

ANNEX II

Estimated Direct Supplementary Costs in Holding the eighth session of the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention), the fourth session of the Meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol on Strategic Environmental Assessment, and associated preparatory meetings

to be held in Vilnius, Lithuania, from 7 to 11 December 2020

DESCRIPTION OF ITEMS		Unit Cost (in US\$)	No. of days/Qty	No. of staff	Total estimated costs (in US\$)	
I.	Estimated Direct Supplementary Travel Costs (item 1 and 2 below)					
	A <u>United Nations ECE staff (7)*</u>					
	(i) <i>Departure on 6 December 2020 and return on 12 December 2020 Cost of ticket (Geneva-Vilnius-Geneva), economy class round trip</i>	350		7	2 450	
	Sub-total: Air ticket costs for United Nations ECE officials					2 450
II.	Estimated costs of Daily Subsistence Allowance (DSA) (item 3 below) and terminal expenses (item 4 below)					
	A <u>United Nations ECE staff (7)</u>					
	(i) <i>50% of DSA (US\$115 x 6 days x 7 staff)</i>	115	6	7	4 830	
	B <u>Terminal expenses</u>					
	(i) <i>Terminal expenses: (US\$ 188 x 7 staff)</i>	188	1	7	1 316	
	Sub-total: DSA and terminal expenses for UN officials					6 146
III.	Freight and shipment of documentation/publications					-
IV.	Sub-total: (I + II)					8 596
V.	Contingency costs: (in accordance with para. 9 (f) of ST/AI/342) (i.e. 10% of II)					615
VI.	13% Programme Support Costs (i.e. 13% of II + V)					879
VII.	Total direct supplementary costs to be transferred to the UNECE Espoo Convention Trust Fund: (II + V + VI) (item 5 below)					7 639
VIII.	Total estimated costs: (I + VII)					10 089

ITEM

* The ECE Executive Secretary will participate remotely.

(1) The costing of travel is based on the travel mode and standard according to the United Nations rules.

(2) The price of tickets is estimated and has been provided by UN Carlsson Wagon-Lit Travel Agents based in Palais des Nations.

(3) The DSA and terminal expenses include travel time and pre-and post-meeting preparations. The number of DSAs may be subject to changes depending on the travel dates. The DSA is reduced by 50% with the understanding that the host Government will provide accommodation free of charge. The actual amount of DSA to be paid shall be subject to the actual United Nations DSA rate in effect at the time of travel.

(4) The full terminal expense is normally US\$ 47 per point of departure/arrival. If the Government provides transportation between airport and hotel and conference facilities in Vilnius, the terminals will be reduced to \$14 on arrival and \$14 on departure. The actual amount of the terminals to be paid shall be subject to the actual United Nations terminals rate in effect at the time of travel.

(5) The Government should handle directly administration and payment for the costs referred to in para. 3 of the host country agreement; provide prepaid return tickets to the UNECE officials, as set out in para. 4 (a); and arrange for the shipment of materials referred to in para 3 (c) of the agreement with no costs to UNECE. The funds for the payment of DSAs and terminals referred to in para. 4 (b) should be transferred to the UNECE Trust Fund for the Espoo Convention well in advance of the travel dates, upon acceptance by the Government of Lithuania of the arrangements set out in this letter, and include 13% of programme support cost and 10% contingency.