

Annex 1: Description of Action

Contribution by Belgium to the European Humanitarian Forum 2024

Context and rationale

In the context of the organisation of the European Humanitarian Forum, which will take place in Brussels on 18 - 19 March 2024, the Action supports a partnership between the European Commission (represented by DG ECHO) and the Belgian Presidency of the Council of the EU, here represented by the Federal Public Service for Foreign Affairs, Foreign Trade and Development Cooperation.

Scope of the Action

The objective of the Action is to promote high-level discussions on humanitarian policies, strategies, and operations. It serves as an inclusive platform for strategic and open debates between the EU's political decision-makers and the wider international humanitarian community, including UN agencies, international non-governmental organisations, the Red Cross/Red Crescent Movement, international financial institutions, academics, think tanks, local responders, and people affected by humanitarian crises. The number of participants to the Forum is estimated at **1 200** (in-person attendance, excluding an audience of approximately **5 000** persons following the event virtually).

In addition to the in-kind services provided by the European Commission (interpretation, project management, etc.), the total cost of the organisation, coordination, and logistics will be paid by DG ECHO and can be listed as follows:

- 1) Overall coordination and event concept
- 2) Communication (including signposting, video productions, communication, and technical experts)
- 3) Venue rental and technical costs (incl. web streaming, audio-visual, transport, shipping, and storage of event materials)
- 4) Local staff (including secretarial services)
- 5) Catering
- 6) Participant management, protocol, and security
- 7) Travel, and accommodation
- 8) Others (including think-tanks fee, reimbursable expenses, and contingency margin)

As informally agreed in the run-up to the Forum, the contribution of the Donor will be used to **partially cover the costs related to communication, participants and speakers travel and accommodation**. In return to such financial contribution, the Parties agreed that the Donor would be closely involved in the preparation and programming of the Forum, propose and invite high-level speakers and take up an active role during the Forum sessions. The Belgian Presidency of the Council of the EU, as agreed, will be clearly visible as co-host of the Forum in all communication and information tools (Forum website, mailings and announcements, press communication, on-site visibility, etc.).