**Table of costs in complement to the draft submission of Switzerland “on improving the efficiency of structures and processes of the Convention” for a global meeting in the** Centre International de Conférences Genève (CICG) **(Geneva, Switzerland)**

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| **Items** | **Costs at CICG (CHF)** | **Notes** |
| Meeting rooms | - | At CICG, the Ramsar Secretariat does not pay to rent meeting rooms. All equipment and services are additional costs. Meeting rooms have a standard set-up, which can be changed at a cost (varies with the rooms and set-up). |
| Offices | - | Office space at CICG is free, with desk and phone. Other equipment at a cost (see below). |
| Microphones/ sound (operator) | 4,460 | At CICG, microphones and headsets are included with the room. The cost shown is for the operators for the plenary room. There will be an additional operator cost if microphones are used in other rooms. |
| Projection (beamer) plenary | 1,305 | The cost shown for CICG is for the beamer in the plenary room only. |
| Projection (beamer) / 4 breakout rooms | 1,972 | If a beamer is needed in breakout rooms at CICG, cost is CHF 170/day/room, or CHF 493/week/room. Estimate of four breakout rooms for Regional Meetings. |
| Projection (laptop) / 2 plenary and 4 breakout rooms | 2,586 | If laptops are needed in the breakout rooms at CICG, cost will be CHF 431/week/room. |
| Interpreters | 45,000 | Same cost as if SC |
| Documents traduction (EFS) | 60,000 | Same cost as if SC |
| WiFi | 1,040 | WiFi at CICG is free in the meeting rooms (25mb), but has to be added for the offices. This price is based on 13 offices x CHF 80. |
| Photocopies | 1,250 | CHF 0.25 per copy at CICG with an estimate of 5,000 copies, vs CHF 0.12 per copy at IUCN. |
| Staff travel | 3,910 | Geneva: 23 staff at CHF 34 per day, 5 days (including parking). |
| **Sub-total**  **Without travel of participants  and per diem** | **121.523** |  |
| COP Bureau (8/12  members) (Travel  and per diem over  6 days | 31’504 | DAC list - 2018 (CHF 2000)  IUCN DSA rate for Geneva of CHF 323 (6 days) |
| **Grand total** | **153,027** | **Present budget for SC (core) = 150,000** |
| DAC participants extra-budgetary costs | 523,754 | 133 DAC list - 2018 (CHF 2000)  Estimate of 133 sponsored delegates. Using  IUCN DSA rate for Geneva of CHF 323 (6 days) |
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**Table of costs in complement to the draft submission of Switzerland “on improving the efficiency of structures and processes of the Convention” for a meeting for a Science Policy Interface/STRP** in parallel to the global meeting **in** Centre International de Conférences Genève (CICG) **(Geneva, Switzerland)**

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| **Science Policy Interface/STRP** | **Costs** | **Notes** |
| 15/30 participants | **59,070** | DAC list - 2018 (CHF 2000)  IUCN DSA rate for Geneva of CHF  323 (6 days) |
| Sub total  Up to now no translation/interpretation | **59’070** | **Present budget STRP (non-core): 100,000** |
| **Options** |  |  |
| Interpreters | 45,000 |  |
| Documents traduction (EFS) | 60,000 |  |
| **Grand total** | **164,070** |  |