day;
- The renting of conference rooms (plenary sessions + workshops + regional meetings, meeting of INBO World Liaison Bureau), their equipment and decoration (room decoration, wiring for sound, video projection + computers for sessions, etc.), the simultaneous translation of the debates of the WGA and INBO World Liaison Bureau (WLB) into 4 languages (English + Spanish + French + local language);
- The secretariat of the Assembly with office equipment – fast copying machine with stapler, E-mail and access to Internet - and on-site translations (also into 4 languages), to support the team of the Permanent Technical Secretariat;
- The 3 lunches, in the form of buffets;
- The 4 dinners, including 2 buffets + an official dinner + a dinner with local food.

The Host Country is also in charge of negotiating with the hotel a discount price for rooms and breakfasts for all the delegates and accompanying dependents (the price should **not** exceed the daily allowance - United Nations rate corresponding to the host city).

