

Title of session: **NINTH MEETING OF STATES PARTIES TO THE MINE-BAN CONVENTION (APLC)**

Geneva, 24 - 28 November 2008

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)	104'000							104'000
Translation, reproduction, distribution (b)		256'300	40'500		80'100			376'900
Support Services requirements (c)						6'200		6'200
Other requirements (d)							65'200	65'200
Total	104'000	256'300	40'500		80'100	6'200	65'200	552'300

* - at US\$1=CHF 1.038

Total conference-servicing requirements (inclusive of 13% programme support costs)	552'300
B. Other costs:	
<i>Equipment and supplies</i>	2'000
Subtotal	2'000
<i>Programme support costs @13% over B</i>	260
Subtotal B	2'260
 Grand total (rounded) A+B	 <u>554'600</u>

Notes:

- (a) 20 interpreters, 1 conference officer and 3 meeting room attendants
(b) estimated 130 original pages (pre-session); 20 original pages (in-session); and 50 original pages (post-session) official documentation
(c) 2 sound technicians and 1 messenger
(d) 1 secretary for 6 months, 1 documents control officer, 1 documents distribution officer, 1 conference secretary, overtime