

**PROPOSED BUDGET  
OFFICE OF CONFERENCES AND MEETINGS  
(ONE-DAY MEETING)**

PRO/PTO No.: PPT-REV.807-2004-1DAY-HQ

<b>MEETING:</b>		<b>ONE PLENARY SESSION MODEL AT HEADQUARTERS</b>	
<b>HEADQUARTERS:</b>		WASHINGTON DC	
<b>INTERPRETATION:</b>	4 LANGUAGES	<b>TRANSLATION:</b>	4 LANGUAGES
<b>ACCOUNT:</b>		<b>DATE OF MEETING:</b>	
		<b>DURATION:</b>	1 DAY
<b>CONF.SPECIALIST:</b>		<b>COOR.A.TEC.:</b>	
		<b>COMM.SECR.:</b>	
<b>OBSERVATIONS:</b> \$10,380 for translation and printing of documents before and after the meeting is an average estimate. Travel fares, terminal expenses, and per diem allowances are not paid. Audio-visual equipment (projectors, screens, etc.) is extra.			
<b>COSTS PER OBJECT OF EXPENDITURE</b>			
<b>Obj.2 - OVERTIME</b>			
Overtime	35 x	28 hours	980
<b>Obj. 5 and 8 - TRANSLATION AND REPRODUCTION OF DOCUMENTS</b>			
Translation and reproduction of documents before and after the meeting (includes printing of documents during the meeting)			10,380
<b>Obj.6 - EQUIPMENT AND SUPPLIES</b>			
Equipment and supplies			350
<b>Obj.8 - CONTRACTS</b>			
8 Interpreters (*)	8 x	490 x 1 shift	3,920
4 Translators-reviewers	4 x	390 x 1 day	1,560
1 Accreditation officer	1 x	100 x 1 day	100
1 Room attendant	1 x	100 x 1 day	100
1 Control operator	1 x	108 x 1 day	108
			<u>5,788</u>
<b>Sub-total</b>			<b>17,498</b>
<b>Obj.9 - OTHER COSTS</b>			
Communications			100
Administrative, operational and unforeseen expenses 5% from the sub-total			<u>880</u>
<b>Total</b>			<b>18,478</b>
(*) Shift = 6 hours			

Excel: PPT-REV.807-2004-1DAY-HQ

**PROPOSED BUDGET  
OFFICE OF CONFERENCES AND MEETINGS  
(TWO-DAY MEETING)**

PRO/PTO No.: **PPT-REV.807-2004-2DAYS-HQ**

<b>MEETING: ONE PLENARY SESSION MODEL AT HEADQUARTERS</b>	
<b>HEADQUARTERS:</b> WASHINGTON DC	
<b>INTERPRETATION:</b> 4 LANGUAGES	<b>TRANSLATION:</b> 4 LANGUAGES
<b>ACCOUNT:</b>	<b>DATE OF MEETING:</b>
	<b>DURATION:</b> 2 DAYS
<b>CONF.SPECIALIST:</b>	<b>COOR.A.TEC.:</b>
	<b>COMM.SECR.:</b>
<b>OBSERVATIONS:</b> \$15,570 for translation and printing of documents before and after the meeting is an average estimate. Travel fares, terminal expenses, and per diem allowances are not paid. Audio-visual equipment (projectors, screens, etc.) is extra.	
<b>COSTS PER OBJECT OF EXPENDITURE</b>	
<b>Obj.2 - OVERTIME</b>	
Overtime	1,960
35 x 56 hours	
<b>Obj.5 and 8 - TRANSLATION AND REPRODUCTION OF DOCUMENTS</b>	
Translation and reproduction of documents before and after the meeting (includes printing of documents during the meeting)	15,570
<b>Obj.6 - EQUIPMENT AND SUPPLIES</b>	
Equipment and supplies	500
<b>Obj.8 - CONTRACTS</b>	
8 Interpreters (*)	7,840
4 x 490 x 2 shifts	
4 Translators-reviewers	3,120
4 x 390 x 2 days	
1 Accreditation officer	200
1 x 100 x 2 days	
1 Room attendant	200
1 x 100 x 2 days	
1 Control operator	216
1 x 108 x 2 days	
	<u>11,576</u>
<b>Sub-total</b>	<b>29,806</b>
<b>Obj.9 - OTHER COSTS</b>	
Communications	100
Administrative, operational and unforeseen expenses 5% from the sub-total	<u>1,485</u>
<b>Total</b>	<b>31,191</b>
(*) Shift = 8 hours	

Excel: PPT-REV.807-2004-2DAYS-HQ

**PROPOSED BUDGET  
OFFICE OF CONFERENCES AND MEETINGS  
(THREE-DAY MEETING)**

PRO/PTO No.: **FPT-REV.807-2004-3DAYS-HQ**

<b>MEETING: ONE PLENARY SESSION MODEL AT HEADQUARTERS</b>	
<b>HEADQUARTERS:</b> WASHINGTON DC	
<b>INTERPRETATION:</b> 4 LANGUAGES	<b>TRANSLATION:</b> 4 LANGUAGES
<b>ACCOUNT:</b>	<b>DATE OF MEETING:</b>
	<b>DURATION:</b> 3 DAYS
<b>CONF.SPECIALIST:</b>	<b>COORD.A.TEC.:</b>
	<b>COMM.SECR.:</b>
<b>OBSERVATIONS:</b> \$20,760 for translation and printing of documents before and after the meeting is an average estimate. Travel fares, terminal expenses, and per diem allowances are not paid. Audio-visual equipment (projectors, screens, etc.) is extra.	
<b>COSTS PER OBJECT OF EXPENDITURE</b>	
<b>Obj.2 - OVERTIME</b>	
Overtime	35 x 84 hours 2,940
<b>Obj. 5 and 8 - TRANSLATION AND REPRODUCTION OF DOCUMENTS</b>	
Translation and reproduction of documents before and after the meeting (includes printing of documents during the meeting)	20,760
<b>Obj.6 - EQUIPMENT AND SUPPLIES</b>	
Equipment and supplies	650
<b>Obj.8 - CONTRACTS</b>	
8 Interpreters (*)	8 x 490 x 3 shifts 11,760
4 Translators-reviewers	4 x 390 x 3 days 4,680
1 Accreditation officer	1 x 100 x 3 days 300
1 Room attendant	1 x 100 x 3 days 300
1 Control operator	1 x 108 x 3 days 324
	<u>17,364</u>
<b>Sub-total</b>	<b>41,714</b>
<b>Obj.9 - OTHER COSTS</b>	
Communications	100
Administrative, operational and unforeseen expenses 5% from the sub-total	<u>2,091</u>
<b>Total</b>	<b>43,905</b>
(*) Shift = 8 hours	

Excel: PPT-REV.807-2004-3DAYS-HQ

**PROPOSED BUDGET  
OFFICE OF CONFERENCES AND MEETINGS  
(THREE-DAY MEETING)**

PRO/PTO No.: **PPT-REV.807-2004-3 DAYS-AWAY HQ**

<b>MEETING:</b>	<b>ONE PLENARY SESSION MODEL AWAY FROM HEADQUARTERS</b>		
<b>HEADQUARTERS:</b>	AWAY HQ		
<b>INTERPRETATION:</b>	4 LANGUAGES	<b>TRANSLATION:</b>	4 LANGUAGES
<b>ACCOUNT:</b>		<b>DATE OF MEETING:</b>	
<b>CONF.SPECIALIST:</b>		<b>DURATION:</b>	3 DAYS
<b>CONF.SPECIALIST:</b>		<b>COORD.A.TEC.:</b>	
<b>COMM.SECR.:</b>		<b>COMM.SECR.:</b>	
<b>OBSERVATIONS:</b>	\$20,760 for translation and printing of documents before and after the meeting is an average estimate.		
<b>COSTS PER OBJECT OF EXPENDITURE</b>			
<b>Obj.2 - OVERTIME</b>			
Overtime	35 x	84 hours	2,940
<b>Obj.4 - TRAVEL</b>			
<b>TRAVEL FARES</b>			
1 Conferences specialist	1,000 x	1 Ticket	1,000
1 Systems specialist supervisor	1,000 x	1 Ticket	1,000
1 Documents supervisor	1,000 x	1 Ticket	1,000
1 Meeting room supervisor	1,000 x	1 Ticket	(To be covered as per agreement with the host country)
1 Accreditations supervisor	1,000 x	1 Ticket	(To be covered as per agreement with the host country)
1 Public information specialist	1,000 x	1 Ticket	(As per operative paragraph 5) 3,000
<b>PER DIEM ALLOWANCES</b>			
1 Conferences specialist	1 x	170 x 5 days	850
1 Systems specialist supervisor	1 x	170 x 5 days	850
1 Documents supervisor	1 x	170 x 4 days	680
1 Meeting room supervisor	1 x	170 x 4 days	(To be covered as per agreement with the host country)
1 Accreditations supervisor	1 x	170 x 4 days	(To be covered as per agreement with the host country)
1 Public information specialist	1 x	170 x 4 days	(As per operative paragraph 5) 2,380
<b>TERMINAL EXPENSES</b>			
3 Officers	120 x	3 Passengers	360
3 Officers	120 x	3 Passengers	(To be covered by the host country)
<b>Obj.5 and 6 - TRANSLATION AND REPRODUCTION OF DOCUMENTS</b>			
Translation and reproduction of documents before and after the meeting			20,760
<b>Obj.6 - EQUIPMENT AND SUPPLIES</b>			
Equipment and supplies			650
<b>Obj.8 - CONTRACTS</b>			
8 Interpreters (*)	8 x	490 x 3 shifts	11,760
4 Translators-reviewers	4 x	390 x 3 days	4,680
1 Accreditations supervisor	1 x	100 x 3 days	300
1 Meeting room supervisor	1 x	100 x 3 days	300
1 Control operator supervisor	1 x	108 x 3 days	324
			<u>17,364</u>
<b>Sub-total</b>			<b>47,454</b>
<b>Obj.9 - OTHER COSTS</b>			
Communications			100
Administrative, operational and unforeseen expenses 5% from the sub-total			<u>2,378</u>
<b>Total</b>			<b>49,932</b>
(*) Shift = 6 hours			

Excel: PPT-REV.807-2004-3DAYS-AWAY HQA

**PROPOSED BUDGET  
OFFICE OF CONFERENCES AND MEETINGS  
(TWO-DAY MEETING)**

PRO/PTO No. **PPT-REV.807-2004-2DAYS-AWAY HQ**

<b>MEETING:</b>		<b>ONE PLENARY SESSION MODEL AWAY FROM HEADQUARTERS</b>	
<b>HEADQUARTERS:</b>		AWAY HQ	
<b>INTERPRETATION:</b>	4 LANGUAGES	<b>TRANSLATION:</b>	4 LANGUAGES
<b>ACCOUNT:</b>		<b>DATE OF MEETING:</b>	
<b>CONF.SPECIALIST:</b>		<b>DURATION:</b> 2 DAYS	
<b>COORD.A.TEC.:</b>		<b>COMM.SECR.:</b>	
<b>OBSERVATIONS:</b> \$15,570 for translation and printing of documents before and after the meeting is an average estimate.			
<b>COSTS PER OBJECT OF EXPENDITURE</b>			
<b>Obj.2 - OVERTIME</b>			
Overtime	35 x	56 hours	1,980
			1,980
<b>Obj.4 - TRAVEL</b>			
<b>TRAVEL FARES</b>			
1 Conferences specialist	1,000 x	1 Ticket	1,000
1 Systems specialist supervisor	1,000 x	1 Ticket	1,000
1 Documents supervisor	1,000 x	1 Ticket	1,000
1 Meeting room supervisor	1,000 x	1 Ticket	(To be covered as per agreement with the host country)
1 Accreditation supervisor	1,000 x	1 Ticket	(To be covered as per agreement with the host country)
1 Public information specialist	1,000 x	1 Ticket	(As per operative paragraph 5) 3,000
<b>PER DIEM ALLOWANCES</b>			
1 Conferences specialist	1 x	170 x 4 days	680
1 Systems specialist supervisor	1 x	170 x 4 days	680
1 Documents supervisor	1 x	170 x 3 days	510
1 Meeting room supervisor	1 x	170 x 3 days	(To be covered as per agreement with the host country)
1 Accreditation supervisor	1 x	170 x 3 days	(To be covered as per agreement with the host country)
1 Public information specialist	1 x	170 x 3 days	(As per operative paragraph 5) 1,870
<b>TERMINAL EXPENSES</b>			
3 Officers	120 x	3 Passengers	360
3 Officers	120 x	3 Passengers	(To be covered by the host country)
<b>Obj. 5 and 8 - TRANSLATION AND REPRODUCTION OF DOCUMENTS</b>			
Translation and reproduction of documents before and after the meeting			15,570
<b>Obj.6 - EQUIPMENT AND SUPPLIES</b>			
Equipment and supplies			500
<b>Obj.8 - CONTRACTS</b>			
8 Interpreters (*)	8 x	490 x 2 shifts	7,840
4 Translators-reviewers	4 x	390 x 2 days	3,120
1 Accreditation supervisor	1 x	100 x 2 days	200
1 Meeting room supervisor	1 x	100 x 2 days	200
1 Control operator supervisor	1 x	108 x 2 days	216
			11,576
<b>Sub-total</b>			<b>34,836</b>
<b>Obj.9 - OTHER COSTS</b>			
Communications			100
Administrative, operational and unforeseen expenses 5% from the sub-total			1,747
<b>Total</b>			<b>36,683</b>
(*) Shift = 6 hours			

Excel: PPT-REV.807-2004-2DAYS-AWAY HQA

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(ONE-DAY MEETING)**

PRO/PTO No: **PPT-REV.807-2004-1DAY-AWAY HQ**

<b>MEETING:</b>		<b>ONE PLENARY SESSION MODEL AWAY FROM HEADQUARTERS</b>	
<b>HEADQUARTERS:</b>		AWAY HQ	
<b>INTERPRETATION:</b>	4 LANGUAGES	<b>TRANSLATION:</b>	4 LANGUAGES
<b>ACCOUNT:</b>		<b>DATE OF MEETING:</b>	
		DURATION: 1 DAY	
<b>CONF.SPECIALIST:</b>		<b>COORD.A.TEC.:</b>	
<b>OBSERVATIONS:</b>	\$10,380 for translation and printing of documents before and after the meeting is an average estimate		
<b>COSTS PER OBJECT OF EXPENDITURE</b>			
<b>Obj.2 - OVERTIME</b>	35 x 28 hours		880
Overtime			
<b>Obj.4 - TRAVEL</b>			
<b>TRAVEL FARES</b>			
1 Conference specialist	1,000 x 1 Ticket	1,000	
1 Systems specialist supervisor	1,000 x 1 Ticket	1,000	
1 Documents supervisor	1,000 x 1 Ticket	1,000	
1 Meeting room supervisor	1,000 x 1 Ticket		(To be covered as per agreement with the host country)
1 Accreditations supervisor	1,000 x 1 Ticket		(To be covered as per agreement with the host country)
1 Public Information specialist	1,000 x 1 Ticket		(As per operative paragraph 5) 3,000
<b>PER DIEM ALLOWANCES</b>			
1 Conference specialist	1 x 170 x 3 days	510	
1 Systems specialist supervisor	1 x 170 x 3 days	510	
1 Documents supervisor	1 x 170 x 2 days	340	
1 Meeting room supervisor	1 x 170 x 2 days		(To be covered as per agreement with the host country)
1 Accreditations supervisor	1 x 170 x 2 days		(To be covered as per agreement with the host country)
1 Public Information specialist	1 x 170 x 2 days		(As per operative paragraph 5) 1,360
<b>TERMINAL EXPENSES</b>			
3 Officers	120 x 3 passengers		360
3 Officers	120 x 3 passengers		(To be covered by the host country)
<b>Obj.5 and 6 - TRANSLATION AND REPRODUCTION OF DOCUMENTS</b>			
Translation and reproduction of documents before and after the meeting			10,380
<b>Obj.8 - EQUIPMENT AND SUPPLIES</b>			
Equipment and supplies			350
<b>Obj.8 - CONTRACTS</b>			
8 Interpreters (*)	8 x 490 x 1 shift	3,920	
4 Translators-reviewers	4 x 390 x 1 day	1,560	
1 Accreditations supervisor	1 x 100 x 1 day	100	
1 Meeting room supervisor	1 x 100 x 1 day	100	
1 Control operator supervisor	1 x 108 x 1 day	108	
			<u>5,788</u>
<b>Sub-total</b>			<b>22,218</b>
<b>Obj.9 - OTHER COSTS</b>			
Communications			100
Administrative, operational and unforeseen expenses 5% from the sub-total			<u>1,118</u>
<b>Total</b>			<b>23,434</b>
(*) Shift = 6 hours			

Excel: PPT-REV.807-2004-1DAY-AWAY HQA

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