

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES  
OF WILD FAUNA AND FLORA

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Fifty-first meeting of the Standing Committee  
Bangkok (Thailand), 1 October 2004

Strategic and administrative matters

Financial and administrative matters

COST OF MEETINGS OF TECHNICAL COMMITTEES

1. This document has been prepared by the Secretariat.
2. At its 50th meeting (Geneva, March 2004), the Standing Committee reconfirmed that the Standing Committee's meetings were to be held in Geneva only, and that meetings of the Animals and Plants Committees were to be held back-to-back, and in Geneva every other year, as decided by the Conference of the Parties. The Standing Committee requested the Secretariat to prepare a document for its following meeting on the comparative costs of meetings of the Animals and Plants Committees in different locations.
3. The expenditures, excluding staff costs, associated with meetings of the Animals and Plants Committees in the years 2001-2004 are presented in Annexes 1 and 2. A breakdown of costs is provided for the following items: external translation of documents; salary/travel of Conference staff; travel and daily subsistence allowance (DSA) of the Animals and Plants Committees members; travel and DSA of Secretariat staff; logistics and refreshments.
4. It should be noted that the cost of meetings has varied significantly depending on the following factors: the volume of documents requiring external translation; the venue of the meeting; the number of Committee members for whom travel and DSA were paid from the CITES Trust Fund; the number of Secretariat staff attending the meeting; and the extent to which meeting facilities were provided by the host country at no cost to the Secretariat.
5. A cost reduction can be achieved through convening meetings of the Animals and Plants Committees in Geneva as this eliminates the cost of Secretariat staff travel, and reduces the cost of Conference staff and of facilities such as equipment for simultaneous interpretation. Qualified staff for simultaneous interpretation is locally available in Geneva and international conference facilities are provided by the Swiss Government free of charge.
6. The Standing Committee might recommend that all meetings of the Animals and Plants Committees be held in Geneva, unless candidate host countries pay the difference in costs between their proposed venue and Geneva.