

Annex II, Part B - Technical Specifications

1. External Connectivity

The required network protocol is TCP/IP. The host country will provide two leased lines over channelised E3 tail circuits providing bandwidth of minimum 1000 Mb/s symmetrical per line. Presentation will be via RJ45 jacks of balanced-120Ω impedance.

10 Class C public IP addresses are required.

The first leased line will be used for the VPN providing connectivity between the Conference venue and UNCCD Headquarters in Bonn, and for staff access to the Internet. The second line will be used for participant Wi-Fi and Computer Center (participant wired network) access. Lines must be configured for automatic failover (eg. HSRP and BGP configuration is required), so that each provides a backup for the other in case of failure.

A daily utilization report should be provided for the duration of the conference.

On-site support is required throughout the setup period and the duration of the conference.

2. Network Infrastructure

The Network Infrastructure for the UNCCD COP 14 will be an independent Campus Area Network on an independent backbone, comprising two wired and one wireless Local Area Networks for staff and other participants. A network diagram is attached.

Switching Infrastructure

UNCCD will provide the central network switch hardware. The host country will provide all necessary additional switching hardware, cabling and related infrastructure. This includes network hubs in all offices and other rooms requiring network connectivity (minimum specification: Fast Ethernet, ports as required by the specification in Annex II, part A).

Where cable runs will exceed 90 meters, or where required by the concentration of network-attached devices, additional switching hardware should be employed (minimum specification: Gigabit Ethernet, ports as required by the specification in Annex II, part A).

Wiring

Horizontal wiring from the server room to room jackpoint or equivalent network device should be to EIA/TIA 568 standard, Category 6A. Wiring runs must be no longer than 90 meters, and the pairs must be wired in accordance with the ANSI/TIA T568B convention.

5 meter patch cables will be provided from room hubs/jackpoints as required by the specification in Annex II, part A.

Wireless Local Area Network

The Wireless LAN will be connected to the Internet through a firewall to the local ISP. All Wireless LAN infrastructure and devices will be provided by the host country.

The Wireless LAN infrastructure must be sufficient to support the number of participants attending the Conference throughout the full Conference premises (Plenary, meeting rooms, offices, Computer Center, Press Center and Exhibition area). In particular:

- the Wireless LAN capacity for each meeting room and work area must be equal to the capacity of the room;
- the Wireless LAN shall be 802.11a, b, g and Wi-Fi compliant (plus any new standards generally adopted prior to the date of the Conference);
- Wireless LAN access points shall support common encryption protocols (eg. WEP, WPA, WPA2, 802.11i), or any new standards generally adopted prior to the date of the Conference);
- the target average ping response time from the devices connected to the Wireless LAN gateway shall not exceed twenty (20) ms during normal load conditions;

- the target average throughput for each associated device is 5.5 mbps or above;
- the Wireless LAN access points will be centrally controlled to allow rapid, if possible auto, reconfiguration of the access points to adapt to changing load conditions in the conference rooms, and blocking of individual laptops in case of virus problems;
- the broadcasted SSID will be set to COP 14

3. Server Room

The UNCCD servers will be housed in a lockable room with a direct connection to the central network backbone.

Ambient room monitoring should be employed. A minimum of two air conditioning units is required, each capable of maintaining acceptable temperature and humidity levels in the event of the failure of one unit. The acceptable ambient temperature range is 18°C - 27°C. The acceptable humidity range is 40% and 60% rH.

The server room must be equipped with an Uninterruptible Power Supply (UPS) with a power capacity of 2700 Watts / 3000 VA and a battery autonomy of two hours at full load. This specification can be reduced if the room has access to backup power generation.

The room must be fitted with an alarm for immediate monitoring of the appropriate authorities in the event of fire, flood, intrusion or significant temperature or power irregularities.

A Fire Suppression System is highly desirable.

A raised floor is preferred but not required.

4. Workstation Specifications (to be allocated as specified in Annex II, part A)

Component	Minimum Specification
Processor	Intel Core i5 Processor (2.8 GHz, 3MB Cache)
Memory	8GB DDR3/DDR4 SDRAM
Hard drive	Minimum 256 GB
Optical drive	16X DVD+/-RW Drive
Video card	Integrated video card
Sound card	Integrated sound card
Network adapter	Integrated 10/100 MB
USB ports	4 USB2 ports
Monitor	Minimum 19 inch Standard LED Monitor
Keyboard	<u>USB US English International Keyboard</u>
Mouse	USB 2-button with scroll
Speakers	Internal
Power	Power cables and power supplies compliant with host country standards

The host country will provide 200 workstation computers. Two of those computers will be provided for imaging as prescribed by the timeframe specified in the agreed deployment plan. Pre-installation of the disk-image will then be performed by the Secretariat. The Secretariat will provide the host country with copies of the two images. The host country will be responsible for deploying those images onto the workstations.

If the above conditions are not met, the host country will perform the operating system and software installation in accordance with UNCCD requirements, in addition to the deployment of the images.

5. Software Licenses

The host country will provide the required licenses for workstation software as required. The software products which require licenses are Microsoft Windows 10 Professional and Microsoft Office Professional 2016.

6. Webcast

The host country will provide the hosting platform (such as ustream) for the Webcast of the conference. The Webcast will comprise the video feed from a Multi-cam Webcast system, and the English audio feed, either from the floor or from the English translator.

All open sessions in the Plenary, Main Committee Room and Press Conference Room will be broadcast on the Internet (Webcast).

File copies of each webcast will be provided to UNCCD at the end of each day.

7. Printers

The host country will provide printers of the following specifications (to be allocated as detailed in Annex II, part A):

- 35 Class 1, personal desktop printer: monochrome laser, USB or Ethernet connection, minimum 30 ppm. Example device: HP LaserJet P2055d;
- 30 Class 2, workgroup printer: **color laser**, Ethernet connection, minimum 30 ppm, duplex-capable. Example device: HP Color LaserJet Pro M452nw;
- 15 Class 3, workgroup multifunction printer: **color** laser, Ethernet connection, **duplex copying, sorting and stapling capacity**, minimum 40 ppm. Example device: HP LaserJet Enterprise MFP M725f.

Class 3 printers are required to be configured with the option "Scan to network drive".

8. Copy Machines

The host country will provide 4 high-performance copy machines for the document reproduction area. Required features are: duplex copying, sorting and stapling capacity, minimum speed of 120 pages per minute. Example device: Xerox D125.

9. Presentation Equipment

The host country will provide and install the following presentation equipment in the Plenary and the Main Committee Room:

- one fixed high-performance projector, XGA resolution or higher, minimum output of 10,000 lumens (colour and white light). Example device: Epson PowerLite Pro Z8250NL XGA 3LCD Projector;
- one fixed projector screen.

The host country will provide and install the following presentation equipment in the other meeting rooms of the Conference venue:

- one fixed projector, XGA resolution or higher, minimum output of 1400 lumens (colour and white light).;
- one fixed projector screen.

In addition, the host country will provide two portable projector, XGA resolution, minimum 1400 lumens, and two portable projector screens, for use as required.

10. Conference Information Announcement System and TV Screens

An electronic conference information system for the announcement of the daily agenda, as well as special announcements, will be provided and installed by the host country. The system will provide large format (about 1 m² display area) projection or flat panel displays to be positioned in prominent areas. The final number of the screens to be deployed will be identified upon finalization of conference rooms, offices and in flow / out flow layout. Hardware and software for the central generation of the input video signal will also be provided.

11. Media Requirements

4-6 CCTV monitors (depending on size of area) to follow conference proceedings and programme announcements will be provided by the host country in the press conference area.

5-7 TV screens with laptops (min. 42") throughout the conference space (in most popular areas where people congregate during breaks) for the Twitter wall will be provided by the host country.

12. Mobile and Smart Phones

The host country will provide:

- One hundred and twenty (125) 4G mobile phones with local SIM cards with unlimited Internet capability and unlimited international dialing capability, as detailed in Annex II, part A.
- preloaded on all mobile and Smartphones, a directory containing the names and mobile numbers of all UNCCD staff attending the conference (details to be provided by UNCCD).

13. Supplies

The host country will provide:

Category A (any unused items to be retained by the host country):

- two toner cartridges for each desktop printer (Class 1)
- two toner cartridges for each network workgroup printer (Class 2)
- two sets of cartridges for each network multifunction color printer (Class 3)

Category B (non-returnable daily usage items)

- 5 Portable external 2.5" USB 3.0 hard drive, 4 TB
- 100 USB 3.0 flash drives, min 16 GB
- 5 USB 3.0 flash drives, min 128 GB
- 500 reams A4-size paper for printers, faxes and copy machines (in addition to those for reproduction of official documents)
- Office stationary, per staff.

14. Maintenance of equipment

The host country will provide maintenance service and spare part replacement for all equipment, in particular for host country-provided network devices, workstations, printers and copy machines.

15. Local ICT Support Staff

The host country will provide the agreed number of local ICT support staff. All must be fluent in English, and possess as a minimum either an ICT-related diploma, or an equivalent industry certification as applicable in the host country.

16. Registration Area

The Registration area will be situated adjacent to the main entrance of the Conference venue. It will comprise a counter area, on-site registration area, secretariat office and local staff office. The required specifications are:

- the counter area will accommodate 24 staff members, seated, with a minimum counter width per person of one meter. Workstations and printers will be placed in accordance with the specification in Annex II, part A. There must be lockable cupboards beneath the counter;
- the office space should be a minimum of 18 m², and be not easily visible from the public side of the registration counter.

In addition, podium-style tables are required for the badge scanning stations. These will be placed and equipped in accordance with the specification in Annex II, part A.

Workstations in the registration area, including the badge scanning stations, will be connected to the UNCCD LAN.

A sample layout with detailed equipment list can be found at the end of the document.

17. Computer Center

The host country will provide a working area free of charge for delegates at the Conference venue. This working area (known as the Computer Center) will have the following facilities:

- 30 workstations, with wired connections to the Participant LAN.
- 2 network printers (Class 2, above)

UNCCD will provide the configuration necessary to segregate the Participant LAN, including the Computer Center, from the other Conference LANs.

18. Business Centre

The host country will provide a Business Centre for use of delegates on a commercial basis. It will provide international phone lines, and fax and copying services. The center will have a capacity commensurate with the expected participation at the conference.

19. Office Fittings and Layout

All offices should be furnished with desks with lockable drawers, chairs, desk lamps, electricity plugs, wastepaper baskets, etc. according to the number of people occupying each office, plus extra chairs for visitors. Each office should have at least one lockable cabinet with shelves and one lockable coat cupboard. Computers and printers should be on separate desks with table lamps.

- Offices should be equipped to reflect the status of the occupant according to the following scheme:
- Class A furniture (high level officials)
- Class B furniture (coordinators)
- Class C furniture

20. Additional Equipment

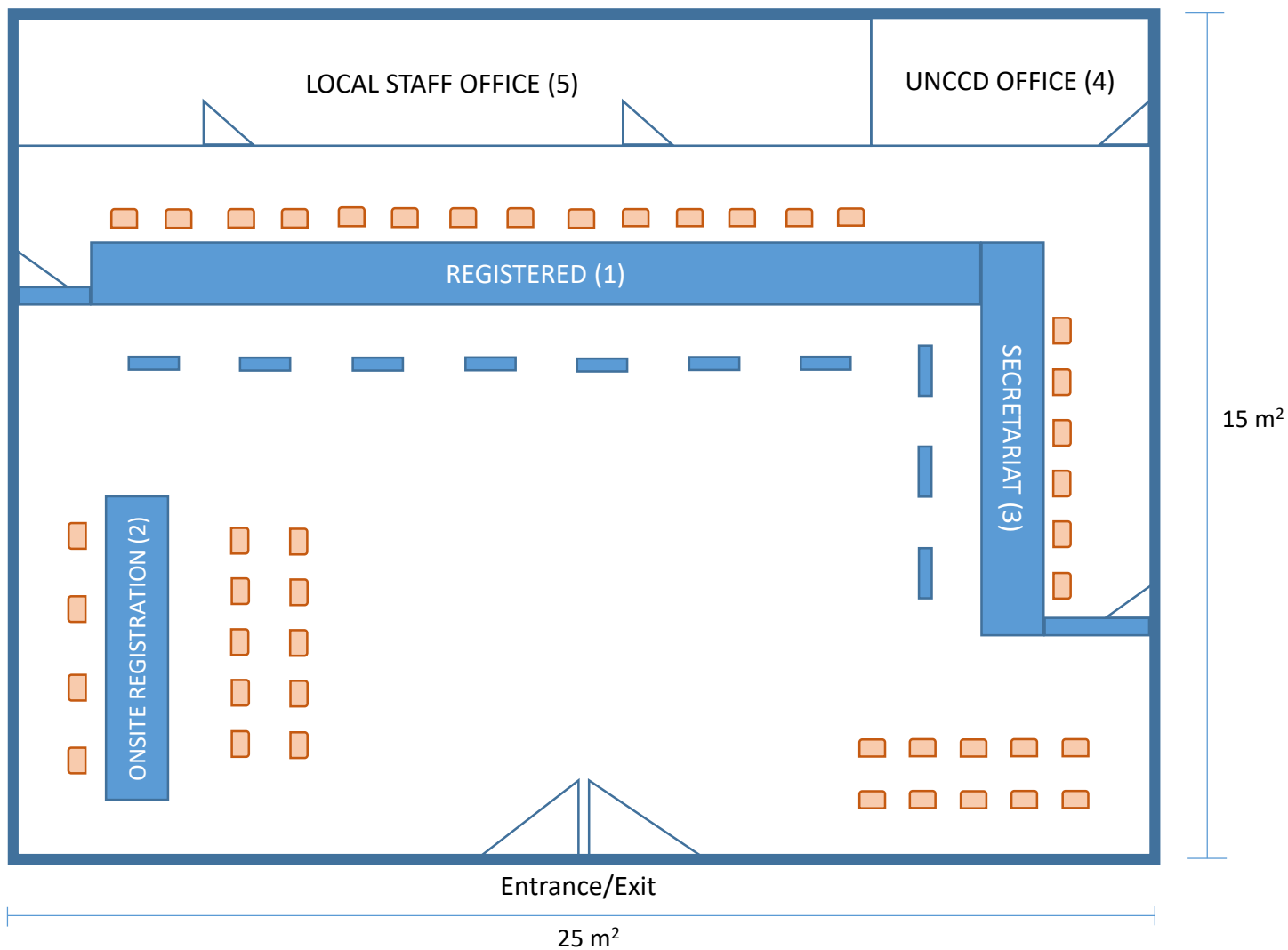
The host country will provide:

- Ten (10) laptop computers for use as required at the Conference venue, minimum specification: 1.8GHz Intel Core i5 CPU, 4 GB RAM, 15" 1,024x768 LCD display, US English Keyboard; preloaded with Microsoft Windows 7, Microsoft Office 2010.
- Radio communications system with thirty (30) handheld transceiver units (walkie-talkies) for UN Security
- 5 (five) 4G/LTE Broadband Router with sim cards loaded with unlimited internet capacity
- 5 (five) min. 19 inch Standard LED/LCD monitor

21. Time framework

IT physical installations (installation of active components, cabling and activation of Internet line, including firewall) will be completed according to the deployment plan communicated by the UNCCD Secretariat.

REGISTRATION AREA LAYOUT



SAMPLE PHOTOS



1. Registration counters



3. Background stand



2. Registration counters – local staff area

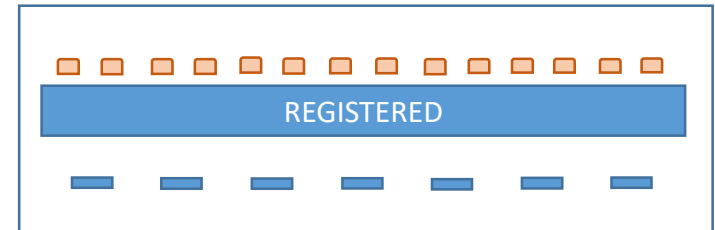


4. Scanning point

FURNITURE & EQUIPMENT (Registered Area - 1)



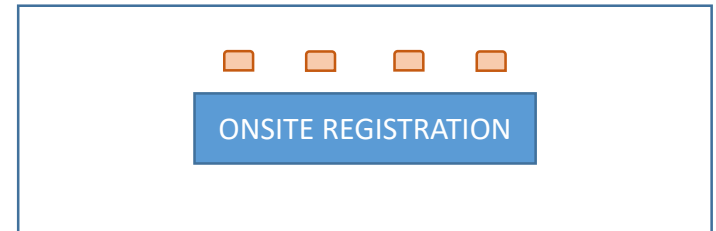
- 1 counter (16 meters)
- 14 workstations
- 1 PC per workstation
- 14 cameras
- 14 ring lights (to take photo)
- 7 color laser printers (1 shared by 2 workstations)
- 14 chairs
- 7 background stands (1 meter each)
- 3 meter space from counter to wall
- 1.5 meter space from counter to background stand



FURNITURE & EQUIPMENT (Onsite Registration Area - 2)



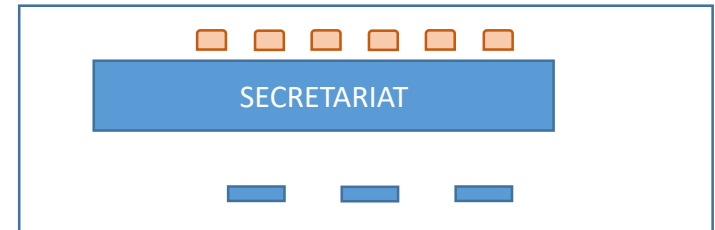
- 1 counter (4 meters)
- 4 workstations
- 1 PC per workstation
- 4 cameras
- 4 chairs
- 10 chairs (waiting lounge)



FURNITURE & EQUIPMENT (Secretariat Area - 3)



- 1 counter (8 meters)
- 6 workstations
- 1 PC per workstation
- 1 multipurpose machine (printer, copier, scanner)
- 6 cameras
- 6 ring lights (to take photo)
- 3 color laser printers (1 shared by 2 workstations)
- 6 chairs
- 3 background stands (1 meter each)
- 3 meter space from counter to wall
- 1.5 meter space from counter to background stand
- 10 chairs (waiting lounge)



FURNITURE AND EQUIPMENT (UNCCD Office - 4)



- Minimum area 18 m²
- Office with lock
- 1 desktop printer
- 4 tables
- 4 chairs
- 2 movable drawers
- 1 lockable cabinet
- 7,000 lanyards (with UNCCD logo and conference logo)
- A4 papers (10 reams)

FURNITURE AND EQUIPMENT (Local Staff area - 5)



- Area is flexible
- Office with lock
- 10 tables
- 15 chairs

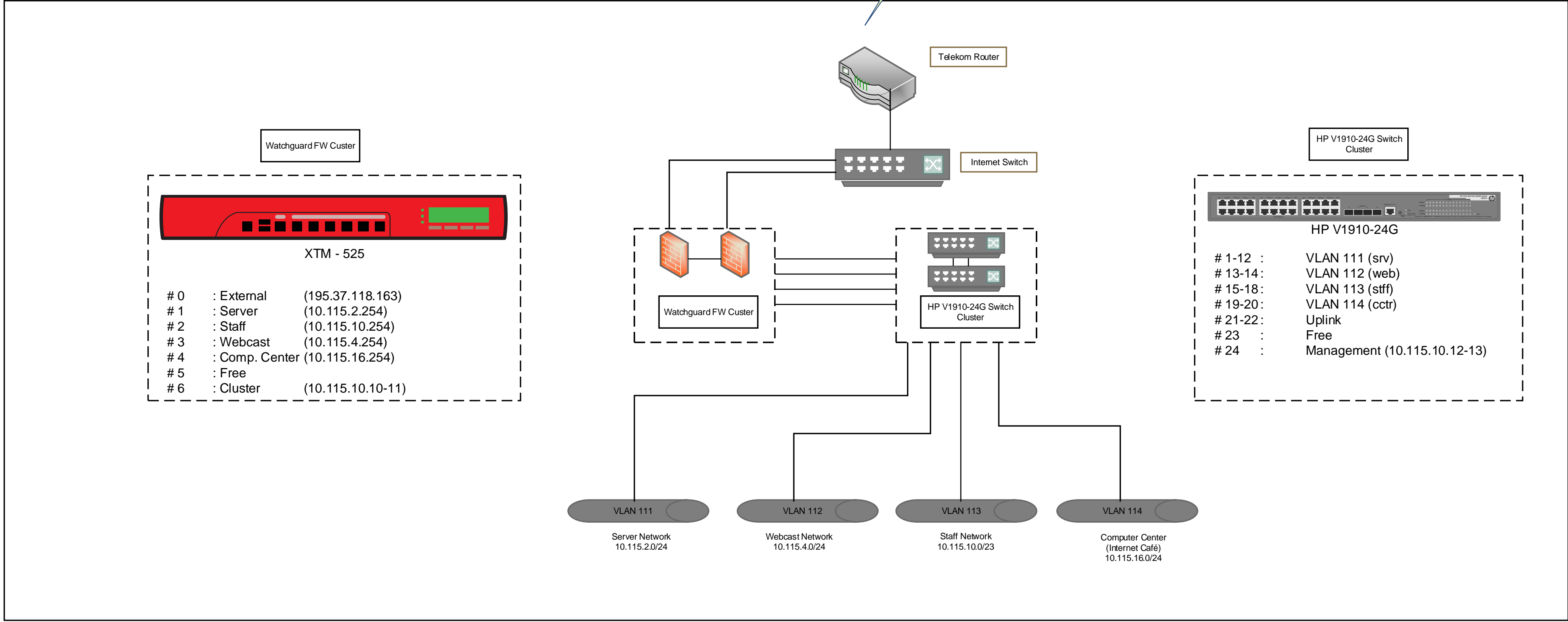
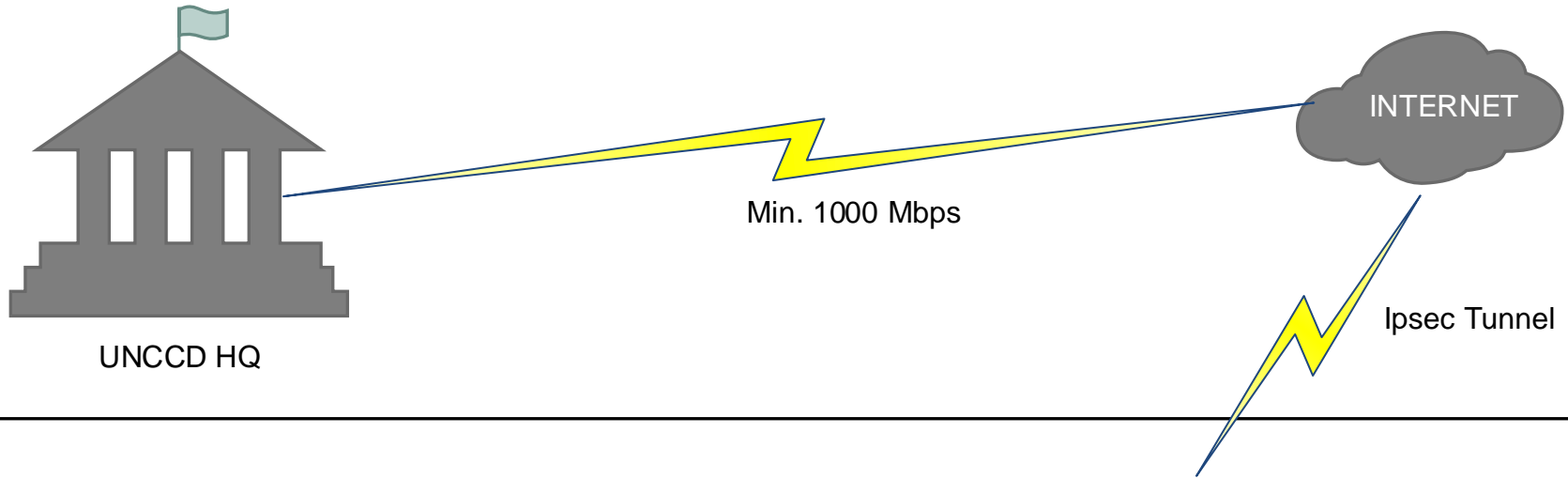
FURNITURE & EQUIPMENT (Scanning Point)



- Counter (1.5 meter high)
- 1 PC per counter
- 1 monitor screen
- 1 QR code scanner
- 1 chair



UNCCD COP 14 NETWORK DIAGRAM



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