

**AD HOC GROUP OF THE STATES PARTIES
TO THE CONVENTION ON THE PROHIBITION
OF THE DEVELOPMENT, PRODUCTION AND
STOCKPILING OF BACTERIOLOGICAL
(BIOLOGICAL) AND TOXIN WEAPONS
AND ON THEIR DESTRUCTION**

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**Working paper submitted by the Friend of the Chair on the
Seat of the Organization**

DRAFT QUESTIONNAIRE FOR THE SEAT OF BWC ORGANIZATION

Please answer the following questions, most of which relate to key elements laid down in the Preparatory Commission (hereinafter referred to as Prep.Com.) Headquarters Agreement, Headquarters Agreement or any other arrangements between the Prep.Com./Organization and the Host Country.

I. Building/Equipment

For each question, please answer what it will be at the Prep.Com. phase as well as the Full implementation phase.

(a) Will you provide a newly-constructed office building/accommodations or already have an existing one? Describe location, size and availability of dates.

(b) Will the proposed building/accommodations/lands be available:

- for donation?
- for rent? If so, free-of-charge?
- for purchase? If so, at what cost?

*In case of moving to another place, on what value will you buy them?

(c) In case that your offer is an existing building/accommodations, the cost for renovation/alterations will be free-of-charge?

(d) Will your offer include free-of-charge operations/maintenance and major repairs costs?

(e) When the building/accommodations need expansion, will you provide additional land/building/accommodations free-of-charge?

(f) In case of any construction whose costs the Organization pays, will the Organization be free to launch an international tender to achieve cost effectiveness, and will the winner of a tender be entitled to construct on your country?

(g) Will your offer include the provision free-of-charge of the following items?

- office furniture
- office equipment
- office supplies
- public utilities (e.g. gas/water/sewage/electricity/waste disposal)
- lines of communications (telephone/ISDN/fax/computer network/telephone center of the house /wiring)
- security equipment/security zone equipment
- conference equipment including interpretation system

(h) Will the building/accommodations include the availability of:

- several meeting rooms for the Technical [Secretariat] [Body]?
- a conference room for the Executive Council?
- a conference room for the Conference of States Parties?

Give us their approximate seating capacity?

(i) Will the building/accommodations include a cafeteria and/or a restaurant that can accommodate staff of the Technical [Secretariat] [Body] and delegations? Give us their seating capacity.

(j) Will the building/accommodations have enough parking space for the Technical [Secretariat] [Body] personnel and delegations free-of-charge? Give us their parking capacity.

(k) Can the site of the building/accommodations be kept under guard free-of-charge? What kind of physical protection (with mechanical/electrical/electronic) will you provide free-of-charge? Will your police provide external security?

(l) If any other relevant "Building and Equipment" element needs to be considered in the case of your particular candidature, please specify.

II. Privileges and Immunities

1. The Prep.Com./ Organization

(a) General Provisions on Privileges and Immunities

Can the Prep.Com. and the Organization enjoy the privileges and immunities as are accorded to the existing international organizations in your country, including:

- immunity from jurisdiction?
- inviolability of the premises, archives, samples, equipment, and other material?
- freedom of financial assets from restrictions?
- facilities and immunities in respect of communications (e.g. uses of code/sealed bag/radio transmission) and publications?
- exemption from direct taxes and customs duties?

(b) Tax treatment

Can the Organization be exempted from indirect taxes?

Are there any restrictions on the applicable items or amount per invoice (lower and upper limit)?

Such exemptions, are they granted by way of a deduction at source?

(c) Customs treatment

Under what conditions can exempt articles be sold in the Host Country?

(d) Establishment of duty-free commissary

Does the Organization have the right to establish its own duty-free commissary?

Who can have access to the commissary?

2. Permanent Missions of the States Parties and their members

(a) Permanent Missions

Can each member of the Organization establish a *sui iuris* permanent mission to the Organization?

If so, can such mission enjoy the same privileges and immunities as is accorded to diplomatic missions established in your country in accordance with the Vienna Convention?

(b) Members of Permanent Missions

(i) Members of Permanent Missions, including, administrative and technical staff, and service staff: Can they be entitled to the same privileges and immunities as you accord to members, having comparable rank, of the staff of diplomatic missions established in your country? What about their spouses, children, dependent members, and private domestic staff?

(ii) Tax treatment

(a) Can members of Permanent Missions be exempt from indirect taxes?

(b) In the case that VAT is exempt, are there any restrictions on the applicable items or amount per invoice (lower and upper limit)?

(c) Such exemptions, are they granted by way of a deduction at source?

(c) Customs treatment

(i) How many motor vehicles can a member of a Permanent Mission import without custom duty?

(ii) How soon can you provide license plate?

(iii) On what condition can exempt motor vehicles be sold without paying custom duty?

3. Representatives of the States Parties

Can representatives, alternates, and advisers of the States Parties who do not have residence in your country enjoy such privileges and immunities that are required to discharge their duties?

4. The Director-General/Officials of the Prep.Com./Organization

(a) Director-General/Senior officials

- (i) Can Director-General enjoy such privileges and immunities as are granted to the Heads of diplomatic missions established in your country?
- (ii) Which grade of officials can enjoy the same privileges and immunities you accord to members who have diplomatic status?
- (iii) Can persons mentioned above be exempt from indirect taxes?
- (iv) In the case that VAT is exempt, are there any restrictions on the applicable items or amount per invoice (lower and upper limit)? Such exemptions, are they granted by way of a deduction at source?
- (v) How many motor vehicles can they import without custom duty?
- (vi) How soon can you provide license plate?
- (vii) On what condition can exempt motor vehicles be sold without paying custom duty?

(b) Other officials

Can other officials other than the Director-General and the officials referred in paragraph (a) (ii) above enjoy the same privileges and immunities accorded to the members, having comparable rank, of the staff of the diplomatic missions established in your country?

(c) Officials who are nationals of the Host Country

Can officials who are nationals of the Host Country enjoy exemption from income tax?

(d) Personnel of [Visits]/Investigations

Can you give priority treatment at customs and security controls to personnel of [Visits] and Investigations to facilitate their entry into and departure from your country?

5. Experts

Can experts enjoy such privileges and immunities that are required to discharge their duties?

6. Visa

How prompt are visas for those listed below granted without charge, whatever their nationality?

- members of Permanent Missions and their spouses, children, dependent members of family, private domestic staff and personal guests
- officials of the Organization and their spouses, children, dependent members of family, private domestic staff and personal guests
- representatives, alternates, advisers of the States Parties and their spouses
- representatives and officials of international organizations with whom the Organization has close relations
- experts, their spouses and children

7. Access to the Labour Market

Can spouses and children of members of Permanent Missions and officials of the Organization enjoy access to the labour market without complicated process? On the termination of the duties of member or official, can their spouses and children continue working in certain reasonable period?

8. Social Security

(a) Can the Organization and its officials be exempt from all compulsory contributions to the social security system of your country?

(b) Can any provident fund established by the Organization enjoy the privileges and immunities as the Organization itself?

9. Identity Cards

Can you deliver to the Organization/ Permanent Missions an identity card for each official /Experts/member as well as their dependent member and private domestic staff? How soon can you deliver?

10. Host Country Relations and Facilities for Permanent Missions

(a) What are the mechanisms/facilities that are provided to diplomatic missions to facilitate their interaction, provide information and resolve their difficulties *vis-à-vis* local authorities and local regulations?

(b) Is there a designated liaison office for this purpose?

(c) Are the personnel appointed for such functions properly trained in public relations matters?

(d) In your experiences what kinds of complaints are normally lodged by diplomatic missions and how are they resolved?

11. If any other relevant "Privileges and Immunities" element needs to be considered in the case of your particular candidature, please specify.

III. General information

1. Functional qualifications

(a) Do the regional or local personnel and labor situation permit recruitment of extensive manpower with English and/or French language profile for full/or part-time jobs, especially administrative, secretarial and linguistic services (United Nations official languages)?

(b) Are any of these international organizations which have their seat in your Host City particularly relevant to the Organization? What synergy effects are expected?

(c) Are there available BWC-relevant laboratory/research institutes which can provide assistance (e.g. training programme) to the Organization?

(d) Which international media are represented with agencies and correspondents?

(e) Detailed direct flight information from the nearest international airport to various cities in each continent, in addition to the number of daily flights to United Nations Headquarters.

(f) High speed railway transport availability to the neighboring countries.

(g) Number of conference/bureau service companies in the Host City.

(h) Number of hotels (beds capacity) and restaurants (refectory level) in walking distance from the Organization's building/accommodations.

(i) How do you implement seat agreement obligations in your legal system? By law and/or regulations?

2. Other qualifications

(a) Public transportation services available inside the Host City with access to:

- the proposed building/accommodations;
- the residence sections;
- the International Airport;
- hotels.

(b) Housing

- (i) Availability of suitable housing for members of the Permanent Missions and staff of the Technical [Secretariat] [Body].
- (ii) The monthly rent of a 3-bedroom-apartment and/or house within reasonable distance of the proposed building/accommodations.
- (iii) Are there real estate agents and/or housing office available?

(c) Living costs

- (i) Average living costs for a family of 4.
- (ii) Price of a Big Mac.

(d) Educational facilities (pre-schools, primary schools, secondary schools, universities, international schools and others) and its annual fees.

(e) Medical service.

(f) Medical insurance.

(g) Will foreign driver licenses be accepted or will they have to be transferred in accordance with your national regulations? A new license will be given free-of-charge? How long does it take to transfer the license?

(h) How many INTERNET providers are available? And at what cost?

(i) Give an account on crime rates, especially attacks with corporal injury against accredited diplomats since 1994 to the present, and preventive measures or capabilities.

3. If any other relevant "General information" element needs to be considered in the case of your particular candidature, please specify.
