

BEREC Office ref. № MC (13) 19

## **QUESTIONS AND ANSWERS**

**In relation to Call for Tenders № 2013-BEREC-OT-01**

### **PROVISION OF PROFESSIONAL EVENT ORGANISATION SERVICES IN EUROPE AND/OR IN THE REPUBLIC OF LATVIA FOR BEREC AND BEREC OFFICE EVENTS**

**Contract Notice № 2013/S 045-071537 of 05/03/2013**

#### **Session 2**

#### **Question on protocol events:**

In the tender specifications the BEREC Office refers to protocol events. Please could you clarify what is normally expected at these events? For example if they are events where different protocols are agreed between different authorities etc. then of course confidentiality is of outmost importance. In this case are these events official meetings with a restricted audience? If however you mean that a specific procedure needs to be adhered to i.e. the protocol events are maybe high profile VIP functions then the approach will be different. Please could you also clarify?

#### **Answer:**

The protocol events as mentioned in the tender specifications by the BEREC Office are events during which the diplomatic protocol rules apply. The preparation and organisation of such events should follow the internationally accepted diplomatic protocol rules and/or the local protocol of the host country, where the event takes place.

The BEREC Office has envisaged the organisation of such events only for the LOT 1 - provision of professional event organisation services on the territory of the Republic of Latvia. In this case the diplomatic protocol rules of the Republic of Latvia have to be taken into consideration in the organisation of events covered under "protocol events".

The participants in the protocol events organised by the BEREC Office in the Republic of Latvia are usually the President of the Republic of Latvia, the Prime Minister of the Republic of Latvia, the Speaker of the Parliament of the Republic of Latvia, Ministers from the Government of the Republic of Latvia, representatives of the diplomatic corps accredited in the Republic of Latvia, etc.

These events are usually with restricted audience and subject to invitation but frequently combined with public relations activities and, therefore, organized in the presence of representatives of the mass media. In that respect, applying the proper protocol rules is even more important as any protocol mistake could go public and harm the image of the BEREC Office.

Some examples of such events can be found on the BEREC website at the following address:  
[http://bereg.europa.eu/eng/bereg\\_office/inauguration/](http://bereg.europa.eu/eng/bereg_office/inauguration/)

*Riga, 20 March 2013*