

**MEMORANDUM OF RESPONSIBILITIES TO BE ASSUMED BY THE
GOVERNMENT OF THE REPUBLIC OF LATVIA AND BY THE FOOD AND
AGRICULTURE ORGANIZATION OF THE UNITED NATIONS FOR THE 33rd
SESSION OF THE EUROPEAN INLAND FISHERIES AND AQUACULTURE
ADVISORY COMMISSION (EIFAAC)**

The following provisions set out the respective responsibilities to be assumed by the Government of the Republic of Latvia, hereinafter referred to as the Host Government, and by the Food and Agriculture Organization of the United Nations, hereinafter referred to as FAO, in order to ensure the smooth conduct of the 33rd Session of the European Inland Fisheries and Aquaculture Advisory Commission (EIFAAC), hereinafter referred to as the Session, which forms part of the Regular Programme of the Organization.

The Session will be held in Riga, Latvia on 7-9 October 2026.

All Members of the EIFAAC, selected Organizations and Specialized Agencies of the UN System as well as selected IGOs and CSOs, as included in Appendix A, will be invited.

Furthermore, in accordance with the Constitution, General Rules and Procedures of FAO, other Members of the Organization and International Organizations in relationship with FAO may be represented by observers at the Session, should they so request. Non-member States of the Organization, members of the United Nations, any of its Specialized Agencies or the International Atomic Energy Agency (IAEA) may also, on request and with the approval of the FAO Council or the Director-General, in accordance with the Organization's Basic Texts, attend the Session in an observer capacity. The number of participants, including the FAO Secretariat, will be approximately 50.

The Session will be conducted in English.

PART I - OPERATIONAL RESPONSIBILITIES OF FAO

FAO will be responsible for organizing the Session, issuing all invitations and circulating the Provisional Agenda.

A. Staff (at FAO's cost in accordance with FAO regulations)

FAO will:

1. Designate the Secretary of the Session.
2. Make available, a Liaison Officer, a Reports Officer, and the required Secretariat staff. The recruitment of such staff will be the responsibility of FAO.

B. Material, Supplies and Services

FAO will:

3. Provide documents for the Session.
4. Provide a set of table flags of all Members of EIFAAC and a set of desk plates with the names of all participating Countries and Organizations.

5. Provide any special material or supplies required for the conduct of the Session, including transport up to and return from the point of entry into the host country, it being understood that any material or supplies provided by FAO remain the property of FAO.
6. Issue and distribute the Report of the Session, after its conclusion.

PART II - RESPONSIBILITIES OF THE HOST GOVERNMENT WITH REGARD TO PRIVILEGES AND IMMUNITIES FOR FAO AND PARTICIPANTS

The Host Government undertakes to:

7. Accord, for the purpose of the Session, to delegates, representatives and observers, and to FAO, its property, funds and assets, as well as to FAO staff, all the privileges and immunities provided for in Article VIII, paragraph 4, and Article XVI, paragraph 2 of the Constitution and Rule XXXVIII-4 of the General Rules of the Organization, and specified in the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies.
8. Grant visas and all necessary facilities to all delegates, representatives, observers, FAO staff and consultants attending the Session.
9. Hold FAO and its staff harmless in respect of any claim by delegates, representatives and observers or by other third parties arising out of the Session, except where it is agreed by the Host Government and FAO that the claim arises from gross negligence or wilful misconduct of such staff.

PART III - OPERATIONAL RESPONSIBILITIES OF THE HOST GOVERNMENT

A. Staff

The Host Government will:

10. Nominate a Government Liaison Officer who will be responsible for the coordination of local arrangements and facilities for the Session.
11. Make available experienced support staff, related assistance and services required for the conduct of the Session.
12. Bear all necessary costs of the staff provided, including salaries, overtime and subsistence allowances, if required, and travel to and from the Session.

B. Facilities and Equipment

The Host Government will provide or pay for:

13. One meeting room, with seating and table space for 50 persons (U-shape), with audio equipment (microphones, speech reinforcement equipment, and loudspeakers) and visual equipment (multimedia projector, screen), a podium fitted with one standing microphone and lectern for formal speeches; and adequately furnished office close to the meeting room for duplication and collation of documents.

14. Computers, duplicating facilities, other equipment as required and *wifi* coverage as well as communication tools that can ensure remote attendance in case the meeting is held in a virtual or hybrid modality, as appropriate.
15. Transport to the meeting site and return to FAO of any equipment not available in the country, should the Host Government request FAO's assistance in supplying it.

C. Supplies and Services

The Host Government will provide:

16. Office supplies, stationery and paper as required.
17. Facilities for the local reproduction of in-session documents needed for the Session.
18. Lunches, coffee breaks/refreshments for delegates, observers and staff, for all Session days.
19. A welcome dinner or cocktail reception for delegates, observers and staff on the first evening of the Session.
20. Drinking water for participants and observers inside the meeting rooms for all session days.
21. EIFAAC branded delegate's kit (inclusive of a meeting bag, notepad and pens depending on the Host Government preference).
22. Internet access/Wi-Fi coverage in connection with the work of the Session, free of charge.
23. First-aid facilities for delegates, representatives, observers and staff.

D. Transport

The Host Government will:

24. Provide transport within the host country for delegates, representatives and staff as required for the conduct of the Session.
25. Provide or pay the cost of transport within the host country and customs clearance of all material and supplies provided by FAO (see paragraphs 3 to 5). In case of transport by air the obligation will start from the international airport where the goods arrive.

E. Security

26. The Host Government shall provide at its expense and use its own means, such security system as may be required to ensure the efficient functioning of the Session and any other meetings connected with hosting of the Session, without interference of any kind.

F. Other considerations

The financial resources needed for the organization of the Session may be adjusted depending on whether the Session is held in person, virtually or in a hybrid modality.

PART IV – MISCELLANEOUS

A. Dispute Settlement

Any dispute regarding the interpretation and/or application of the provisions of this Memorandum will be resolved between FAO and the Host Government through negotiations and/or consultation.

B. Amendments

By mutual agreement of the Signatories this Memorandum may be amended and supplemented through separate protocols which will be considered as an integral part of this Memorandum.

C. Entry into Force

This Memorandum of Responsibilities will enter into force from the date of its signature. It will automatically terminate at the end of the Session.

Signature:

His Excellency
Armands Krauze
Minister for Agriculture
Ministry of Agriculture
Latvia

Date:



Signature:

Viorel Gutu
Assistant Director-General
Regional Representative for Europe and
Central Asia
Food and Agriculture Organization of the
United Nations

Date: 19.11.2025

Appendix A

LIST OF FAO MEMBERS AND OBSERVERS INVITED TO THE EIFAAC SESSION

I. LIST OF MEMBERS OF EIFAAC

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| 1. Albania | 21. Latvia |
| 2. Austria | 22. Lithuania |
| 3. Belgium | 23. Luxembourg |
| 4. Bosnia and Herzegovina | 24. Netherlands (Kingdom of the) |
| 5. Bulgaria | 25. North Macedonia |
| 6. Croatia | 26. Norway |
| 7. Cyprus | 27. Poland |
| 8. Czechia | 28. Portugal |
| 9. Denmark | 29. Republic of Moldova |
| 10. Estonia | 30. Romania |
| 11. European Union (Member Organization) | 31. Serbia |
| 12. Finland | 32. Slovakia |
| 13. France | 33. Slovenia |
| 14. Germany | 34. Spain |
| 15. Greece | 35. Sweden |
| 16. Hungary | 36. Switzerland |
| 17. Iceland | 37. Türkiye |
| 18. Ireland | 38. United Kingdom of Great Britain and Northern Ireland |
| 19. Israel | |
| 20. Italy | |

II. OBSERVERS

1. Armenia
2. Azerbaijan
3. Georgia
4. Kazakhstan
5. Kyrgyzstan
6. Tajikistan
7. Ukraine
8. Uzbekistan

III. ORGANIZATIONS OF THE UNITED NATIONS SYSTEM

1. Central Asia and Caucasus Fisheries and Aquaculture Commission (CACFish)
2. Convention on International Trade in Endangered species of Wild Fauna and Flora (CITES)
3. General Fisheries Commission for the Mediterranean (GFCM)
4. United Nations Development Programme (UNDP)
5. United Nations Environment Programme (UNEP)
6. United Nations Educational, Scientific and Cultural Organization (UNESCO)
7. UN Water

IV. OTHER ORGANIZATIONS

1. Aquaculture Advisory Council (AAC)
2. Black Sea Economic Cooperation
3. Council of Europe
4. EUROFISH
5. European Anglers Alliance (EAA)
6. European Aquaculture Society (EAS)
7. European Association of Fisheries Economists (EAFE)
8. European Environment Agency
9. European Fisheries and Aquaculture Research Organization
10. European Ichthyological Union
11. Federation of European Aquaculture Producers (FEAP)
12. Global Aquaculture Alliance (GAA)
13. International Council for the Exploration of the Sea (ICES)
14. Europêche
15. Network of Aquaculture Centres in Central and Eastern Europe (NACEE)
16. North Atlantic Salmon Conservation Organization (NASCO)
17. Organisation for Economic Cooperation and Development (OECD)
18. World Organization for Animal Health (OIE)
19. World Conservation Union (IUCN)
20. World Wide Fund for Nature (WWF)
21. World Sturgeon Conservation Society (WSCS)