

Title of session: EIGHTH MEETING OF STATES PARTIES TO THE MINE-BAN CONVENTION (APLC)
Jordan, 18-22 November 2007

Document 2.1

Conference-servicing items	Meeting Servicing \$	Pre-session documentation \$	In-session documentation \$	Summary records \$	Post-session documentation \$	Support Services requirements \$	Other requirements \$	Total \$
Interpretation and meeting servicing (a)	60'100							60'100
Translation, reproduction, distribution (b)		141'200	33'700		116'700			291'600
Support Services requirements								0
Other requirements (c)							9'400	9'400
Total	60'100	141'200	33'700		116'700		9'400	361'100

* - at US\$1=CHF 1.25

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	361'100
B. Other costs:	
<i>1) Travel and subsistence for 2 planning missions to Jordan for 2 persons</i>	9'000
<i>2) Travel and subsistence expenses of 4 Geneva DDA staff and 1 security officer</i>	22'110
<i>3) Travel and subsistence expenses of conference servicing staff listed under notes (a) and (c)</i>	87'254
<i>4) Freight and communications</i>	3'500
<i>5) Equipment and supplies</i>	2'000
Subtotal	123'864
<i>Programme support costs @13% over B</i>	16'102
<i>Subtotal B</i>	139'967
Grand total (rounded) A+B	501'100

Notes:

(a) 20 interpreters, 1 conference coordinator and 1 conference officer

(b) estimated 100 original pages (pre-session); 20 original pages (in-session); and 90 original pages (post-session) official documentation

(c) 1 documents control officer, 1 documents distribution officer, 1 reproduction supervisor, 1 IT specialist, overtime