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**FOURTH INTER-GOVERNMENTAL CONSULTATION ON THE
ESTABLISHMENT OF THE SOUTH WEST INDIAN OCEAN FISHERIES
COMMISSION**

Mahe, Seychelles, 13 – 16 July 2004

**ESTIMATE OF COSTS OF MEETINGS AND SECRETARIAT DURING PROCESS OF
ESTABLISHMENT OF A REGIONAL FISHERY BODY/INSTRUMENT IN THE SOUTH
WEST INDIAN OCEAN.**

SUMMARY

This paper summarises the costs involved in the organisation of the meetings and consultations during the process of establishment of a regional fishery body in the South West Indian Ocean. It is noted that total costs depend significantly on whether there is support to developing coastal states to attend the meetings and on the number of languages that are used at the meetings.

BACKGROUND:

At the Third Intergovernmental Consultation on the establishment of a South West Indian Ocean Fisheries Commission, the Secretariat was asked to present an estimate of the costs involved in support and organisation of the meetings to date in order to provide an indication of the likely costs of future meetings and of a light secretariat for the high seas. This paper summarises these costs based on two technical meetings and three intergovernmental consultations organised by FAO in the South West Indian Ocean (SWIO) as part of the process of setting up a regional fisheries body requested by members of the former SWIO Committee and authorised by the FAO Council in 1999. The meetings were :

1. *Ad hoc* technical meeting, Albion, Mauritius, 24-27 January 2000.

2. *Ad hoc* technical meeting, Antananarivo, Madagascar, 11-12 July 2000.
3. Intergovernmental Consultation, St Denis, La Reunion, 6 - 9 February 2001.
4. Intergovernmental Consultation, Antananarivo, Madagascar, 25 - 28 September 2001.
5. Intergovernmental Consultation, Nairobi, Kenya, 27 – 30 January 2004.

Two other technical meetings on deepwater resources in the southern ocean were also organised by Namibia and Australia with the assistance of the FAO. Based partly on the outcomes of these two technical meetings, the costs of the information and data management needs for a High Seas Agreement are provided in SAFR/DM/SWIO2/04/ 6.

COST ESTIMATES

Three elements of cost have been identified in activities related to the process of establishing a regional fishery body in the SWIO:

1. FAO costs in organising and supporting the meetings
2. Hosts costs in organising and supporting the meetings.
3. Secretariat inter-session and pre-post meeting activities.

The responsibilities of FAO and the host country with regard to the organisation of these meetings are in Annex 1.

FAO costs in organising and supporting the meeting

The FAO costs of organising and supporting meetings in support of the process of establishing a regional fishery body in the SWIO are provided in Annex 2. The cost of holding a meeting is around US\$81 000. Support of developing country participants accounts for 34% , interpretation 25 % and translation about 5% of the meeting costs.

Support of developing country participants aims to ensure that the views of SWIO countries, adjacent to the zone of competence of a regional fisheries body, are represented throughout the process. The SWIO region encompasses several Francophone countries so that it is mandatory for FAO to hold such meetings in English and in French.

The European Community supported some of the FAO meeting costs for the First Intergovernmental Consultation.

Host costs in organising and supporting the meeting

Within the South West Indian Ocean region, host costs of organising and supporting a meeting vary considerably depending on the country and location of the venue. Annex 2 provides an indication of the likely costs incurred by a country in hosting a consultation of 65 persons.

France, Kenya, Madagascar and Mauritius have hosted meetings.

Secretariat intersessional, pre and post –meeting activities:

Between meetings, the secretariat responds to requests for information and related correspondence, follows up issues raised at meetings, supports intersessional committees,

liaises with the host country in the preparation of the next meeting, organises the clearance, production and distribution of reports and organises the preparation and circulation of papers.

The Secretariat also arranges the travel for supported participants and related meeting disbursements.

Apart from Secretariat costs already included within the meeting costs, this amounts to a requirement of 4 person weeks (one week intersession, two weeks preparatory, and one week post) per meeting. The FAO equivalent international consultant fee for 1 month is US\$15000.

OTHER COSTS

The FAO costs to organise and support a Consultation would be subject to a levy of 13% (General Operating Costs) in a situation where the activity is not part of the FAO Regular Programme and has been subcontracted to the FAO.

SUGGESTED ACTION

The Consultation is invited to note the nature of costs related to holding of Intergovernmental Consultations by the FAO in the process of setting up a regional fishery body and assess the extent that this may or may not be appropriate to the Secretariat of an instrument for the high seas.

ANNEX 1

MEMORANDUM OF RESPONSIBILITIES TO BE ASSUMED BY THE HOST GOVERNMENT AND BY THE FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

The following provisions set out the respective responsibilities to be assumed by the Government of ..., hereinafter referred to as the Host Government, and by the Food and Agriculture Organization of the United Nations, hereinafter referred to as FAO, to ensure the smooth conduct of the ... (exact title), hereinafter referred to as the Session.

The Session will be held in ... from ... to ...19.. .

FAO will be responsible for organizing the Session, issuing all invitations, and circulating the Provisional Agenda.

The following Governments will be invited to attend: ... (countries in alphabetical order).

[Invitations will also be sent to : ... (UN Bodies and Specialized Agencies in the UN Protocol order).]

Observers will be invited from: ... (international organizations in alphabetical order).

The Session will be conducted in ... (languages in alphabetical order).

PART I - OPERATIONAL RESPONSIBILITIES OF FAO

A. Staff (at FAO's cost in accordance with FAO regulations)

FAO will:

1. Designate the Secretary of the Session.
2. Make available, if necessary, an assistant secretary, a conference officer, an administrative officer and conference secretariat staff, including [bilingual] stenographers.
3. Provide qualified interpreters and translators as required.

B. Material, Supplies and Services

FAO will:

4. Provide documents for the Session.

5. Provide any special material or supplies required for the conduct of the Session, including transport up to and return from the point of entry into the host country, it being understood that any material or supplies provided remain the property of FAO.
6. Issue and distribute a report of the Session after its conclusion.

PART II - RESPONSIBILITIES OF THE HOST GOVERNMENT WITH REGARD TO PRIVILEGES AND IMMUNITIES FOR FAO AND PARTICIPANTS

The Host Government undertakes to:

7. Accord, for the purpose of the Session, to delegates and observers and to FAO, its property, funds and assets as well as to FAO staff, all the privileges and immunities provided for in Article VIII, paragraph 4, and Article XVI, paragraph 2, of the Constitution and Rule XXXVII -4 of the General Rules of the Organization, and specified in the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies.
8. Grant visas and all necessary facilities to delegates, observers and consultants attending the Session.
9. Hold FAO and its staff harmless in respect of any claims by delegates and observers or by other third parties arising out of the Session, except where it is agreed by the Host Government and FAO that the claim arises from gross negligence or wilful misconduct of such staff.

PART III - OPERATIONAL RESPONSIBILITIES OF THE HOST GOVERNMENT

A. Staff

The Host Government will:

10. Nominate a Liaison Officer who will be responsible for the coordination of local facilities and arrangements for the Session.
11. Make available local stenographers and typists, related assistance and services required for the conduct of the Session.
12. Bear all necessary cost of the staff provided, including salaries, overtime and subsistence allowances, if required, and travel to and from the Session.

B. Facilities and Equipment

The Host Government will provide or pay for:

13. One meeting room with seating and table space for about __ persons and fully equipped for simultaneous interpretation; __ small meeting rooms;
- ...

offices adequately furnished, and space for duplication and collation of documents.

14. Three computers equipped international keyboards with Word 98 and e-mail, and connected to a printer; two photocopiers and other equipment as required.
15. Transport to the meeting site and return to FAO of any equipment not available in the country, should the Host Government request FAO's assistance in supplying it.¹

C. Supplies and Services

The Host Government will provide:

16. Office supplies, stationery and paper as required.
17. Facilities for the local reproduction of documents needed for the Session.
18. Telephone, telefax and postal services within the host country, in connection with the work of the Session, free of charge.
19. First-aid facilities for delegates, observers and staff.

D. Transport

The Host Government will:

20. Provide transport within the host country for delegates, observers and staff as required for the conduct of the Session. This may also include transport from airport to hotel and hotel to meeting site, depending upon local circumstances.
21. Provide or pay the cost of transport within the host country of all material and supplies provided by FAO (see paragraphs 4 and 5). Where transport is by air this obligation will start from the international airport where the goods arrive.

¹ *Applicable only when simultaneous interpretation equipment or other special equipment requested in para.13.*

ANNEX 2

FAO COSTS IN ORGANISING AND SUPPORTING MEETINGS

COST OF AN INTERGOVERNMENTAL CONSULTATION

1.	Pre-session documentation, translation ¹ and distribution ²	10 000
2.	Travel cost of 11 participants (1 per country) from Developing Coastal States ³ of the Region US\$1500 ⁴ x 11 persons	16,500
3.	DSA/per diem ⁵ for 5 days (including travel time) of 11 participants from Developing Coast States US\$200 x 11 persons x 5 days	11,000
4.	FAO Secretariat ⁶ – travel for 3 persons + DSA	10 000
5.	Interpretation ⁷ 2 languages (English/French)	20,000
6.	In session documentation, hire of bilingual secretary, translation and printing of final report/agreement ⁸	13,500
	Total	\$81 000

¹ Translation in an additional language accounts for 10-30% of costs.

² FAO distributes invitations and documents to States bordering on the proposed area of competence, States with non-tuna catch within the proposed area of competence, Regional Economic Organizations, Regional Fisheries Management Organizations, UN Agencies, Donors, NGOs, regional fisheries projects, and ex Indian Ocean Fisheries Commission members.

³ Developing Coastal countries which are adjacent to the zone of competence of the proposed body: Comores, Kenya, Madagascar, Mauritius, Maldives, Mozambique, Seychelles, Somalia, South Africa, Tanzania, Yemen.

⁴ Operational average for travel within the SWIO region.

⁵ DSA/per diem depends on the location of the meeting.

⁶ Travel of FAO staff on the Secretariat from Rome and Harare.

⁷ Honorarium, travel and DSA for four interpreters

⁸ FAO has distribution requirements to all members of the Organization. Actual costs may be higher when final circulation of agreements are involved.

ANNEX 3

ESTIMATE OF HOST COSTS IN ORGANISING AND SUPPORTING MEETINGS

COST OF AN INTERGOVERNMENTAL CONSULTATION

	US\$
1. Venue	2000 - 5000
2. Interpretation equipment	2500 - 11000
3. Transport from airport and hotels	1100 - 2000
4. Hire of computers, printers, photocopies and stationery	1500 - 3 500
5. Banners	300 - 3000
6. Conference Bags and stationery	1200 - 2000
5. Telephones, faxes, internet	400 -1500
6. Coffee breaks, water	1800 - 2500
7. First Aid Post	200 - 800
8. Host cocktail (optional)	2500 - 6000
9. Tour or visit on last day (optional)	650 - 1300
Total	\$14 000 - \$ 39000