

Appendix IX Form 2 Costs of Meetings/Workshops

Name of Event _____

Person in Charge _____

Institution _____

Main Facilitator _____

Period Covered by Activity _____

Activity A. Participants

Nº	Hours worked	Monthly salary	Per diem	Transportation	Other expenses	Total cost
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
<i>Subtotal participants:</i>						

Activity B. Consultants

Nº	Fees	Per diem	Transportation	Other expenses	Total cost
1					
2					
3					
4					

5					
6					
7					
8					
9					
10					
<i>Subtotal consultants:</i>					

Activity C. Facilitators

Nº	Hours worked	Monthly salary	Transportation	Other expenses	Total cost
1					
2					
3					
4					
5					
6					
<i>Subtotal facilitators:</i>					

Activity D. Administrative Support

Nº	Hours worked	Monthly salary	Total cost
1			
2			
3			
4			
5			
6			
<i>Subtotal administrative support:</i>			

Activity E. Other expenses

Nº	Expenses	Quantity used	Cost per unit	Total cost
1				
2				

3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
<i>Subtotal other expenses:</i>				

Grand Total: