



Guidance on facilitation of interaction between the regional centres and the Secretariat: organizing a training workshop

Annual joint meetings to enhance cooperation and coordination between regional centres under Basel and Stockholm Conventions

27-29 November 2013, Geneva, Switzerland

Technical Assistance Branch

The Secretariat of the Basel, Rotterdam and the Stockholm Conventions

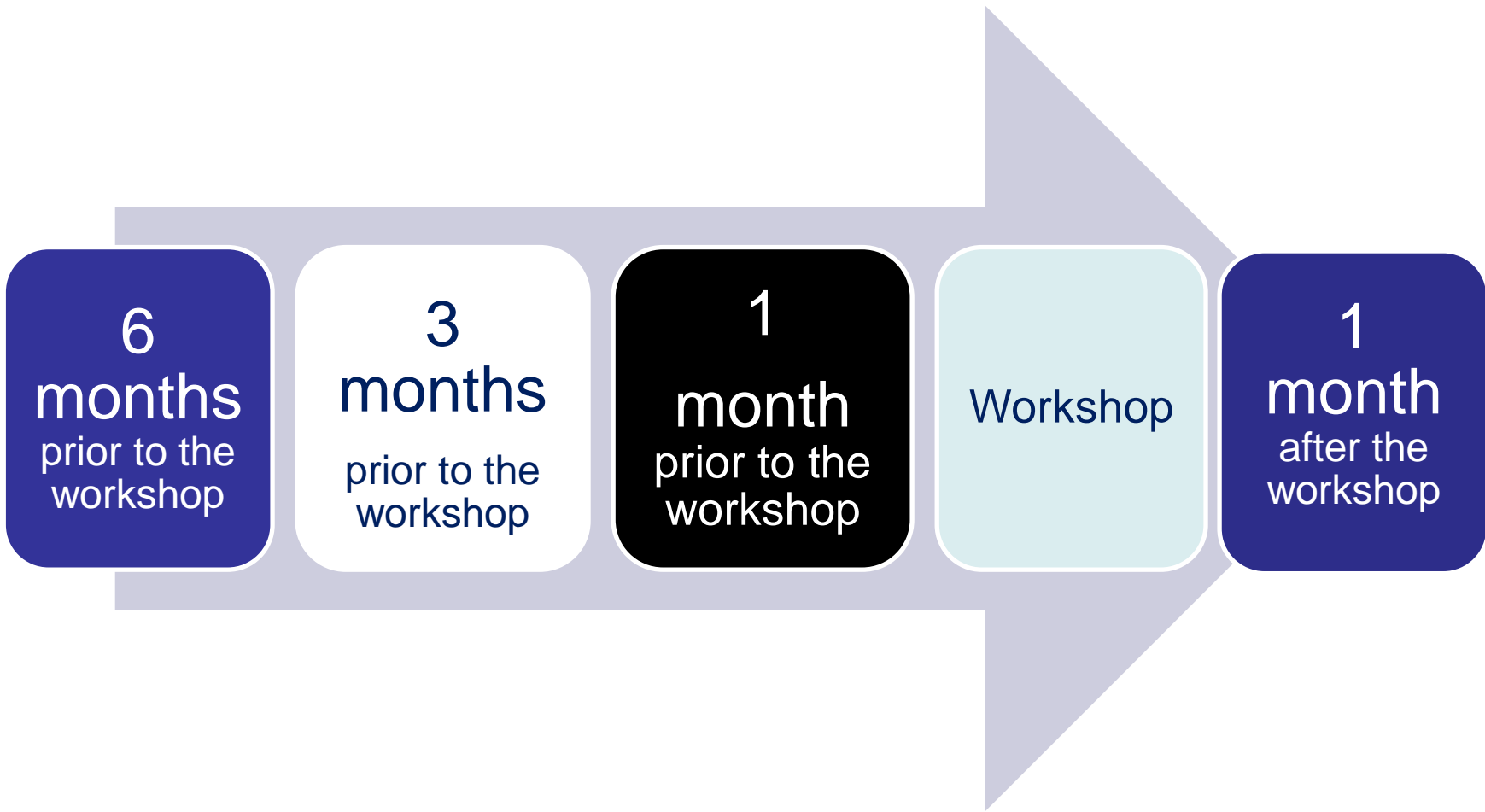
Content

- 1. Services provided by the regional centers**
- 2. Budget**
- 3. Support at the meeting/workshop**
- 4. Follow-up**

Objectives

- Common understanding of:
 - Organizational process
 - UN requirements for organizing meetings
 - Internal administrative process and operation procedures in the BRS Secretariat

Milestones for organizing a workshop



Services for organizing a workshop by regional centres






Services for organizing a workshop by RC

Expertise and support on technical issues

1. Technical issues / presentations
2. Staff available at the workshop
3. Support for the online meetings
4. Translation / interpretation
5. Workshop report and financial report.

Support on logistical issues

1. Venue 
2. Air tickets, Daily Subsistence Allowance (DSA), accommodation
3. Refreshments
4. Visas 
5. Working documents / memory sticks 
6. Registration / roster
7. Badges, country flags

16 GE

Tasks for organizing a workshop by the Secretariat

1. Post website announcement
2. Sending out invitation and letters
3. Monitor nominations received through official communication channels
4. Contact partners, resources persons, confirmed participants for their contribution



5. Developing training materials and group exercises
6. Send out confirmation letters with logistical information
7. Prepare the list of participants
8. Ship workshop materials
9. Hold online meetings

Before developing the budget

- Number of days
- Venue (centre / hotel)
- Target audience (list of countries)
- Travel cost estimates
- Accommodation (block booking or arranged by participants)

Budget components (1)

1. Project personnel:

- Consultants / resource persons (air fares + DSAs)
- Administrative support (staff time; fixed amount and not %)

Budget components (2)

2. Training component:

- Air fares and DSAs for funded participants
- Accommodation for funded participants at a rate of USD 100 per night for 25 nights
- Two coffee breaks per workshop day for 25 participants at a rate of USD 10 per person
- One lunch per workshop day for 25 participants at a rate of USD 14 per person

Air travel

- Cost estimates: in accordance with the applicable UN Financial Rules and Regulations
- Standard of accommodation for air travel for workshop participants, consultants and individual contractors is economy class
- Economy class air ticket at the most economical rate applicable

Daily Subsistence Allowance (DSA)

- DSAs: UN rates based on the country and city
- Examples: Sao Paolo 278 USD; Beijing 278 USD; Cairo 293 USD; Kuwait City 322 USD; San Salvador 212 USD; Lagos 261 USD; Dakar 353 USD; Moscow 475 USD; Geneva 413 USD.
- Calculation: official arrival day through conclusion of the workshop

DSA components

- Accommodation portion: 50%
- Mandatory miscellaneous: 20%
- Food portion: 30% (breakfast: 4.5%; lunch: 12% and dinner: 13.5%)

example

Calculation of DSAs

Arrival	Day 1	Day 2	Day 3	Miscellaneous
50 %	20 % (accommodation and food x 3)	38 % (accommodation and food x 2)	38 % (accommodation and food x 2)	100 %

DSA rate: 348 USD as of 1 November 2013

$$174 + 70 + 133 \times 2 + 348 = 858 \text{ USD}$$

Budget components (3)

3. Equipment and premises:

- Equipment rent
- Meeting rooms
- Translation, compilation of materials presented, taking notes of discussions and recommendations and preparing workshop report



Budget components (4)

4. Miscellaneous:

- Stationery and workshop material (badges, names plates, and USB sticks, writing pads/pens)
- Transport
- Contingency

Payment schedule

- 2 - 3 payments
- Based on the needs (not a formula)
- First payment upon signature
- Last payment upon completion of all activities

Support at the meeting/workshop

- Chairing the workshop
- Facilitation of exercises
- Report writing
- List of participants
- Roster and DSA distribution
- Other logistical support



Follow-up

- Workshop report
- Certified financial report



Thank you for your attention

We look forward to cooperate with you!