

Draft – For Discussion Only

Informal Interim Intersessional Meeting of the Convention on Cluster Munitions in Geneva

Facilitator comparison

Assumption – meeting held to coincide with the June 2011 intersessional meetings of the APLC.

Item	United Nations	GICHD (WMO)
Conference Services	Yes through UNODA	Yes
Conference and Meeting Rooms	Yes through UNODA	Yes
Secretariat Services	Yes through UNODA	Yes
Catering Arrangements – coffee, tea, juice	No Direct to caterer	Yes
Catering Arrangements - light lunches	No Direct to caterer	No direct to caterer
Sponsorship Administration	Yes UNDP	Yes
Interpretation	E/F/S	Unknown
Cost	US\$ 37,220 + cost for administering sponsorship	Likely covered by GICHD budget
Dispatch of Letters of invitation	UN and President	Director GICHD and President
Payment methodology	Assessed contributions and voluntary funding – decision of IMSP	Likely not necessary

Notes:

- Conference services include: registration procedures (registration of participants, distribution of badges), control of participants attending the conferences, participants list, meeting room allocation, production of name badges and table name plates, management of side events (room allocations), conference room and office set-up (including IT equipment, flip-charts, paper, etc.), security costs, first aid post, organisation of lunches and receptions.
- Secretariat services include help desk, photocopies, print out of presentations, assistance to participants, late registration procedures, document distributions, welcome pack to participants

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