

**Twelfth session**

The Hague, 20-28 November 2013

Second Report of the Court on the financial implications of the draft Guidelines governing the relations between the Court and Intermediaries***I. Introduction**

1. At its eleventh session in 2012, in resolution ICC-ASP/11/Res.8, the Assembly of States Parties (“the Assembly”) took note of the draft Guidelines governing the Relations between the Court and Intermediaries (“draft Intermediaries Guidelines” or “draft Guidelines”).¹ These Guidelines and supporting documents were prepared in order to provide a framework with common standards and procedures in areas where it is possible to standardize the Court’s relationship with intermediaries. In that same resolution, the Assembly further invited the Bureau to engage in a “more in-depth discussion” with the Court on the issue of intermediaries.²

2. As part of this further discussion, the Court submitted to the Committee on Budget and Finance (“the Committee”), at its twentieth session in April 2013, the draft Intermediaries Guidelines, as well as a Model Contract and a Code of Conduct. In addition, the Court submitted a Summary of the Financial Implications of Implementation of the draft Guidelines³ and responded to pre-session questions on the topic.⁴ In this documentation the Court highlighted that it seeks to fully implement the Intermediaries Guidelines, once officially adopted, in order to protect the interests of the Court, the parties, participants and intermediaries. However, this full implementation will have financial implications for a limited number of sections within the Court.

3. The document submitted to the Committee entitled “Summary of Financial Implications” set out a number of these costs where identifiable. While noting that the exact cost consequences are difficult to predict, the Court indicated that the main financial implications will impact the Victims Participation and Reparation Section (VPRS), the Victims and Witnesses Unit (VWU) and the Security and Safety Section (SSS) in the Registry. Pending a further assessment of the implications of the Intermediaries Guidelines for the Court’s activities in practice, the Court intends to absorb the costs of implementing the Guidelines within the resources requested for 2014. Based on this full assessment, the Court will review the resources required by the relevant sections.

* Previously issued as CBF/21/8.

¹ *Official Records of the Assembly of States Parties to the Rome Statute of the International Criminal Court, Eleventh session, The Hague, 14 – 22 November 2012 (ICC-ASP/11/20)*, vol I, part III A, ICC-ASP/11/Res.8, para. 50.

² *Ibid.*

³ Committee on Budget and Finance, Twentieth session, April 2013, *Draft Guidelines Governing the Relations between the Court and Intermediaries: Summary of Financial Implications* (CBF20/01S05), 22 March 2013.

⁴ Committee on Budget and Finance, Twentieth session April 2013, *First Set of Pre-Session Questions to the Court* (CBF20/01S06), 15 April 2013.

4. In its report on its twentieth session,⁵ the Committee noted that implementation of the draft Guidelines will have budgetary implications for the Registry in terms of recruitment, training and travel. However, the Committee concluded that it did not have sufficient information to evaluate the implications. Therefore, given the impact that implementation of the draft Guidelines will undoubtedly have on the Court's finances, the Committee recommended that a report be submitted to it for its twenty-first session on "the main mechanisms chosen and their budget implications". The Committee also requested information on whether provisions would need to be made for the remuneration or compensation of intermediaries and, if so, the associated scales of remuneration or compensation.

5. Section 4.1 of the draft Guidelines identifies intermediaries as voluntary service providers who are not eligible for any kind of compensation, without prejudice to the reimbursement of expenses agreed upon in advance.⁶ The Guidelines provide that, as a general rule, "an intermediary should not receive remuneration as an individual contractor". In the extraordinary case of intermediary remuneration, those intermediaries must be contracted, the terms of remuneration must be clearly specified by the terms of that contract and any remuneration must comply with the Code of Conduct. The Office of the Prosecutor is the only organ of the Court that remunerates intermediaries.

6. The arrangements adopted by the relevant organs and sections of the Court for reimbursing, compensating and remunerating intermediaries are set out below.

II. Office of the Prosecutor ("OTP", "the Office")

7. After carrying out a risk/benefit assessment, the OTP may decide to formally engage an individual as a contracted Intermediary. The OTP remunerates intermediaries for the tasks they perform for the Office. It remunerates intermediaries for specific tasks as agreed, including contacting witnesses or facilitating meetings. Before entering into a contract, Intermediaries are screened and an Investigations staff member is identified as a "handler" to facilitate contact with the intermediary. The "handler" is supervised by the Investigations Team Leader to ensure control on the use and expenses of the Intermediary.

8. The OTP contracts intermediaries through a standard Special Services Agreement (SSA; see annex I for model contracts in both French and English), which are processed by the Human Resources Section. The contract stipulates that the individuals engaged serve in their personal capacity and are neither "staff members" nor Court "officials". The contract defines the services, the grade (usually G2 to G4 level) and the pay according to the local salary scale set by the UN (see annex II).⁷ Such contracts provide payment for services only, and do not entitle intermediaries to benefits, such as holiday pay, pension contributions or health insurance. In addition, payment is only made after services have been satisfactorily performed.

9. The total payment made to intermediaries by the OTP as remuneration for services during 2012 was €5,490. Payment comes out of the OTP's staffing budget (General Temporary Assistance), as funds for payment of intermediaries are not a separate budget line. In the 2014 proposed programme budget, the OTP anticipates an increase in the number of witnesses, which may lead to an increase in the number of intermediaries. In addition to remuneration, the OTP reimburses intermediaries for expenses incurred while performing the contracted services, such as transportation and communication costs. These costs must be agreed by the OTP, and are only paid following the submission of invoices. The resources for these costs are not recorded in a separate budget line, but are drawn from the Field Operations funds, which are part of the Investigations Division budget.

⁵ *Report of the Committee on Budget and Finance on the work of its twentieth session* (ICC-ASP/12/5/Rev.1) 7 June 2013, paras. 121 – 123.

⁶ In section 4 the draft Guidelines provide that, where the Court or counsel request intermediaries to provide assistance, the costs incurred in carrying out such tasks should be reimbursed in line with the prior agreement as far as the financial resources of the Court allow. Section 11 of the Model Contract attached to the Guidelines governs the reimbursement of expenses incurred by intermediaries.

⁷ These scales are set by the UN according to the duty station. For all scales, see: http://www.un.org/depts/OHRM/salaries_allowances/salaries/gs.htm.

III. Registry

Public Information and Documentation Section (PIDS)

10. PIDS does not provide remuneration or compensation to intermediaries. The Outreach Unit has previously indicated that the full implementation of the draft Intermediaries Guidelines will not have a financial impact for PIDS. As much as possible, PIDS works through formal contractual services that undergo a procurement process. PIDS does provide reimbursement to the intermediaries that it engages for expenses incurred while carrying out agreed tasks. These expenses are drawn from budget line 5000 or 3440-SRF and are reimbursed where invoices and, exceptionally, *décharges* (receipts) are presented. Scales of reimbursement are set out in annex III. PIDS explains to intermediaries that the Court cannot be held liable for anything that might occur while they are providing their assistance to the Court. The majority of PIDS' intermediaries face risks due to the nature of their own work, and not necessarily as a result of their assistance to or relationship with PIDS and the Court.

Counsel Support Section (CSS)

11. The CSS does not directly engage intermediaries, nor does it provide remuneration or compensation to intermediaries. In the context of the CSS, external counsel, field assistants⁸ or resource persons⁹ (who are remunerated according to the rates set by the Court's legal aid system) are the ones who interact with and engage intermediaries. Intermediaries themselves are not formally part of the Court's legal aid system, as they are supposed to work on a voluntary, *pro bono* basis. The only issue that will have a bearing on the Court's legal aid budget is the question of the expenses incurred by intermediaries when they intervene on behalf of teams that benefit from the Court's legal aid system.

12. These expenses are deducted from legal teams' investigation budget (for victims that budget for the entirety of the proceedings is a lump sum amount of €43,752, while for the defence it is €73,006¹⁰). Such expenses were not factored in when assessing the appropriate lump-sum investigation budget granted by the Registry to external legal teams. Therefore, as an interim solution, CSS can accept these added expenses on an *ad hoc* case-by-case basis, when they are "reasonably necessary for an effective and efficient"¹¹ legal representation. This is the same test that CSS applies to all categories of expenses that are reimbursed under the Court's legal aid system. Generally, under regulation 83(1) of the Regulations of the Court (RoC) "expenditure in relation to the gathering of evidence, administrative costs, translation and interpretation costs, travel costs" are covered by the Court's legal aid system.¹² Expenses will normally only be reimbursed on provision of original receipts for the costs incurred.

13. A similar approach is adopted where counsel makes requests for additional investigative resources pursuant to Reg. 83(3), RoC. In assessing such requests for additional resources, CSS, while mindful that the added cost of reimbursing intermediaries' expenses can place an additional burden on the investigation budget, will, where necessary and justified on the facts, grant the additional resources. As CSS gains greater experience and is better placed to quantify the impact of such additional expenses on teams' investigation budgets, it will be in a position to make a proposal for an increase in the legal aid allowance for the investigation budget.

⁸ See paragraphs 62 and 63 of the *Registry's Single Policy Document on the Court's Legal Aid System*.

⁹ Intermediaries who are tasked upon the request of Counsel may receive compensation if they are contracted as a "resource person" as referred to in regulation 139 of the Regulations of the Registry.

¹⁰ The general assumptions underlying this lump-sum amount are detailed in para. 46 ff. of "The Single Legal Aid Policy Document." It bears noting that, pursuant to regulation 83(3) of the Regulations of the Court (RoC), counsel for the defence or a legal representative of victim can seek additional means from the Registry in the form of additional resources for investigations. Decisions taken by the Registry in response to such requests are appealable before the Chambers.

¹¹ Regulation 83 of the Regulations of the Court.

¹² CSS provides office space at the Court with phone privileges and has provided satellite phones and paid for field-assistants' phone bills as they relate to communication with victims. The same holds true for equipment. CSS provides fully equipped offices to defence and victims' teams, and one laptop per team. CSS also arranges for the ICT Section to provide equipment to the team for work in the field (e.g. digital cameras, etc.). For more information on the reimbursement of expenses under the Court's legal aid system, see paras. 139, 46 ff. of *The Single Legal Aid Policy Document*.

Victims Participation and Reparation Section (VPRS)

14. The budgetary implications of fully implementing the draft Intermediaries Guidelines for the VPRS were set out in the Court's Report to the Committee at its twentieth session in April 2013. The additional resources VPRS outlined were not for reimbursing or remunerating intermediaries, but rather for additional human resources to manage and monitor the intermediaries engaged by the VPRS. Despite the absorption of additional responsibilities within existing resources, given the importance of the role to be played by VPRS¹³ in *inter alia* training and supervising intermediaries, it may be appropriate to seek specific resources pending further assessment based on the actual experience of implementing the draft Guidelines.

15. The VPRS does not provide remuneration or compensation to intermediaries. In accordance with the draft Intermediaries Guidelines, the VPRS reimburse intermediaries for expenses when, on the basis of prior agreement, they are requested to undertake specific activities. The scales for reimbursement of expenses to intermediaries for five situation countries are at annex IV. All such payments are made out of the VPRS budget line "Other Contractual Services (5900)", which covers expenses involved in conducting its field activities.

Security and Safety Section (SSS) and Victims and Witnesses Unit (VWU)

16. The draft Intermediaries Guidelines mandate VWU and SSS to assess intermediaries in order to ensure that they have their own security arrangements and will not jeopardize the security of victims, witnesses, staff or the confidential information they collect. The draft Guidelines mandate SSS and VWU to perform risk assessments, to maximise the safety of intermediaries and take measures where appropriate. Additional resources are required by both VWU and SSS to fully implement the draft Guidelines and, like those required by VPRS, were set out in the Court's report to the Committee of March 2013.

17. In performing their services and operations, neither the VWU nor SSS engage intermediaries to perform tasks for them. Their contact with intermediaries will always be via the Court organ or section (for example PIDS, VPRS, TFV or OPCV) that is engaging the intermediary and plays the role of "focal point". The only exception to this practice will be in case of emergency or/and in case of an incident. In such cases, the intermediary would directly contact VWU (if the intermediary is at risk on the account of testimony given) or SSS (for all other intermediaries). In this way, the VWU and SSS do not recruit, contract, compensate, remunerate or reimburse intermediaries.

18. It is on this basis that the Court seeks the advice of the Committee on the draft Intermediaries Guidelines and looks forward to securing the approval of the Assembly at its twelfth session. The full implementation of the Guidelines, once officially approved, will have a positive impact on the integrity of the Court's judicial proceedings by ensuring the proper oversight of all intermediaries and also contributing to the safety of victims and witnesses.

19. Fully implementing the draft Guidelines will have financial implications for a limited number of sections within the Court. The Court's proposed programme budget for 2014 has been carefully considered and modestly composed in light of the prevailing financial climate. Pending a full assessment of the implications of the Intermediaries Guidelines on the Court's activities in practice, the Court intends to absorb the costs of implementation within the resources requested for 2014. While there are unavoidable costs for the Court in implementing the draft Intermediaries Guidelines, it is important to reiterate that the use of intermediaries is ultimately cost effective for the Court. Intermediaries undertake work that would be extremely costly for the Court to perform, such as communicating with victims and witnesses in remote and sometime insecure locations.

20. The Court seeks to provide complete and transparent information on all aspects of the draft Guidelines in order to facilitate their full review and evaluation by the Committee. The Court welcomes the Committee's expertise and advice regarding the draft Guidelines governing the Relations between the Court and Intermediaries.

¹³ Pre-Trial Chamber II *Decision Establishing Principles on the Victims' Application Process* (ICC-01/04-02/06) 28 May 2013 in the case of *The Prosecutor v Bosco Ntaganda*.

Annex I**SSA contracts for OTP Intermediaries****CONTRACT FOR INDIVIDUAL CONTRACTOR**

CONTRACT NO.:	Status:	Amendment No.	Office:
Allotment Account Code:	Index No.:		Nationality:
Contract entered into between the International Criminal Court and (hereinafter referred to as the Individual Contractor).			
Address:		Tel. No.:	
1. TERMS OF REFERENCE OR WORK ASSIGNMENT			
Travel Details: (if authorized)			
2. DURATION OF CONTRACT:			
This contract shall commence on and shall expire on the satisfactory completion of the services described above, but not later than unless sooner terminated under the terms of this contract. This contract is subject to the conditions on the following page.			
3. CONSIDERATION – As full consideration for the services performed by the Individual Contractor under the terms of this contract, the Court shall pay the Individual Contractor upon certification that the services have been satisfactorily performed.			
A fee of	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	Currency: Maximum Total Fee: 00.00
	<input type="checkbox"/> Monthly	<input type="checkbox"/> Lump sum	
➤ The fee is payable on satisfactory completion of contract. For payment in instalments, certification of satisfactory performance at each phase is required:			
I acknowledge that I have read and accept the conditions on the following page.			
Individual Contractor:	SIGNATURE:		DATE:
SIGNATURE OF CERTIFYING OFFICER OF SUBSTANTIVE OFFICE:			
(Date)			(Date)

Distribution: - Individual Contractor -Requesting Office -Human Resources -Budget and Finance

CONDITIONS OF SERVICE - INDIVIDUAL CONTRACTORS/CONSULTANTS**1. LEGAL STATUS**

Individuals engaged under a contract for individual contractor or consultant serve in a personal capacity and not as representatives of a Government or of any other authority external to the International Criminal Court. They are neither "staff members" under the Staff Regulations of the Court nor "officials" for the purpose of the agreement on the privileges and immunities of the International Criminal Court.

2. OBLIGATIONS

Individual contractors and consultants shall have the duty to respect the impartiality and independence of the International Criminal Court and shall neither seek nor accept instructions regarding the services to be performed for the Court from any Government or from any authority external to the Court. During their period of service for the Court, individual contractors and consultants shall refrain from any conduct that would adversely reflect on the Court and shall not engage in any activity that is incompatible with the discharge of their duties with the Court. Individual contractors and consultants are required to exercise the utmost discretion in all matters of official business of the Court. Unless otherwise authorized by the appropriate official in the office concerned, individual contractors and consultants shall not communicate at any time to the media or to any institution, person, Government or other authority external to the Court any information that has not been made public and which has become known to them by reason of their association with the Court. The individual contractor and consultants may not use such information without the written authorization of the Court. Nor shall the individual contractor or consultant use such information for private advantage. These obligations do not lapse upon cessation of service with the Court.

3. TITLE RIGHTS

The International Criminal Court shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the individual contractor or consultant. At the request of the Court, the individual contractor or consultant shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

4. TRAVEL

If individual contractors or consultants are required by the International Criminal Court to travel beyond commuting distance from their usual place of residence, such travel at the expense of the Court shall be governed by conditions equivalent to the relevant provisions of the 100 series of the Court Staff Rules (Chapter VII). Such travel shall be at the least costly airfare structure regularly available or its equivalent when by air unless a higher standard is approved in advance by, or on behalf of, the Registrar or Prosecutor, and first class by rail. The payment of fees shall be processed only after submission of outstanding travel claims for settlement by the individual contractor or consultant, if applicable.

5. MEDICAL CLEARANCE

Individual contractors and consultants expected to work in any office of the Court shall be required to submit a statement of good health prior to commencement of work and to take full responsibility for the accuracy of that statement, including confirmation that they have been fully informed regarding inoculations required for the country or countries to which travel is authorized.

6. INSURANCE

Individual contractors and consultants are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services on behalf of the Court as they consider appropriate. Individual contractors and consultants are not eligible to participate in the life or health insurance schemes available to Court staff members. The responsibility of the Court is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

7. SERVICE INCURRED DEATH, INJURY OR ILLNESS

Individual contractors and consultants who are authorized to travel at Court expense or who are required under the contract to perform their services in a Court office, or their dependants as appropriate, shall be entitled in the event of death, injury or illness attributable to the performance of services on behalf of the Court while in travel status or while working in an office of the Organization on official Court business to compensation equivalent to the compensation which, under Appendix D to the Staff Rules, would be payable to a staff member at step V of the First Officer (P-4) level of the Professional category.

8. ARBITRATION

Any dispute arising out of or, in connexion with, this contract shall, if attempts at settlement by negotiation have failed, be submitted to arbitration in The Hague by a single arbitrator agreed to by both parties. Should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, then each party shall proceed to appoint one arbitrator and the two arbitrators thus appointed shall agree on a third. Failing such agreement, either party may request the appointment of the third arbitrator by the President of the Administrative Tribunal of the International Labour Organization. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

9. TERMINATION OF CONTRACT

This contract may be terminated by either party before the expiry date of the contract by giving notice in writing to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period.

In the event of the contract being terminated prior to its due expiry date in this way, the individual contractor or consultant shall be compensated on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of the Court. Additional costs incurred by the Court resulting from the termination of the contract by the individual contractor or consultant may be withheld from any amount otherwise due to the individual contractor or consultant from the Court.

10. TAXATION

The International Criminal Court undertakes no liability for taxes, duty or other contribution payable by the individual contractor on payments made under this contract. No statement of earnings will be issued by the Court to the individual contractor or consultant.

11. EMERGENCY ALLOWANCE

Individual contractors and consultants may be paid emergency allowance in lieu of the regular fee if such an allowance is being paid to other ICC staff and the Court, taking into account all circumstances, considers it appropriate to pay such allowance to individual contractors and consultants.

Annex II

UN local salary scales

UNITED NATIONS



NATIONS UNIES

Kampala (Uganda)

General Service Category - Annual Salaries and Allowances
(in thousands of Schillings) a/

Effective 1 June 2012

Level		S T E P S										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI b/
1	(Gross)	15214	16059	16905	17751	18596	19442	20288	21133	21979	22825	23670
	(Gross Pens.)	15215	16060	16906	17751	18597	19442	20287	21133	21978	22824	23669
	(Total Net)	12323	13008	13693	14378	15063	15748	16433	17118	17803	18488	19173
	(Net Pens.)	12323	13008	13693	14378	15063	15748	16433	17118	17803	18488	19173
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	18259	19274	20289	21304	22319	23333	24348	25363	26378	27393	28407
	(Gross Pens.)	18259	19274	20289	21304	22318	23333	24348	25363	26378	27393	28409
	(Total Net)	14790	15612	16434	17256	18078	18900	19722	20544	21366	22188	23010
	(Net Pens.)	14790	15612	16434	17256	18078	18900	19722	20544	21366	22188	23010
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	21912	23130	24347	25564	26781	27999	29216	30433	31651	32868	34085
	(Gross Pens.)	21911	23128	24346	25564	26780	27998	29216	30433	31650	32868	34085
	(Total Net)	17749	18735	19721	20707	21693	22679	23665	24651	25637	26623	27609
	(Net Pens.)	17749	18735	19721	20707	21693	22679	23665	24651	25637	26623	27609
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	26733	28219	29704	31189	32674	34159	35644	37130	38615	40100	41585
	(Gross Pens.)	26732	28217	29702	31188	32674	34160	35644	37130	38616	40102	41587
	(Total Net)	21654	22857	24060	25263	26466	27669	28872	30075	31278	32481	33684
	(Net Pens.)	21654	22857	24060	25263	26466	27669	28872	30075	31278	32481	33684
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	32612	34425	36237	38049	39862	41674	43486	45299	47176	49083	50989
	(Gross Pens.)	32612	34424	36237	38050	39863	41674	43487	45299	47112	48925	50736
	(Total Net)	26416	27884	29352	30820	32288	33756	35224	36692	38160	39628	41096
	(Net Pens.)	26416	27884	29352	30820	32288	33756	35224	36692	38160	39628	41096
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	40764	43030	45295	47649	50032	52415	54798	57181	59564	61948	64331
	(Gross Pens.)	40764	43030	45295	47561	49826	52092	54356	56621	58887	61152	63417
	(Total Net)	33019	34854	36689	38524	40359	42194	44029	45864	47699	49534	51369
	(Net Pens.)	33019	34854	36689	38524	40359	42194	44029	45864	47699	49534	51369
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
7	(Gross)	51218	54197	57176	60155	63135	66114	69093	72072	75051	78031	81010
	(Gross Pens.)	50956	53787	56619	59451	62282	65114	67945	70853	73832	76810	79789
	(Total Net)	41272	43566	45860	48154	50448	52742	55036	57330	59624	61918	64212
	(Net Pens.)	41272	43566	45860	48154	50448	52742	55036	57330	59624	61918	64212
	(NPC)	0	0	0	0	0	0	0	0	0	0	0

Revision 42
Aug-12

Page 1

Bangui (Central African Republic)

General Service Category - Annual Salaries and Allowances
(in thousands of CFA francs) a/

Effective 1 September 2011

Level	S T E P S											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI b/	
1	(Gross)	2970	3128	3286	3444	3602	3760	3919	4077	4235	4393	4551
	(Gross Pens.)	2970	3128	3286	3444	3602	3760	3919	4077	4235	4393	4551
	(Total Net)	2406	2534	2662	2790	2918	3046	3174	3302	3430	3558	3686
	(Net Pens.)	2406	2534	2662	2790	2918	3046	3174	3302	3430	3558	3686
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	3862	4068	4274	4480	4686	4893	5099	5305	5511	5717	5923
	(Gross Pens.)	3862	4068	4274	4480	4686	4893	5099	5305	5511	5717	5923
	(Total Net)	3128	3295	3462	3629	3796	3963	4130	4297	4464	4631	4798
	(Net Pens.)	3128	3295	3462	3629	3796	3963	4130	4297	4464	4631	4798
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	5020	5288	5556	5823	6091	6359	6627	6895	7163	7431	7699
	(Gross Pens.)	5020	5288	5556	5823	6091	6359	6627	6895	7163	7431	7699
	(Total Net)	4066	4283	4500	4717	4934	5151	5368	5585	5802	6019	6236
	(Net Pens.)	4066	4283	4500	4717	4934	5151	5368	5585	5802	6019	6236
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	6526	6874	7222	7570	7919	8267	8615	8963	9311	9660	10026
	(Gross Pens.)	6526	6874	7222	7570	7919	8267	8615	8963	9311	9660	10026
	(Total Net)	5286	5568	5850	6132	6414	6696	6978	7260	7542	7824	8106
	(Net Pens.)	5286	5568	5850	6132	6414	6696	6978	7260	7542	7824	8106
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	8484	8937	9390	9843	10330	10807	11284	11760	12237	12714	13190
	(Gross Pens.)	8484	8937	9390	9843	10330	10807	11284	11760	12237	12714	13190
	(Total Net)	6872	7239	7606	7973	8340	8707	9074	9441	9808	10175	10542
	(Net Pens.)	6872	7239	7606	7973	8340	8707	9074	9441	9808	10175	10542
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	11102	11720	12338	12956	13575	14193	14811	15429	16047	16665	17284
	(Gross Pens.)	11030	11617	12205	12793	13380	13968	14556	15174	15792	16410	17029
	(Total Net)	8934	9410	9886	10362	10838	11314	11790	12266	12742	13218	13694
	(Net Pens.)	8934	9410	9886	10362	10838	11314	11790	12266	12742	13218	13694
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
7	(Gross)	14582	15386	16190	16994	17798	18602	19411	20247	21084	21920	22757
	(Gross Pens.)	14338	15131	15935	16739	17543	18347	19151	19954	20758	21562	22366
	(Total Net)	11614	12233	12852	13471	14090	14709	15328	15947	16566	17185	17804
	(Net Pens.)	11614	12233	12852	13471	14090	14709	15328	15947	16566	17185	17804
	(NPC)	0	0	0	0	0	0	0	0	0	0	0

Revision 15
Dec-11

Page 1

UNITED NATIONS



NATIONS UNIES

Bamako (Mali)

General Service Category - Annual Salaries and Allowances
(in thousands of CFA francs) a/

Effective 1 January 2011

Level	S T E P S											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI b/	
1	(Gross)	2025	2115	2205	2295	2385	2475	2565	2656	2746	2836	2926
	(Gross Pens.)	2025	2115	2205	2295	2385	2475	2565	2656	2746	2836	2926
	(Total Net)	1640	1713	1786	1859	1932	2005	2078	2151	2224	2297	2370
	(Net Pens.)	1640	1713	1786	1859	1932	2005	2078	2151	2224	2297	2370
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	2733	2854	2975	3096	3217	3338	3459	3580	3701	3822	3943
	(Gross Pens.)	2733	2854	2975	3096	3217	3338	3459	3580	3701	3822	3943
	(Total Net)	2214	2312	2410	2508	2606	2704	2802	2900	2998	3096	3194
	(Net Pens.)	2214	2312	2410	2508	2606	2704	2802	2900	2998	3096	3194
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	3690	3854	4019	4183	4347	4511	4675	4840	5004	5168	5332
	(Gross Pens.)	3690	3854	4019	4183	4347	4511	4675	4840	5004	5168	5332
	(Total Net)	2989	3122	3255	3388	3521	3654	3787	3920	4053	4186	4319
	(Net Pens.)	2989	3122	3255	3388	3521	3654	3787	3920	4053	4186	4319
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	4981	5202	5423	5644	5865	6086	6307	6528	6749	6970	7191
	(Gross Pens.)	4981	5202	5423	5644	5865	6086	6307	6528	6749	6970	7191
	(Total Net)	4035	4214	4393	4572	4751	4930	5109	5288	5467	5646	5825
	(Net Pens.)	4035	4214	4393	4572	4751	4930	5109	5288	5467	5646	5825
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	6675	6972	7268	7564	7860	8157	8453	8749	9046	9342	9645
	(Gross Pens.)	6675	6972	7268	7564	7860	8157	8453	8749	9046	9342	9645
	(Total Net)	5407	5647	5887	6127	6367	6607	6847	7087	7327	7567	7807
	(Net Pens.)	5407	5647	5887	6127	6367	6607	6847	7087	7327	7567	7807
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	8944	9342	9752	10170	10588	11006	11425	11843	12261	12679	13097
	(Gross Pens.)	8944	9342	9740	10137	10535	10932	11330	11727	12125	12522	12920
	(Total Net)	7245	7567	7889	8211	8533	8855	9177	9499	9821	10143	10465
	(Net Pens.)	7245	7567	7889	8211	8533	8855	9177	9499	9821	10143	10465
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
7	(Gross)	12114	12674	13234	13794	14353	14913	15473	16032	16592	17152	17712
	(Gross Pens.)	11985	12517	13049	13581	14114	14662	15221	15781	16341	16901	17460
	(Total Net)	9708	10139	10570	11001	11432	11863	12294	12725	13156	13587	14018
	(Net Pens.)	9708	10139	10570	11001	11432	11863	12294	12725	13156	13587	14018
	(NPC)	0	0	0	0	0	0	0	0	0	0	0

Revision 26 Amend. 1
Jun-11

Page 1



Nairobi (Kenya)

General Service Category - Annual Salaries and Allowances
(In Schillings) a/

Effective 1 November 2012

Level		S T E P S										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI b/
1	(Gross)	601548	634968	668388	701807	735227	768647	802067	835486	868906	902326	935746
	(Gross Pens.)	598544	631796	665048	698300	731553	764804	798057	831308	864561	897813	931065
	(Total Net)	487254	514324	541394	568464	595534	622604	649674	676744	703814	730884	757954
	(Net Pens.)	484818	511752	538687	565622	592556	619491	646426	673360	700295	727230	754164
	(NPC)	2436	2572	2707	2842	2978	3113	3248	3384	3519	3654	3790
2	(Gross)	812093	857210	902327	947444	992562	1037679	1082796	1127914	1173031	1218148	1263265
	(Gross Pens.)	808033	852926	897816	942707	987598	1032491	1077381	1122273	1167164	1212054	1256945
	(Total Net)	657795	694340	730885	767430	803975	840520	877065	913610	950155	986700	1023245
	(Net Pens.)	654506	690868	727231	763593	799955	836317	872680	909042	945404	981767	1018129
	(NPC)	3289	3472	3654	3837	4020	4203	4385	4568	4751	4934	5116
3	(Gross)	1096333	1157240	1218146	1279052	1339958	1400864	1461770	1522677	1583583	1644489	1707753
	(Gross Pens.)	1090845	1151448	1212051	1272654	1333256	1393861	1454464	1515065	1575669	1636272	1696875
	(Total Net)	888030	937364	986698	1036032	1085366	1134700	1184034	1233368	1282702	1332036	1381370
	(Net Pens.)	883590	932677	981765	1030852	1079939	1129027	1178114	1227201	1276288	1325376	1374463
	(NPC)	4440	4687	4933	5180	5427	5674	5920	6167	6414	6660	6907
4	(Gross)	1480038	1562263	1644488	1730178	1816674	1903170	1989666	2076162	2162658	2249155	2335651
	(Gross Pens.)	1472640	1554455	1636267	1718079	1799892	1881708	1963520	2045332	2127145	2208960	2290772
	(Total Net)	1198831	1265433	1332035	1398637	1465239	1531841	1598443	1665045	1731647	1798249	1864851
	(Net Pens.)	1192837	1259106	1325375	1391644	1457913	1524182	1590451	1656720	1722989	1789258	1855527
	(NPC)	5994	6327	6660	6993	7326	7659	7992	8325	8658	8991	9324
5	(Gross)	1844356	1951610	2058865	2166119	2273374	2380629	2487883	2595138	2702392	2809647	2916901
	(Gross Pens.)	1826074	1927524	2028972	2130420	2231868	2333318	2434766	2536214	2637662	2741698	2848417
	(Total Net)	1486554	1569140	1651726	1734312	1816898	1899484	1982070	2064656	2147242	2229828	2312414
	(Net Pens.)	1479121	1561294	1643467	1725640	1807814	1889987	1972160	2054333	2136506	2218679	2300852
	(NPC)	7433	7846	8259	8672	9084	9497	9910	10323	10736	11149	11562
6	(Gross)	2307700	2440695	2573690	2706684	2839679	2972674	3105669	3238664	3373753	3512139	3650526
	(Gross Pens.)	2264333	2390129	2515924	2641719	2771579	2903910	3036240	3168571	3300901	3433230	3565561
	(Total Net)	1843329	1945735	2048141	2150547	2252953	2355359	2457765	2560171	2662577	2764983	2867389
	(Net Pens.)	1834112	1936006	2037900	2139794	2241688	2343582	2445476	2547370	2649264	2751158	2853052
	(NPC)	9217	9729	10241	10753	11265	11777	12289	12801	13313	13825	14337
7	(Gross)	2882242	3047156	3212070	3379295	3550895	3722495	3894095	4065695	4237295	4408895	4580495
	(Gross Pens.)	2813927	2978018	3142108	3306197	3470287	3634378	3798468	3962557	4126648	4290737	4454828
	(Total Net)	2285726	2412710	2539694	2666678	2793662	2920646	3047630	3174614	3301598	3428582	3555566
	(Net Pens.)	2274297	2400646	2526996	2653345	2779694	2906043	3032392	3158741	3285090	3411439	3537788
	(NPC)	11429	12064	12698	13333	13968	14603	15238	15873	16508	17143	17778

Revision 47
Nov-12

Page 1



Kinshasa (Democratic Republic of Congo)

General Service Category - Annual Salaries and Allowances
(in United States dollars)

Effective 1 July 2011

Level		S T E P S										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI a/
1-A	(Gross)	9410	9827	10244	10662	11079	11496	11914	12331	12748	13165	13583
	(Gross Pens.)	7527	7861	8195	8529	8863	9196	9530	9864	10199	10533	10867
	(Total Net)	7622	7960	8298	8636	8974	9312	9650	9988	10326	10664	11002
	(Net Pens.)	6098	6368	6638	6909	7179	7450	7720	7990	8261	8531	8802
	(NPC)	1524	1592	1660	1727	1795	1862	1930	1998	2065	2133	2200
1-B	(Gross)	10728	11205	11681	12158	12635	13111	13588	14064	14541	15017	15494
	(Gross Pens.)	8581	8963	9345	9726	10108	10489	10871	11252	11634	12014	12396
	(Total Net)	8690	9076	9462	9848	10234	10620	11006	11392	11778	12164	12550
	(Net Pens.)	6952	7261	7570	7878	8187	8496	8805	9114	9422	9731	10040
	(NPC)	1738	1815	1892	1970	2047	2124	2201	2278	2356	2433	2510
2	(Gross)	12226	12770	13315	13859	14404	14948	15493	16037	16581	17126	17670
	(Gross Pens.)	9782	10218	10653	11088	11524	11959	12394	12830	13265	13700	14135
	(Total Net)	9903	10344	10785	11226	11667	12108	12549	12990	13431	13872	14313
	(Net Pens.)	7922	8275	8628	8981	9334	9686	10039	10392	10745	11098	11450
	(NPC)	1981	2069	2157	2245	2333	2422	2510	2598	2686	2774	2863
3	(Gross)	13942	14560	15179	15798	16416	17035	17653	18272	18890	19509	20134
	(Gross Pens.)	11151	11647	12142	12638	13133	13628	14124	14619	15114	15609	16104
	(Total Net)	11293	11794	12295	12796	13297	13798	14299	14800	15301	15802	16303
	(Net Pens.)	9034	9435	9836	10237	10638	11038	11439	11840	12241	12642	13042
	(NPC)	2259	2359	2459	2559	2659	2760	2860	2960	3060	3160	3261
4	(Gross)	15891	16598	17304	18010	18716	19422	20135	20878	21621	22364	23106
	(Gross Pens.)	12713	13278	13843	14408	14973	15538	16102	16668	17232	17798	18362
	(Total Net)	12872	13444	14016	14588	15160	15732	16304	16876	17448	18020	18592
	(Net Pens.)	10298	10755	11213	11670	12128	12586	13043	13501	13958	14416	14874
	(NPC)	2574	2689	2803	2918	3032	3146	3261	3375	3490	3604	3718
5	(Gross)	18116	18921	19726	20558	21405	22252	23099	23945	24792	25639	26486
	(Gross Pens.)	14493	15138	15781	16425	17069	17712	18357	19000	19645	20288	20932
	(Total Net)	14674	15326	15978	16630	17282	17934	18586	19238	19890	20542	21194
	(Net Pens.)	11739	12261	12782	13304	13826	14347	14869	15390	15912	16434	16955
	(NPC)	2935	3065	3196	3326	3456	3587	3717	3848	3978	4108	4239
6	(Gross)	22210	23244	24278	25312	26345	27379	28413	29447	30481	31514	32548
	(Gross Pens.)	17681	18468	19253	20039	20826	21612	22398	23184	23970	24757	25543
	(Total Net)	17902	18698	19494	20290	21086	21882	22678	23474	24270	25066	25862
	(Net Pens.)	14322	14958	15595	16232	16869	17506	18142	18779	19416	20053	20690
	(NPC)	3580	3740	3899	4058	4217	4376	4536	4695	4854	5013	5172
7	(Gross)	27326	28587	29848	31109	32370	33631	34892	36153	37414	38675	39936
	(Gross Pens.)	21572	22531	23490	24449	25407	26367	27326	28285	29243	30203	31162
	(Total Net)	21841	22812	23783	24754	25725	26696	27667	28638	29609	30580	31551
	(Net Pens.)	17473	18250	19026	19803	20580	21357	22134	22910	23687	24464	25241
	(NPC)	4368	4562	4757	4951	5145	5339	5533	5728	5922	6116	6310

Revision 49
Sep-11

Page 1



Abidjan (Cote D'Ivoire)

General Service Category - Annual Salaries and Allowances
(in thousands of CFA francs) a/

Effective 1 June 2012

Level	S T E P S													
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI b/	XII b/	XIII b/	
1	(Gross)	3880	4074	4268	4462	4656	4849	5043	5237	5431	5625	5819	6012	6206
	(Gross Pens.)	3880	4074	4268	4462	4656	4849	5043	5237	5431	5625	5819	6012	6206
	(Total Net)	3143	3300	3457	3614	3771	3928	4085	4242	4399	4556	4713	4870	5027
	(Net Pens.)	3143	3300	3457	3614	3771	3928	4085	4242	4399	4556	4713	4870	5027
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	4898	5142	5386	5631	5875	6120	6364	6609	6853	7098	7342	7586	7831
	(Gross Pens.)	4898	5142	5386	5631	5875	6120	6364	6609	6853	7098	7342	7586	7831
	(Total Net)	3967	4165	4363	4561	4759	4957	5155	5353	5551	5749	5947	6145	6343
	(Net Pens.)	3967	4165	4363	4561	4759	4957	5155	5353	5551	5749	5947	6145	6343
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	6180	6489	6798	7106	7415	7723	8032	8341	8649	8958	9267	9575	9884
	(Gross Pens.)	6180	6489	6798	7106	7415	7723	8032	8341	8649	8958	9267	9575	9884
	(Total Net)	5006	5256	5506	5756	6006	6256	6506	6756	7006	7256	7506	7756	8006
	(Net Pens.)	5006	5256	5506	5756	6006	6256	6506	6756	7006	7256	7506	7756	8006
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	7800	8190	8580	8970	9360	9755	10166	10576	10986	11397	11807	12218	12628
	(Gross Pens.)	7800	8190	8580	8970	9360	9751	10141	10531	10921	11311	11701	12091	12481
	(Total Net)	6318	6634	6950	7266	7582	7898	8214	8530	8846	9162	9478	9794	10110
	(Net Pens.)	6318	6634	6950	7266	7582	7898	8214	8530	8846	9162	9478	9794	10110
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	9755	10268	10781	11294	11807	12320	12833	13346	13859	14372	14885	15398	15911
	(Gross Pens.)	9751	10238	10726	11214	11701	12189	12677	13164	13652	14140	14630	15143	15656
	(Total Net)	7898	8293	8688	9083	9478	9873	10268	10663	11058	11453	11848	12243	12638
	(Net Pens.)	7898	8293	8688	9083	9478	9873	10268	10663	11058	11453	11848	12243	12638
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	12320	12962	13603	14245	14886	15528	16170	16811	17453	18094	18736	19380	20047
	(Gross Pens.)	12189	12799	13409	14019	14631	15242	15854	16466	17077	17689	18301	18912	19523
	(Total Net)	9873	10367	10861	11355	11849	12343	12837	13331	13825	14319	14813	15307	15801
	(Net Pens.)	9873	10367	10861	11355	11849	12343	12837	13331	13825	14319	14813	15307	15801
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
7	(Gross)	15398	16193	16988	17783	18577	19374	20201	21028	21855	22682	23509	24336	25164
	(Gross Pens.)	15143	15937	16732	17527	18322	19117	19911	20706	21501	22296	23091	23885	24680
	(Total Net)	12243	12855	13467	14079	14691	15303	15915	16527	17139	17751	18363	18975	19587
	(Net Pens.)	12243	12855	13467	14079	14691	15303	15915	16527	17139	17751	18363	18975	19587
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0

Revision 22
Sep-12

Page 1

Annex III – PIDS reimbursement scales

	<i>Cote D'Ivoire</i>	<i>Uganda</i>	<i>Kenya</i>	<i>Democratic Republic of Congo</i>	<i>Central African Republic</i>
Radio and TV air time, broadcast of ICC materials and space in newspapers.	N/A.	Regular radio broadcast is contracted through procurement. On exceptional basis, when required, radio broadcast of ICC messages (5 times per day) during a month is paid cash. Amount varies from 500,000UGX (€160) to 1,120,000 UGX (€350).	All services paid through procurement.	In Bunia, from US\$200 to USD\$1,400; in Kinshasa, from US\$450 to USD\$1,500 per month. The highest rate is only occasional, for high-profile events or significant judicial developments. In Bunia, USD\$600; in Kinshasa, USD\$1,100 each time.	From 300,000 CFA (€460) to CFA 65,000 (€100) per month.
Hire of hall/ venues.	Each time, CFA 100,000; approx. €150.	Each time, UGX 310,000; €100.	KSH 300,000 to cover deposits required to be paid cash each time a venue is reserved (10% to 15% of total amount of bill).	In Bunia cost ranges from USD\$300 to USD\$600. In Kinshasa cost ranges from USD\$800 to USD\$1,200.	Hall owners always require cash payment: XAF 195,000 ± €300 per day.
Mobilisation and facilitation assistance/fees for outreach events.	CFA 65,000 (approx. €100) each time.	From UGX 100,000 (€30) to 200,000 (€60) per activity.	KES 12,000 (€110) to KES 16,000 (€140) per activity.	USD\$250 (€180) per activity.	XAF 50,000 (€80) per activity.
Printing of posters and banners.	N/A.	600,000 UGX (€200), 1 time per year.	100,000 KES (€900), 2 times per year.	USD\$600 (€450), 2 times per year, for special events.	XAF 325,000 (€500), 1 time per year.
Transport of participants to outreach sessions.	CFA 5000 (€8) per participant.	155,000 UGX (€50) per participant.	From 4,000 KES (€40) to 6,000 KES (€55) per participant.	Bunia: from USD\$ 60 (€45) to USD\$ 200 (€150) per participant; Kinshasa: from USD\$50 (€35) to USD\$100.	N/A.
Rental of public address (PA) system.	N/A.	UGX 165,000 (€50) per day.	€80 per day.	N/A.	N/A.
Meals.	CFA 10,000 (€4.50) per participant.	UGX 40,000 (€3) per participant.	2,000 KES (€18) per participant.	USD\$16 (€12) in Bunia, and in Kinshasa USD\$26 (€19), per participant.	XAF 4,373 (€7) per participant.
Accommodation.	N/A.	UGX 300,000 (€100) per participant.	12,000 KES (€100) per participant.	Only in Bunia, from USD\$40 (€30) to USD\$100 (€70) per participant.	N/A.
Interpretation/translation services.	N/A.	N/A.	30,000 KES (€270) per activity.	\$600 (€450) per month, only in Bunia, for radio broadcasts.	N/A.
Hire of projector/generator.	N/A.	UGX 300,000 (€100), rarely.	From 10,000 KES (€90) to 15,000 KES (€130) per day, occasionally.	From USD\$100 (€70) to USD\$200 (€140) for both Bunia and Kinshasa, rarely.	N/A.
Office supplies	CFA 130,000 (€200) per mission.	From 300,000 UGX (€87) to 400,000 (€116) per month.	5,000 KES (€50) per month.	USD\$50 (€35) per month in Bunia and Kinshasa.	€200 per month.
Telephone calls, photocopies, batteries.	From €30 up to €50 each time.	From €30 up to €50 each time.	From €50 to €100 each time.	From €30 up to €50 each time.	From €30 up to €50 each time.

Annex IV – VPRS reimbursement scales

	<i>Cote D'Ivoire</i>	<i>Uganda</i>	<i>Kenya</i>	<i>Democratic Republic of Congo</i>	<i>Central African Republic</i>
Trans- portation	During training or information sessions involving travel, transportation costs are reimbursed up to CFA 5000 (approx. €7.35) per person). When intermediaries organize transportation for victims, the cost reimbursed is from CFA 5000 (€7.63) to CFA 15,000 (€23) for all victims.	Mainly motorcycle hire, at a rate of UGX 50,000 (approx. €15) per day. Fuel (one litre costs approx. UGX 5,000 (€1.5)) is reimbursed on a mileage basis. Repair costs are variable and are reimbursed on submission of an invoice.	Reimbursement varies between KES 200 (€1.70) and KES 3000 (€26) per day per person.	From USD\$4 (€3) to USD\$80 (€61) for a round trip.	In Bangui the reimbursement rate is XAF 2,000 (€3) for a round trip to the office from the intermediary's location. For longer distances to the province, the maximum amount is XAF 30,000 (€45.7). If there is a need to hire a motorbike, the cost is XAF 30,000 (€45.7) per day.
Commun- ication	The amount varies from CFA 5000 to CFA 15000 (approx. €7.63 to €22.87).	Air-time costs are reimbursed depending on the number of victims to be mobilized, within a range of UGX 5,000 (€1.5) to UGX 10,000 (€3) per day.	For mobilization a minimum of KES 3000 (€26); maximum reimbursable amount is KES 5000 (€44), for a mobilization operation of up to two weeks.	No regular reimbursement of air-time. If there is an order from the Chamber the reimbursement is from a minimum of USD\$5 (€3.80) per week.	For mobilization purposes, the reimbursement rate is from a minimum of XAF 2,000 (€3) to a maximum of XAF 10,000 (€1.5).
Meals	Food (such as coffee breaks) is provided by catering companies or by the meeting venue, to whom we pay the bill. Coffee breaks are charged between approximately CFA 2000 (€3.05) and CFA 5000 (€7.35) per person.	Meals are reimbursed up to a maximum of UGX 10,000 (€3) per person per day, on submission of invoices.	Variable, as cost of meals is generally included in the venue rental.	Variable, as cost of meals is generally included in the venue rental. Cost ranges from USD\$ 3 (€2.29) to USD\$ 7.5 (€5.74) per person.	Reimbursement is from XAF 2,000 (€3) per day per person minimum to a maximum of XAF 10,000 (€11.50).
Accomm- odation	None so far, as all those involved have been resident in Abidjan.	Accommodation costs are rarely paid for mobilization purposes, because intermediaries usually work in the district of their communities. However, should an intermediary be required to travel to another district we would reimburse at a rate between UGX 30,000 (€9) and UGX 50,000 (€15) per night.	Minimum of KES 3000 (€25) per night, upon submission of invoices.	Depending on location: the average is USD\$30 (€23).	XAF 15,000 (€22.8) per day per person.
Interp- retation	No interpretation costs are reimbursed to intermediaries.	The cost of an interpreter per day is approximately UGX 25,000 (€7.60).			No interpretation costs are reimbursed to intermediaries.
Other				Reimbursement for administrative expenses (such as photocopying, etc.) can amount to approx. USD\$ 20 (€15) per month.	Reimbursement for administrative expenses (such as photocopying, etc.) can amount to between approx. XAF 1,000 (€1.5) and XAF 5,000 (€7.6).