

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

Sixth Meeting of the Conference of the Parties

Ottawa (Canada), 12 to 24 July 1987

Determination of the Time and Venue of the Next Regular
Meeting of the Conference of the Parties

POLICY WITH RESPECT TO VENUE OF MEETINGS OF
THE CONFERENCE OF THE PARTIES

This document has been prepared by the Secretariat.

1. At its thirteenth meeting held in Lausanne (28 October - 1 November 1985), the Standing Committee requested the Secretariat to provide an analysis of the comparative costs involved for the Conference of the Parties in holding its regular meetings either permanently at the headquarters of the Secretariat in Lausanne or somewhere else in the world (by changing the venue each time as the Parties have done in the past).
2. The Secretariat has had to assume that the majority of the costs now borne by the host government were to be absorbed by the Secretariat, as it is most improbable that the Government of Switzerland would absorb these costs at each regular meeting. However, the cost of the meeting facilities has been excluded of these considerations.
3. Taking into account the projections for 1989, the Secretariat has prepared the attached comparative costs analysis (Annex) between establishing the venue of the regular meetings of the Conference of the Parties in Lausanne and continuing the present practice which calls for cost sharing arrangements between the host government and the Secretariat.

COMPARATIVE COSTS FOR MEETINGS OF THE CONFERENCE OF THE PARTIES
(Based on Forecast for 1989)

<u>STAFF</u>		<u>Lausanne</u>	<u>Elsewhere</u>
1) Interpreters	(12)	47,000	56,000
2) Translators	(6)	13,000	17,500
3) Rapporteurs	(6)	7,000	7,000
4) Secretariat	(11)	8,000	30,000
5) Supplementary staff (50m/w)		<u>50,000</u>	<u> *</u>
Sub-Total		125,000	110,000
<u>OTHER COSTS</u>			
6) Wang Equipment		10,000	*
7) Conference facilities		?	*
8) Miscellaneous			
- Preparatory trips		-	12,000
- Photocopies (preparatory)		14,000	14,000
- Photocopies (meeting itself)		20,000	*
- Shipping		-	1,000
- Translation		5,000	5,000
- Communications		9,000	9,000
- Hospitalitys		1,000	1,000
- Purchases		9,000	1,000 + *
- Others		8,000	2,000 + *
Sub-Total		<u>76,000</u>	<u>45,000</u>
Grand Total		<u>201,000</u>	<u>155,000</u>

* Host Government