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

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

MEETING:

ONE PLENARY SESSION MODEL AT HEADQUARTERS

HEADQUARTERS: WASHINGTON DC

INTERPRETATION: 4 LANGUAGES

TRANSLATION: 4 LANGUAGES

DATE OF MEETING:

ACCOUNT:

DURATION: 1 DAY

CONF.SPECIALIST:

COOR.A.TEC.:

COMM.SECR.:

OBSERVATIONS: \$10,380 for translation and printing of documents before and after the meeting is an average estimate.

Travel fares, terminal expenses, and perdiem allowances are not paid.

Audio-visual equipment (projectors, screens, etc.) is extra.

COSTS PER OBJECT OF EXPENDITURE

Obj.2 - OVERTIME

Overtime

35 x 28 hours

980

Obi. 5 and 8 - TRANSLATION AND REPRODUCTION OF DOCUMENTS

Translation and reproduction of documents before and after the meeting

10.380

(includes printing of documents during the meeting)

Obj.6 - EQUIPMENT AND SUPPLIES

Equipment and supplies

350

Obj.8 - CONTRACTS

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 100 100 1 Meeting room supervisor 1 x 100 x 1 day 108 1 Control operator 1 x 108 x 1 day

5,788

Obj.9 - OTHER COSTS

Communications

100

Sub-total

17,598

Administrative, operational and unforeseen expenses 5% from the sub-total

Total

18,478

(*) Shift = 6 hours

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

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

PRO/PTO No.:

PPT-REV.-2004-2DAYS-HQ

MEETING: ONE PLENARY SESSION MODEL AT HEADQUARTERS

HEADQUARTERS: WASHINGTON DC

INTERPRETATION: 4 LANGUAGES T

LANGUAGES TRANSLATION: 4 LANGUAGES

DATE OF MEETING: DURATION: 2 DAYS

CONF.SPECIALIST:

ACCOUNT:

COOR.A.TEC.:

COMM.SECR.:

OBSERVATIONS:

\$15,570 ffor translation and printing of documents before and after the meeting is an average estimate.

Travel fares, terminal expenses, and perdiem allowances are not paid.

Audio-visual equipment (projectors, screens, etc.) is extra.

COSTS PER OBJECT OF EXPENDITURE

Obj.2 - OVERTIME

Overtime 35 x 56 hours

1,960

Obj.5 and 8 - TRANSLATION AND REPRODUCTION OF DOCUMENTS

Translation and reproduction of documents before and after the meeting 15,570

(includes printing of documents during the meeting)

Obj.6 - EQUIPMENT AND SUPPLIES

Equipment and supplies

500

Obj.8 - CONTRACTS

8 Interpreters (*) 8 x 490 x 2 shifts 7,840 4 Translators-reviewers 4 x 390 x 2 days 3,120 1 Accreditations supervisor 1 x 100 x 2 days 200 1 Meeting room supervisor 1 x 100 x 2 days 200

1 Control operator 1 x 108 x 2 days 216 11,576

Obj.9 - OTHER COSTS

Communications 100

<u>Sub-total</u> 29,706

Administrative, operational and unforeseen expenses 5% from the sub-total 1,485

Total 31,191

(*) Shift = 6 hours

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

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

FRO/PTO No.:

PPT-REV.-2004-3DAYS-HQ

MEETING:

ONE PLENARY SESSION MODEL AT HEADQUARTERS

HEADQUARTERS: WASHINGTON DC

INTERPRETATION: 4 LANGUAGES

TRANSLATION: 4 LANGUAGES

DATE OF MEETING:

ACCOUNT:

DURATION: 3 DAYS

CONF.SPECIALIST:

COOR.A.TEC.:

COMM.SECR.:

OBSERVATIONS:

\$20,760 for translation and printing of documents before and after the meeting is an average estimate.

Travel fares, terminal expenses, and perdiem allowances are not paid.

Audio-visual equipment (projectors, screens, etc.) is extra.

COSTS PER OBJECT OF EXPENDITURE

Obj.2 - OVERTIME

Overtime

35 x 84 hours

1 x 108 x 3 days

2,940

Obj. 5 and 8 - TRANSLATION AND REPRODUCTION OF DOCUMENTS

Translation and reproduction of documents before and after the meeting

20,760

(includes printing of documents during the meeting)

Obj.6 - EQUIPMENT AND SUPPLIES

Equipment and supplies

650

Obj.8 - CONTRACTS

8 Interpreters (*) 8 x 490 x 3 shifts 11,760 4 Translators-reviewers 4 x 390 x 3 days 4,68() 1 Accreditations supervisor 300 1 x 100 x 3 days 1 Meeting room supervisor 1 x 100 x 3 days 300

1 Control operator

324

Obj.9 - OTHER COSTS

Communications

100

17,364

Sub-total

41,814

Administrative, operational and unforeseen expenses 5% from the sub-total

2,091

Total

43,905

(*) Shift = 6 hours

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

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

	PRO/PTO No.: PPT-REV2004-1DAY-A		
	NARY SESSION MODEL AWAY FROM HEA	DQUARTERS	
HEADQUARTERS: AWAY HQ			
INTERPRETATION: 4 LANGUAGE			
ACCOUNT:		DURATION: 1 DAY	
CONF.SPECIALIST:		COMM.SECR.:	
OBSERVATIONS: \$10,380 for tra	inslation and printing of documents before and after the meeting is an	average estimate.	
COSTS PER OBJECT OF E	XPENDITURE		
Obj.2 - OVERTIME	35 x 28 hours	980	
Overtime			
Obj.4 - TRAVEL			
TRAVEL FARES			
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		
1 Public information specialist	1,000 x 1 Ticket (As per operative paragrafh 5)	3,000	
PER DIEM ALLOWANCES			
1 Conferences 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		
1 Accreditations supervisor	1 x 170 x 2 days (To be covered as per agreement with		
1 Public information specialist	1 x 170 x 2 days (To be cover by the host country)	1,360	
TERMINAL EXPENSES			
3 Officers	120 x 3 passengers	360	
3 Officers	120 x 3 passengers (To be covered as per agreement with	the nost country)	
•	REPRODUCTION OF DOCUMENTS	10,380	
Translation and reproduction of docu		10,360	
Obj.6 - EQUIPMENT AND SUPPLIE	S	350	
Equipment and supplies		350	
Obj.8 - CONTRACTS	9 v 400 v 1 skit 2 020		
8 Interpreters (*)	8 x 490 x 1 shift 3,920		
4 Translators-reviewers	4 x 390 x 1 day 1,560 1 x 100 x 1 day 100		
1 Accreditations supervisor	, , , , , , , , , , , , , , , , , , ,		
1 Meeting room supervisor	1 x 100 x 1 day 100 1 x 108 x 1 day 108	5,788	
1 Control operator supervisor	i A 100 A 1 day 100	2,700	
Obj.9 - OTHER COSTS		100	
Communications			
Sub-total		22,318	
i	synapses 59/ from the cub total	1,116	
Administrative, operational and unfo	reseen expenses 5% iron the sub-total		

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

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

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

	ONE DI ENI	-	_					PTO No.: PPT-REV20	
MEETING:		λKY	S	ESS	IC	N	MOD	LL AWAY FRO	M HEADQUARTERS
HEADQUARTERS:	AWAY HQ				_				
INTERPRETATION:	4 LANGUAGES		IRA	NSLA	TIC	N:	4 LAN	GUAGES I	DATE OF MEETING:
ACCOUNT:						_			DURATION: 2 DAYS
CONF.SPECIALIST:	\$45 570 for top -1-1	ion =-		OR.A				ofore and often the en	COMM.SECR.:
OBSERVATIONS:					OT C	OCL	iments b	erore and after the meet	ing is an average estimate.
COSTS PER OB	JECT OF EXPE	NDI.	TU	RE					
Obj.2 - OVERTIME									
Overtime				35	X	56	hours	1,960	1,960
Obj.4 - TRAVEL									
TRAVEL FARES									
1 Conferences special	ist			1,000	x	1	Ticket	1,000	
1 Systems specialist s				1,000	x	1	Ticket	1,000	
1 Documents supervis	-			1,000	x	1	Ticket	1,000	
1 Meeting room super	visor			1,000	x	1	Ticket	(To be covered as per ag	reement with the host country)
1 Accreditations super	visor			1,000	x	1	Ticket	(To be covered as per ag	reement with the host country)
1 Public information sp	pecialist			1,000	x	1	Ticket	(As por operative paragra	afh 5) 3,000
PER DIEM ALLOWAN	ICES								
1 Conferences special		1	¥	170	y	4	days	680	
Systems specialist s		1		170			days	680	
Documents supervise	-	1		170			days	510	
1 Meeting room super		1		170			days		reement with the host country)
1 Accreditations super		1		170			days	,	reement with the host country)
1 Public information s		1		170			days	(As per operative paragr	
	•						,		
TERMINAL EXPENSI	59	120	v	2	D۰	ee.~	ngere		360
3 Officers		120 120					ngers ngers	(To be covered as ner an	greement with the host country)
3 Officers							•		
Obj. 5 and 8 - TRAN								rs .	45 544
Translation and repro-	duction of document	s befor	re a	nd afte	er th	e m	eeting		15,570
Obj.6 - EQUIPMENT	AND SUPPLIES								
Equipment and suppli									500
Obj.8 - CONTRACTS	5			400	,		2 shifts	7 840	
8 Interpreters (*)		8		490				7,840 3.430	
4 Translators-reviewe			X	390			2 days	3,120 200	
1 Accreditations supe			X	100 100			2 days 2 days	200	
1 Meeting room super			X				2 days 2 days	216	11,576
1 Control operator su	pervisor	'	x	100	^	•	Luays	2.10	,570
Obj.9 - OTHER COS	STS								
Communications									100
Sub-total									34,936
									4 77.47
Administrative, opera	tional and unforesee	n expe	ense	es 5%	fror	n th	e sub-to	tal	1,747
<u>Total</u>									36,683
(*) Shift = 6 hours									

PROPOSED BUDGET OFFICE OF CONFERENCE'S AND MEETINGS

(THREE-DAY MEETING)

PRO/PT() No.: PPT-REV.-2004-3 DAYS-AWAY HQ

MEETING: ONE PLENARY SESSION MODEL AWAY FROM HEADQUARTERS

HEADQUARTERS: AWAY HQ

INTERPRETATION: 4 LANGUAGES TRANSLATIO

TRANSLATION: 4 LANGUAGES

DATE OF MEETING:

ACCOUNT:					DURATION: 3 I	DAYS	
CONF.SPECIALIST:	C	OOR.A	.TE	C.:	COMM.SECR.:		
OBSERVATIONS: \$20,760 for tra	nslation and p	orinting o	efore and after the meeting is an average estimate.				
COSTS PER OBJECT OF E	XPENDITU	RE					
Obj.2 - OVERTIME		_					
Overtime		35	x	84 hours		2,940	
Obj.4 - TRAVEL							
TRAVEL FARES							
1 Conferences specialist		1,000	×	1 Ticket	1,000		
Systems specialist supervisor		1,000		1 Ticket	1,000		
1 Documents supervisor		1,000		1 Ticket	1,000		
1 Meeting room supervisor		1,000			(To be covered as per agreement with the host country	y)	
1 Accreditations supervisor		1,000			(To be covered as per agreement with the host country		
1 Public information specialist		1,000			(As per operative paragrafh 5)	3,000	
PER DIEM ALLOWANCES	4	470		E do	950		
1 Conferences specialist	1 x	170		5 days	850		
1 Systems specialist supervisor	1 x	170		5 days	850		
1 Documents supervisor	1 x 1 x	170 170		4 days	680	n/\	
1 Meeting room supervisor	1 x	170		4 days 4 days	(To be covered as per agreement with the host country		
Accreditations supervisor Public information specialist	1 X	170		4 days	(To be covered as per agreement with the host countri (As per operative paragrafh 5)	2,380	
T dolic information specialist	ı x	170	*	+ uays	(As per operative paragraffice)	2,000	
TERMINAL EXPENSES							
3 Officers	120 x	3	Pas	ssengers		360	
3 Officers	120 x	3	Pas	ssengers	(To be covered as per agreement with the host country	ry)	
Obj 5 and 8 - TRANSLATION AND	REPRODUCT	ION OF	- D(OCUMENT	S		
Translation and reproduction of docu						20,760	
·				-			
Obj.6 - EQUIPMENT AND SUPPLIE	5					650	
Equipment and supplies						000	
Obj.8 - CONTRACTS							
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	17,364	
Obj.9 - OTHER COSTS							
Communications						100	
Sub-total					-	47,554	
Sup-total						-11,004	
Administrative, operational and unfor	eseen expens	es 5% f	rom	the sub-to	al	2,378	
Total	•					49,932	
lotai							
(*) Shift = 6 hours							

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