



Report to Donors

**Delegates supported to
attend Regional Meetings
prior to the
10th Conference of the
Parties**



CONVENTION ON WETLANDS
CONVENTION SUR LES ZONES HUMIDES
CONVENCIÓN SOBRE LOS HUMEDALES
(Ramsar, Iran, 1971)

**REPORT TO DONORS
REGIONAL MEETINGS PREPARATORY TO THE
10TH MEETING OF THE CONFERENCE OF THE PARTIES
TO THE RAMSAR CONVENTION**

We are pleased to report on the use of the funds generously donated to enable delegates from developing countries to attend Regional Meetings preparatory to the 10th Meeting of the Conference of the Parties to the Ramsar Convention. To this end, we are enclosing a statement of account, giving details of each meeting and the costs of the sponsored delegates. We hope that this will meet your reporting requirements and would be pleased to provide further details, if so required.

We were most gratified to have raised a total of CHF 477,111 in financial assistance, which allowed the Secretariat to sponsor 179 delegates. You should be aware that:

- all delegates were informed prior to the meetings that only their airfare, hotel accommodation, reduced DSAs and any unavoidable costs en route would be covered
- the travel agent, MKA Travel sought bids from several airlines and obtained the best possible economy-class airfares. In several cases delegates were asked to purchase local air tickets at a greatly reduced price; and were reimbursed in cash
- stopover costs were only incurred when delegates had a flight stopover connection the following day
- hotel accommodation in each of the venues was paid on behalf of the delegates by the travel agency and they each received only a sufficient daily allowance to cover meals and miscellaneous expenses
- in an attempt to save money, delegates were encouraged to share a room by being offered an incentive of \$150
- some cancellation costs were incurred in the case of last-minute cancellations of air tickets because of the penalty clauses pertaining to cheap air fares.

Kindly note that your country's contribution was duly acknowledged at the meetings and is reflected in the Regional Meeting Report, which is on our website.

Without the participation of delegates from developing countries and countries with economies in transition, the Regional Meetings would have been very unbalanced and decisions taken would not have reflected the viewpoints of all Contracting Parties. We are therefore much obliged to you for your support.

Our accounts will be audited early in 2009 and if there are any modifications to this project, the adjusted figures would be sent to you.

We trust that we may look forward to your help once again for COP11 in Romania in 2012.

Paulette Kennedy
Finance Officer

Ramsar pre-COP Regional Meetings

Meeting	Dates	Venue
<u>IV Panamerican Ramsar Regional Meeting</u>	18-21 September 2007	Mérida, Venezuela
<u>5th Pan-African Regional Meeting in preparation for COP10</u>	26-30 November 2007	Yaoundé, Cameroon
<u>Asian Regional Preparatory Meeting for COP10</u>	14-18 January 2008	Bangkok, Thailand
<u>Caribbean Regional Meeting on the implementation of the Convention</u>	8-10 April 2008	Havana, Cuba
<u>4th Oceania Regional Meeting for the Ramsar Convention</u>	10-11 April 2008	Apia, Samoa
<u>6th European Regional Meeting</u>	3-7 May 2008	Stockholm, Sweden

For full meeting reports, lists of attendees and photos please go to:

http://www.ramsar.org/index_cop10_e.htm

INCOME COP10 REGIONAL MEETINGS								
Proj. #	Region (#) Participants	Location	Dates	BUDGET CHF	Actual SPENT	Counterpart	Funding Received / Pledged CHF	Funded by
7130-								
AMERICAS	500	Western Hemisphere (56 sponsored) (110 participants)	Merida, Venezuela	18-21 September 2007	121,000	84,723	48,695 25,833 10,008	Sweden, Sida 07 US Wildlife Without Borders Norway, MinofEnv 84,535
AFRICA	400	Africa 46 CPs (53 sponsored) (106 participants)	Yaoundé, Cameroon	26-30 November 2007	241,401	243,320	22,909 81,500 105,814 13,367	DELC/UNEP \$20K SGA 2007 Sweden, SIDA 07 ATEN Star Alliance 07 243,318
ASIA	600	Asia (53 sponsored) (100 participants)	Bangkok, Thailand	14-18 January 2008	133,936	61,791	41,791 20,000	Sweden, SIDA 07 Star Alliance 08 61,791
EUROPE	700	Pan-European (25 sponsored) (150 participants)	Stockholm, Sweden	3-7 May 2008	166,700	87,466	15,250 20,000 15,809 20,207 16,200	Sweden, SEPA (Host) Star Alliance 08 Germany Eur10k Sweden, SIDA 07 Hungary EUR 10K 87,466
						74,978	402,132	SubTotals
TOTAL					663,037	477,300	Total: CHF 477,111	INCOME

CURRENCY: Swiss Francs & US Dollars

ESTIMATED BUDGETS REGIONAL MEETINGS

7130-x00

PREPARATORY TO COP10

Category				AFRICA	AMERICAS	ASIA	EUROPE	1.20434
				Budgetted Amount	Budgetted Amount	Budgetted Amount	Budgetted Amount	TOTAL Estimate
				CHF	CHF	CHF	CHF	CHF
EXPENDITURE ESTIMATES								
1.0	SPONSORED DELEGATES			53	44	57	25	179
	1.1	International travel & stopovers		99,102	67,671	77,192	25,000	268,965
	1.2	Transport - Airport to meeting site		1,650				1,650
	1.3	Hotel		31,000	14,467	20,244	35,700	101,411
	1.4	Per diems		14,840	11,381	16,525		42,746
	1.5	Lunches & Coffee breaks		15,000		6,596		21,596
2.0	SIMULTANEOUS INTERPRETATION							
	2.1	Interpreter's fees		20,318	18,065			38,383
	2.2	Rental of interpretation equipment						
	2.3	Written translations			1,927			1,927
3.0	MATERIALS & COMMUNICATIONS							
	3.1	Materials, poster panels, stationery, supplies		6,450	2,409		2,000	10,859
	3.2	Photocopies						
	3.3	Media coverage		2,000				2,000
4.0	MEETING COSTS							
	4.1	Rental of projection equipment						
	4.2	Local transport		6,050				6,050
	4.3	Rental of conference hall						
	4.4	Local Excursion costs		2,000			2,000	4,000
	4.5	Local admin support		24,095				24,095
5.0	RAMSAR SECRETARIAT PARTICIPATION							
	5.1	Planning meeting on site					2,000	2,000
	5.2	International travel (3 Staff)		5,996	1,632	4,961	3,300	15,889
	5.3	Per Diems (Hotel & Meals)		900	1,008	2,378	5,700	9,986
	5.4	Other costs - visas						
6.0	Miscellaneous - 5%			12,000		6,040	1,300	19,340
TOTAL				241,401	118,559	133,936	77,000	570,896
								CHF