

48th Meeting of the Standing Committee

Bonn, Germany, 23 – 24 October 2018

UNEP/CMS/StC48/Inf.6

STANDING COMMITTEE MEETING REQUIREMENTS

INTRODUCTION

The Standing Committee (StC) was established by Resolution 1.1 of the Conference of the Parties (COP). It is responsible for carrying out interim activities on behalf of the COP to

- ensure that decisions are implemented;
- monitor the execution of the Secretariat's budget;
- make recommendations for consideration by the next COP;
- provide advice and guidance to the Secretariat;
- represent the COP in negotiations with the Host Government and UNEP for the matters relating to the Convention and its Secretariat;
- act as a bureau at the COP; and
- undertake any other ad hoc task assigned to it by the COP.

The StC usually meets immediately before and after the COP. Intersessionally it usually meets once a year. The Committee consists of representatives of every global region, of the Depositary, of the country that hosted the previous COP and where applicable, of the country which plans to host the next meeting of the COP. The two regions with the largest membership (Europe and Africa) have three representatives each, South & Central America and the Caribbean and Asia both have two and Oceania one. There are no Parties from North America.

The StC meeting usually covers a period two (2) days from 09:00 to 18:00. A day before the StC meeting, the Finance and Budget Subcommittee meets in the afternoon to discuss budget-related matters.

MEETING REQUIREMENTS

These requirements relate to the intersessional meetings. They are indicative only and they might be modified if necessary on the basis of the consultation between the Host Government and the Secretariat.

SPACE AND EQUIPMENT

The facilities listed below should be available at least two (2) days before the StC until the closure of the meeting from 07:00 to 20:00.

1) MAIN MEETING ROOMS

- a. One (1) Meeting Room with working tables for a total of 50-60 participants with U-Shape or class-room seating. A head table should be set up for 5 people. A podium should be placed next to the head table for the whole duration of the StC as well as and one (1) table and one (1) chair for the rapporteur. This room should have headphones and microphones for simultaneous interpretation; a minimum of three (3) interpretation booths (ISO standards, two (2) interpreters each) for the three official languages of the Convention; power sockets on working tables; Audio recording in MP3 format; Wi-Fi connection; LCD projector with connecting computer.
- b. One (1) Meeting Room for the Finance & Budget Sub-Committee, which meets the day before the StC, with a working table for 10 people. This room should have power sockets and Wi-Fi connection. This room can be used for any other ad hoc meeting in the margins of the StC.

2) OTHER SPACE/ROOMS NEEDED FOR

Registration:

A small area in the entrance or lobby of the meeting venue with one (1) table, two (2) chairs, Wi-Fi connection and power sockets.

Medical facilities:

The Host Government shall provide within the Meeting venue medical facilities, adequate for first aid in emergencies. However, for serious emergencies, the Government shall ensure immediate transportation and admission to a hospital. Any necessary medical care or medicines will be paid for by the participants.

3) SECRETARIAT OFFICES

- a. One (1) office for the CMS Executive Secretary;
- b. One (1) office for all other Secretariat staff;
- c. One (1) office for the rapporteur.

All rooms should be lockable and have desks and working chairs, Wi-Fi connection, connections for laptops to and printers, one (1) photocopy machine, table lamps, and waste-paper baskets.

4) TRAVEL

The Government shall also bear return travel cost for the staff members of the Secretariat from Bonn, Germany to the Host Country and daily subsistence allowance for the period of the StC meeting. Estimated travel cost of the Secretariat staff (Table 1) and funded meeting participants (Table 2) is provided in Annex 1. If funded participants travel cost exceed the approved budget for StC meeting, a difference should be borne by the Host Government (footnote 6. Table 2).

Additionally, if not contracted locally by the Secretariat, travel costs of the interpreters are foreseen to be covered by the Host Government.

The Government shall provide a shuttle service to and from the airport (depending on the meeting venue and availability of convenient public transport) for meeting participants and Secretariat staff.

5) STATIONERY

The Host Government shall provide note pads and pens on the tables in the meeting room and white non-continuous paper for the photocopy machines and for the printers. If possible, paper should be recycled.

6) HOTEL ACCOMMODATION

The Host Government shall ensure, as early as possible, accommodation for the Secretariat staff servicing the meeting at a hotel close to the venue.

The Host Government shall ensure that adequate accommodation in hotels or residences are available at reasonable commercial rates for the people participating in the meeting.

7) HOSPITALITY

The Host Government shall provide bottled water or water dispensers and glasses in the meeting rooms and tea/coffee for breaks of the meeting.

The Government shall ensure that eating facilities are available either at the meeting venue or close by throughout the Meeting days.

8) RECEPTION

While it is not an official requirement, it is traditional that the Host Government holds a reception for all participants.

9) ADDITIONAL SERVICES

Technician

The Government shall provide a technician throughout the meeting period.

Signs

Directional signs in English, French and Spanish should be placed on all doors to meeting rooms, Secretariat offices, registration areas, and all other services offered.

10) SECURITY

The Government shall undertake assessments regarding levels of threat and security measures as well as furnish such police protection as may be required to ensure the effective functioning of the Meeting in an atmosphere of security and tranquility free from interference of any kind.

11) GENERAL

Privileges and Immunities

The Host Government shall ensure that all people performing functions in connection with the meeting, as well as all those invited to the meeting enjoy the privileges, immunities and facilities necessary for the independent exercise of their functions in connection with the meeting.

In addition, all people invited to the meeting shall have the right of entry into and exit from the Host Country.

Visas and entry permits, where required, shall be granted free of charge, if possible, and without undue delay. The Government shall designate an officer to handle problems relating to the granting of entry visas to the participants.

Annex 1

Table 1. - Estimated travel cost of CMS Secretariat Staff to the 49th meeting of the Standing Committee (all figures in USD)

		Proposed meeting places based on the location of regional members to the Standing Committee													
Staff members ¹	N.o.	Congo	South Africa	Tan-zania	Mon-golia	Kyrgyzs tan	Bolivia	Costa Rica	Norway	France	Georgia	Fiji	Philip-pines	India	Ger-many
Ticket costs (estimated)²:	-														
Secretariat staff	10	47,962	29,976	29,976	17,986	8,393	41,966	41,966	5,995	4,197	5,995	59,952	33,573	23,981	-
Estimated ticket costs	10	47,962	29,976	29,976	17,986	8,393	41,966	41,966	5,995	4,197	5,995	59,952	33,573	23,981	-
Daily Subsistence Allowance (DSA)³:															
DSA & terminal costs	4	12,680	8,440	6,080	11,560	9,720	8,480	10,680	13,280	17,120	9,480	11,680	12,120	10,080	
Total cost of staff members' travel		60,642	38,416	36,056	29,546	18,113	50,446	52,646	19,275	21,317	15,475	71,632	45,693	34,061	-

¹ Additionally, if not contracted locally by the Secretariat, travel costs of the interpreters are foreseen to be covered by the Host Government.

² Ticket cost is based on the estimated quote provided by in-house travel agency, Westtours, on the anticipation that the travel will take place in June 2019. The quote was given in euro and was converted to USD using an average of the monthly UN official exchange rates during the period Jan-Sep2018 (1USD=0.834 EUR).

³ DSA is based on the September 2018 DSA circular report published at International Civil Service Commission's website

Table 2. – Estimated travel cost of funded delegates to the 49th meeting of the Standing Committee (all figures in USD)

Funded delegates	Proposed meeting places based on the location of regional members to the Standing Committee													
	Congo	South Africa	Tan-zania	Mon-golia	Kyrgyzst an	Bolivia	Costa Rica	Norway	France	Georgia	Fiji	Philip pines	India	Ger-many
Ticket costs (estimated)⁴:														
Congo (Brazzaville)		600	899	2,638	2,998	4,197	4,197	2,158	1,019	2,398	3,357	2,158	1,559	1,679
United Republic of Tanzania	839	480	-	2,398	1,199	3,597	3,597	1,199	839	959	3,357	1,439	1,199	1,439
Mongolia	2,998	2,398	1,679	-	1,559	4,197	4,197	1,799	1,439	1,439	1,918	839	1,199	1,439
Kyrgyzstan	2,398	1,199	1,199	1,799	-	3,357	2,998	959	839	600	3,597	1,199	959	959
Bolivia	3,597	2,158	3,357	4,436	3,597	-	959	3,597	2,398	3,357	4,197	4,197	4,436	2,398
Costa Rica	3,357	2,998	2,998	3,597	2,998	839	-	2,038	1,799	1,799	3,597	2,398	2,998	1,799
Georgia	2,998	1,559	1,559	1,799	600	3,357	2,998	959	719	-	3,357	1,199	959	719
Fiji	5,396	4,796	4,796	2,998	3,357	4,436	3,837	2,998	2,998	2,758	-	2,158	2,758	2,998
Philippines	2,398	1,439	1,439	1,199	1,439	3,837	2,398	1,799	1,199	1,559	2,398	-	959	1,199
Estimated ticket costs	23,981	17,626	17,926	20,863	17,746	27,818	25,180	17,506	13,249	14,868	25,779	15,588	17,026	14,628
Daily Subsistence Allowance (DSA)⁵:														
<i>DSA plus terminal costs</i>	8,794	6,612	4,339	8,038	6,796	5,959	7,444	10,242	13,122	6,634	8,119	8,416	7,842	8,558
Total cost of funded delegates travel	32,775	24,238	22,265	28,901	24,542	33,777	32,624	27,748	26,371	21,502	33,898	24,004	24,868	23,186
Approved core budget for 49 th StC ⁶	28,086	28,086	28,086	28,086	28,086	28,086	28,086	28,086	28,086	28,086	28,086	28,086	28,086	28,086
Estimated balance from the budget for StC⁷	(4,688)	3,848	5,822	(815)	3,545	(5,690)	(4,538)	338	1,715	6,584	(5,812)	4,083	3,218	4,900

⁴ Ticket cost is based on the quote provided by in-house travel agency, Westtours on the anticipation that the travel will take place in June 2019. The quote was given in euro and was converted to USD using an average of the monthly UN official exchange rates during the period Jan-Sep2018 (1USD=0.834 EUR)

⁵ DSA is based on the September 2018 DSA circular report published at International Civil Service Commission's website

⁶ Through Resolution 12.2, COP12 adopted the budget of EUR 23,424 for the 49th Standing Committee meeting. This Euro budget has been converted to USD using an average of the monthly UN official exchange rates during the period Jan-Sep2018 (1USD=0.834 EUR)

⁷ Figures in bracket shows an amount which is expected to be borne by the Host Government for funded delegates since total cost of their travel exceeds total approved budget for the meeting of the Standing Committee.