

## **ANNEX B**

### **TERMS OF REFERENCE**

#### **Photo Production**

**CTBTO Science and Technology Conference Vienna, Imperial Palace Hofburg**

**26-30 June 2017**

#### **1. BACKGROUND**

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') is an international organization located in Vienna, Austria. The Commission is mandated to establish the global verification regime to monitor compliance with the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which bans any nuclear weapon test explosion or any other nuclear explosion. The Commission also promotes universalization of the CTBT and its entry into force.

The *CTBT: Science and Technology 2017 Conference* (SnT2017) will take place from 26-30 June 2017 at the Hofburg Palace in Vienna, Austria. It will be the sixth in a series of multidisciplinary conferences designed to further enhance the strong relationship between the scientific and technological community and the CTBTO.

#### **2. DESCRIPTION**

In order to ensure professional photographic coverage of the highest quality at the *CTBT: Science and Technology Conference 2017* the Commission requires the services of a professional still photographer, assistant photographer and photo editor, hereinafter referred to as the Contractor.

#### **3. SKILLS, EXPERIENCE AND QUALIFICATIONS REQUIRED**

- Five years progressive experience as a photographer.
- Experience taking press photographs including outside.
- Ability to work in close coordination with other team members, working knowledge of English to communicate with the team members.
- At least a high school certificate but possession of a degree or diploma or training in photo journalism will be an added advantage.
- Ownership or possession of a fully operational, high resolution state of the art digital camera/equipment and laptop for editing and uploading images is essential.

#### **4. SERVICES DURATION AND LOCATION**

The services required from the Contractor include professional photo coverage and production in digital media and documentation at the Imperial Palace Hofburg in Vienna during five working days between 26-30 June 2017, and three evening events. Dates of evening events will be confirmed by the Commission.

A service day is from 9:30 -17:30 Hours

An evening event is from 17:30-19:00 Hours

#### **5. TRANSPORTATION AND OTHER ARRANGEMENTS**

The Contractor shall arrange for his/her own transport to the Hofburg Palace Vienna.

No accommodation, meals or Daily Subsistence Allowance will be provided to the Contractor.

#### **6. DELIVERABLES**

- The photographer shall upload 30-40 edited/retouched photos each day to the CTBTO conference's Flickr Album.
- Upon conclusion of the contract, provide the Commission with at least 1000 high resolution photographs depicting the SnT2017 event via hard disk/USB Stick or CD rom by 7 July 2017.
- Pictures must be edited and ready to publish.