

ESTIMATED MINIMUM COSTS FOR MEETINGS ON GOVERNANCE REFORM

	2 Day Meeting in Geneva (approx 300 people) in WHO EB Room	4 Day Meeting in Geneva in November (approx 300 people) in WHO EB Room
Cost element	Totals (US\$)	Totals (US\$)
LDC Travel Reimbursement of travel cost one representative from each of 49 LDCs (as per resolution WHA50.1) - <i>Cost is for full liability. In general up to half the countries make a claim</i>	250,000	250,000
EB Member travel not factored in as the composition of the "expert group" is still to be determined	0	0
Interpretation costs 2 days meeting - 2 plenary meetings (2x3hours) in 6 languages + one extra team for one extra consultation mechanism/or 2 drafting groups per day 4 days meeting - 4 plenary meetings (2x3hours) in 6 languages + regional consultations in parallel (1.5 hours)	47,812	116,111
Security (car park management, premises access control and public badges distribution)	600	1,200
Registration	550	550
Logistics support (ushers etc)	4,500	8,800
IT support	500	1,000
WEBEX facility Technician from SOLOG (800\$ per day)	1,600	3,200
Catering - Morning welcome coffee break (300 x 7\$)	4,200	8,400
Sound Operators	2,500	5,000
Printshop Overtime	500	1,000
Specific documents production	2,000	3,000
Translation of documents into all official languages (estimate for 50 pages - 25pp of 350 words at 0.25\$ x 5 languages)	21,875	21,875
Editing services (If needed - employed ad hoc) - 3 days @ 730	2,190	2,190
Overtime for GBS staff and conference staff	15,000	25,000
Printing of documents (600 copies for 2 day mtg and 1000 copies for 4 day mtg)	1,000	1,500
1 Mission Briefing (includes interpretation costs)	10,000	10,000
Total *	364,827	458,826
If meeting is not held on WHO premisses . Approximate extra costs. Includes rent of room, extra security if at UN, shuttle service ect. (no catering)	28,000	56,000

* **Meeting costs** will vary depending on the amount of documentation and when it is ready for editing and translation, if there are side consultations and/or evening sessions.

- **Document translation and printing** costs are approximate.

- **Interpretation costs** given are the minimum, and can also increase considerably, if there is an evening session, or the meeting runs late.