

Annex III - Locally recruited staff

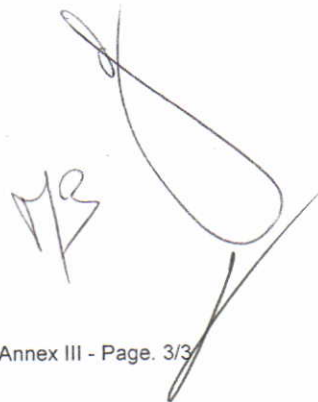
	<i>Description of staff requirements</i>	<i>N. of staff</i>	<i>EoD</i>
1	<p>Secretaries (Languages indicated below), as follows:</p> <p>1 in the Executive Direction and Management Unit, fluent in English.</p> <p>1 in the Knowledge Management Science and Technology Unit. Fluent in English (KMST)</p> <p>1 in the Conference Services Unit. Fluent in English. (COSE)</p> <p>1 in the Administration and Finance unit. Fluent in English.(AFS)</p>	4	March 8 th to 12 th , 2015
	2 in the United Nations Security and Safety Service (UNDSSS); <u>Security Office and Lost and Found</u>	2	4 March 2015 to 12 th march 2015
	1 in the Conference Services Division (UNOG/CSD), to provide support to the Conference Coordinator and the Chief Interpreter	1	March 8 th to 12 th , 2015
2	Logistic technical assistant to assist COSE (fluent in English) in liaising with relevant local services on logistics and organization of official meetings, presentations and side events	2	March 8 th to 12 th , 2015
3	Administrative clerks to assist in DSA payment (2 fluent in English, and 2 fluent in French)	4	March 8 th to 12 th , 2015
4	Registration clerks, bilingual (English or French)	20	March 7 th to 12 th , 2015
5	Conference officers' assistants, bilingual (English or French)	5	March 8 th to 12 th , 2015
6	Documents reproduction assistants (English or French)	3	March 8 th to 12 th , 2015

7	Documents distribution assistants, bilingual (English or French)	6	March 8 th to 12 th , 2015
8	Messengers	2	March 8 th to 12 th , 2015
9	Drivers (English)	2	March 8 th to 12 th , 2015
10	Technicians (English), as follows: 3 Information Technology (IT) help desks 1 from the network installation company, to act as focal point 1 from the photocopier contractor 1 from the local telecom company	6	TBD
11	Assistant security officers, 12 bilingual (English) 38 posts 2 Fire & Safety Liaison Officers 2 Police Liaison Officers K9 unit (normally formed by 4 units, one per access and one for internal surveillance).	42	7 March 2015 for familiarization and briefings (9 March initiation of security operation after sweeping)
	Local staff total requirements	99	

Note: In addition to the aforementioned personnel, the following personnel/services shall be provided by the Host Country:

- Operators for sound recording
- Technicians for the simultaneous interpretation equipment
- Headphone assistants
- Operators of the business centre
- Technicians/operators of the X-ray machines

- First aid medical personnel
- Cleaning services

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CST S-4
ANNEX IV

Estimate of direct incremental costs
to be borne by the Host Country Government

Cancun, Mexico

(all amounts rounded to the nearest 100 USD/EUR)

	No. Staff	No. Days	Incremental costs				EUR ⁶ Total
			USD				
			Miscellaneous	DSA	Travel	Total	
I. Estimated incremental travel and related costs							
A. UNCCD and UN secretariat							
I. UNCCD secretariat							
Secretariat in Bonn							
First advanced team (1 ICT)							
Depart Bonn 15 days before start of CST, return 3 days after end	1	22				6 500	
Per Diem ¹	1		8 800		3 500	2 600	
Air fares							
Second advanced team (3 COSE)							
Depart Bonn 5 days before start of CST, return 2 days after end	3	11	13 200		10 500	9 700	
Per Diem ¹	3					7 700	
Air fares							
Third advanced team (1 AFS, 1 ICT)							
Depart Bonn 3 days before start of CST, return 2 days after end	2	9	7 200		7 000	5 300	
Per Diem ¹	2					5 100	
Air fares							
Remaining staff members plus consultants							
Arrival date: 2 days before start of CST, depart 1 day after end	14	7	39 100		49 100	28 700	
Per Diem ¹	14					36 100	
Air fares							
Terminal expenses	20		3 000		3 000	2 200	
<i>Subtotal: costs for staff travelling from Bonn</i>	20		68 300	70 100	141 400	103 900	
Staff depart Santiago 2 days before start of CST, depart 2 days after end							
Per Diem ¹	2	8	6 400		6 400	4 700	
Air fares (from Santiago, Chile)	2			2 500	2 500	1 800	
Terminal expenses	2		300		300	200	
<i>Subtotal: costs for UNCCD staff travelling from outside Bonn</i>	2		6 400	2 500	9 200	6 700	
Total costs for UNCCD staff and consultants	22		74 700	72 600	150 600	110 600	

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ANNEX IV

**Estimate of direct incremental costs
to be borne by the Host Country Government
Cancun, Mexico**

(all amounts rounded to the nearest 100 USD/EUR)
Estimated Exchange Rate USD 1.3605 = EUR 1.0000

	No. Staff	No. Days	Incremental costs				EUR ⁶ Total
			USD			Total	
			Miscellaneous	DSA	Travel		
2. UN Secretariat							
Technical Secretariat from New York	2	8		6 400		6 400	4 700
Arrival date: 2 days before start of CST; departure 2 days after end	2			1,400		1,400	1 000
Air fares	2		400			400	300
Terminal expenses							
Subtotal A	24		3 700	81 100	74 000	158 800	116 600
B. UN Security							
Geneva Based Security Officers							
Arrival date: 2 days before start of CST; departure: 2 days after	3	8		9 600		9 600	7 100
Per Diem ¹	3				12 200	12 200	9 000
Air fares	3						400
Terminal expenses							
Replacement cost of United Nations security officers					10 000	10 000	7 400
Subtotal B	3		10 500	9 600	12 200	32 300	23 900
C. United Nations Conference Services							
1. Conference Services Officers:							
Per diem (arrive 3-4 days before start of CST; leave 1-2 days after end)	8	8					
Air fares (from Geneva)	8				29 200	29 200	21 500
2. Interpreters							
(Arrive 2 days before start of CST; leave 1 day after end)	20	7					
Per Diem ¹	20						
Air fares (from Geneva)	28				72 900	72 900	53 600
Terminal expenses							
Subtotal C	28		-	-	102 100	102 100	75 100

