



**Standards and Trade
Development Facility**

OPERATING PLAN

2008-2009

1. This document sets out an operating plan for the second and third years of the five year STDF Medium Term Strategy (STDF 154).¹ The plan is focussed on four main thematic areas: co-ordination, project development, project implementation and dissemination of results.

2. The plan includes a budget based on the target level of donor funding of US\$5 million agreed as part of the STDF Medium Term Strategy. It should be noted that funding levels in 2007 were US\$ 3.28 million.² A fund raising strategy has been implemented to address this shortfall.³

I. CO-ORDINATION ACTIVITIES

A. OVERVIEW

3. The Medium Term Strategy places emphasis on the STDF acting as a forum for information sharing and co-ordination among assistance providers and as a reference point for good practice in the provision of SPS-related technical co-operation. Table 1 provides an overview of how it is envisaged that this co-ordination role will operate.

Table 1: Overview of STDF co-ordination activities in 2008-2009

Global	Regional	National
<p>Working Group a forum for the discussion of on-going and future SPS-related technical co-operation initiatives and overall effectiveness.</p> <p>Organization of meetings on specific thematic topics as part of the STDF's role in promoting good practice.</p> <p>Continued efforts by the Secretariat to identify and report on past, present and future technical assistance flows.</p> <p>Compendium on sources of SPS technical co-operation.</p> <p>Updating and improving the functionality of the STDF website.</p>	<p>Conclusion of on-going regional consultations in Central America, East Africa and Greater Mekong Delta sub-region.</p> <p>Based on a positive outcome of the initial regional consultations, a further series of three regional consultations in 2008/2009.</p>	<p>Improved co-ordination with the Enhanced Integrated Framework.</p> <p>Further emphasis on co-ordination with existing and planned donor activities in the development of project preparation grants.</p> <p>Greater effort to ensure synergy with on-going programmes of partners, donors and observers</p>

¹ For ease of reference, the operating plan has been nominated in US dollars. It should be noted however that the WTO maintains financial and accounting records in Swiss Francs.

² This figure reflects actual funds received at 1 November 2007.

³ STDF 186 contains information on the fundraising strategy.



B. COORDINATION ACTIVITIES AT GLOBAL LEVEL

4. At the global level, the 2008-09 operating plan envisages:

- More emphasis on the Working Group acting as a forum for the discussion of on-going and future SPS-related technical co-operation initiatives and the overall impact and effectiveness of assistance in this area;
- Organization of meetings on specific thematic topics (e.g. capacity evaluation tools, good practice) as part of the STDF's role in promoting and disseminating good practice;
- Continued efforts by the Secretariat to collate and report on past, present and future technical assistance flows;
- Completion of a compendium on SPS related technical assistance providers; and
- Updating the STDF website to improve its content and utility as a resource for SPS-related technical assistance.

5. Key to the achievement of these roles is making STDF meetings more of a forum for discussion and information dissemination. Greater emphasis will be placed on information sharing during the Working Group meetings, notably through its inclusion as standing agenda item early in the meeting agenda. Various options can be envisaged to try to give this process focus e.g. by focusing on a particular area (e.g. animal health) during a Working Group meeting or by focusing on a particular geographical region. The final format will be agreed by Working Group itself.

6. A key element of the strategy to make the STDF a centre of good practice is the organization of workshops on specific thematic topics.⁴

- A workshop on SPS capacity evaluation tools (31 March 2008); and
- A workshop on good practice in the provision and receipt of SPS-related technical co-operation (13 October 2008).

7. Both activities would be held back-to-back with the SPS Committee. The workshop on capacity evaluation tools would examine the tools developed by FAO, FAO/WHO and OIE in the specific areas of plant health, food safety and veterinary health as well as the more general tools of FAO, the World Bank and others. One of the aims of the workshop would be to ensure complementarities between the different efforts of organizations engaged in developing capacity evaluation tools. One product of this workshop could be a comparative analysis of the different tools available, their relative merits and conclusions on how to align them.

8. The workshop on good practice would present results emanating from the regional consultations in Central America, the East African Community and three countries in the Greater

⁴ In 2007, a first workshop is being hosted by the STDF to look at issues surrounding the strengthening of laboratory capacity in assistance programmes. This meeting will give a forum to the World Bank and UNIDO to present joint research on approached to laboratory strengthening.



Mekong Delta Sub-region (Cambodia, Lao P.D.R. and Viet Nam). The participation of 50 participants from developing and least developed countries would be funded for this event.

9. Two further workshops are programmed for 2009. The topics for each workshops will be identified by the Working Group during the course of 2008. For one of these events, the participation of developing countries would be sponsored.

10. Tracking the supply of SPS-related technical assistance has proven problematic and no satisfactory solution has yet been found which will allow the STDF Secretariat to accurately capture the broad spectrum of activities currently being undertaken in this area. Further efforts will be made by the Secretariat to harvest data from various sources including the joint WTO/OECD Trade Capacity Building Database, the OECD's Credit Reporting System and submissions by Members to the SPS Committee. Further discussion is necessary in the Working Group on this topic to agree a suitable way forward.

11. At the October 2007 meeting of the SPS Committee, the STDF announced its intention to request Members to provide input for a compendium on SPS related technical assistance providers. A request will be circulated through the SPS Committee and the STDF to provide information for this compendium. It is envisaged that the compendium will be complete by mid-2008. It is hoped that a document which provides more than a simple listing of contact points for assistance can be produced.

12. The STDF website is currently in the process of being transferred from the World Bank to the WTO. A first update of the website was undertaken in August 2007. A further overhaul of the website is planned for the first quarter of 2008 to improve its content and functionality as a resource for SPS-related technical assistance.

C. COORDINATION ACTIVITIES AT REGIONAL LEVEL

13. At the regional level, the 2008-09 operating plan envisages:

- Conclusion of the on-going regional consultations in Central America, East Africa and Greater Mekong Delta sub-region; and
- Based on a positive outcome of these initial regional consultations, a further series of three regional consultations in 2008/2009.

i. On-going regional consultations

14. In 2007, a programme of regional consultations was started which aimed to examine SPS capacity building needs and responses in two regions: Central America and the East African Community. The programme was subsequently extended to three countries in the Greater Mekong Delta Sub-region (Cambodia, Lao P.D.R. and Viet Nam) and linked to the broader Aid for Trade initiative.

15. The three regional consultations are split into two stages. The first stage was focused around a review of SPS capacity evaluation studies and a parallel review of SPS related technical co-operation provided to each region. This stage culminates in the presentation of these studies to workshops organized as part of the broader Aid for Trade initiative in Peru, the Philippines and Tanzania in September 2007.



16. The second stage of the regional consultation process involves working with beneficiaries to prioritize needs, conducting field work in each region to identify good practice which may be replicated in future projects and working with donors to identify opportunities for future assistance programmes. The regional consultation work will conclude in regional workshops bringing together donors, international organizations and beneficiaries. These events are expected to result in a common understanding of needs in each region, a prioritization by beneficiaries of those needs and a clear outline of how those needs can be met. These events will take place in the first half of 2008.

17. It is envisaged that one step towards meeting needs can be taken through the commissioning of project preparation grants (PPGs). In the Asian and East African region, the regional consultations offer an opportunity to follow-up on SPS recommendations made in the Integrated Framework process for Cambodia, Lao P.D.R., Tanzania and Uganda.

18. In the 2007 operating plan it was envisaged that each regional consultation would lead to at least one PPG application. The actual number may be higher dependent on the success of the stage 2 events in generating momentum in the process on the part of donors, international organizations and beneficiaries in the process.

19. A number of PPGs have already been commissioned in each region. Thus project preparation activities developed from these activities should be co-ordinated with these on-going activities. In Central America, PPGs are on-going for Costa Rica and Nicaragua.⁵ Resultant projects will be presented for Working Group scrutiny in November 2007. A project based around peer reviews of SPS capacity in the Americas will also commence in 2007.⁶ For East Africa, a project developed from a PPG for Tanzania was approved by the Working Group at its June 2007 meeting.⁷ Two further projects have benefited Uganda.⁸ A PPG was also approved to revise and resubmit a Kenyan project application.⁹ In the Greater Mekong Delta sub-region (GMS), a PPG for Cambodia was prepared, but not approved for funding in 2005¹⁰. In March 2007, a project providing training for developing APEC members on food safety capacity evaluation was approved.¹¹

ii. Additional regional consultations

20. The three regional consultations in 2007 were organized as an integral part of the larger Aid for Trade events. At the time of circulation of the draft of this operating plan, no decisions had been taken on further Aid for Trade events in 2008 and 2009. Once this information is available, the STDF will seek to exploit synergies wherever possible.

21. On the basis of a positive evaluation of the first set of regional consultations, the STDF Working Group at its June 2007 meeting will be invited to approve three similar consultations as per Table 2. The regional consultations in 2008/2009 would concentrate on UEMOA, the Andean Community and a sub-group of SAARC countries.

⁵ STDF 116 and STDF 155

⁶ STDF 108 implemented by the Inter-American Institute for Co-operation on Agriculture.

⁷ STDF 127 aims to strengthen SPS controls for the Tanzanian horticulture sector.

⁸ STDF 10 which assisted establishing national windows to the International Portal on Food Safety Animal and Plant Health for Uganda and STDF 20 which examined the returns in trade and improved SPS situation from investment in the national SPS infrastructure.

⁹ STDF 171 on creation of a Phytosanitary Centre of Excellence.

¹⁰ STDF 61. A PPG request was received from Lao P.D.R. in June 2006, but not accepted for funding.

¹¹ STDF 173.

22. The regional consultations would follow the same general format as the first set, although lessons from these previous consultations would be incorporated in the design of the new activities. A particular effort would be made to look at emerging non-traditional donors (e.g. China, Brazil and others) and assistance provided by the private sector. In Stage 1, a review of SPS capacity evaluation studies and a parallel review of SPS related technical assistance provided to each region would be carried out. Stage 2 would culminate in a common understanding of needs in each region, a prioritization by beneficiaries of those needs and a clear outline of how those needs can be met.

23. The regional consultations would be undertaken in collaboration with STDF partners and other key organizations. Of particular importance for the monitoring of technical assistance and research on good practice is the involvement of the OECD.

Table 2: Regional consultations programme in 2008 and 2009

Region	Year	Stage 1	Stage 2
UEMOA (and Mauritania) (Benin, Burkina Faso, Cote d'Ivoire, Guinea Bissau, Mali, Mauritania Niger, Senegal, Togo)	2008/2009	September-March	April-June
ANDEAN COMMUNITY (Bolivia, Colombia, Ecuador and Peru)	2008/2009	September-January	January-June
SAARC sub-grouping (Bangladesh, Bhutan, Maldives and Nepal)	2009/2010	September-January	January-June

24. In the final year of the STDF medium term operating plan, additional regional activities would be planned in other regions.

D. COORDINATION ACTIVITIES AT NATIONAL LEVEL

25. At the national level, the following co-ordination activities are envisaged.

- Further emphasis on co-ordination with existing and planned donor activities in the development of project preparation grants;
- Greater effort to ensure synergy with on-going partner programmes; and
- Improved co-ordination with the Enhanced Integrated Framework in relation to DTIS elaboration, update and development of actions on the basis of DTIS action matrices.

26. Much greater emphasis has already been placed on co-ordination with existing and planned donor activities in the development of project preparation grants. This has meant a more proactive role for the Secretariat in the elaboration of projects. An example is the PPG on aflatoxins in Malawi and Zambia where the development of a project grant has involved liaison with the EC delegation in Botswana, the USAID funded South African Trade Hub, the Commark Trust in South Africa and UNIDO.

27. One positive impact of making STDF meetings more of a forum for discussion and information dissemination should be the possibility for greater synergy between STDF operations and those of partners, donors and observers on the ground. It should also encourage greater coherence between partners, donors and observers in their operations.

28. Co-operation with other initiatives is essential to the STDF's co-ordination role and also to the achievement of the STDF target to devote 40 per cent of Facility project grant resources to LDCs and OLIEs. To date, 11 of the 25 PPGs have been in IF countries. Enhancement of the IF opens a number of opportunities to deepen existing co-operation.¹² In essence, the STDF should be providing expert advice to the EIF on all SPS related technical co-operation matters, either itself or through the STDF partner organizations. This expert advice role fits well with the Medium Term Strategy objective of developing the STDF into a reference point for good practice in the provision of SPS-related technical co-operation. Table 3 shows the countries currently involved and their status in the EIF. Stage 1 refers to countries with a validated DTIS.

Table 3: Status of countries in the Integrated Framework process.

Countries that have completed stage 1 of the IF process (27)		Countries that have started/will start stage 1 of the IF process: (10)	Technical reviews under consideration (7)
Angola	Maldives	Cape Verde	Afghanistan
Benin	Mali	Central African Republic	Democratic Republic of Congo
Burkina Faso	Mauritania	Comoros	Equatorial Guinea
Burundi	Mozambique	Guinée Bissau	Haiti
Cambodia	Nepal	Liberia	Liberia
Chad	Rwanda	Niger	Tuvalu
Djibouti	Sao Tome and Principe	Samoa	Timor Leste
Ethiopia	Senegal	Solomon Islands	Togo
Gambia, The	Sierra Leone	Sudan	
Guinea	Tanzania	Vanuatu	
Lao P.D.R	Uganda		
Lesotho	Yemen		
Madagascar	Zambia		
Malawi			

29. It is envisaged that the STDF will be able to provide expert advice to the EIF in the following areas:

¹² The Enhanced Integrated Framework for Trade-Related Technical Assistance to LDCs (EIF) is a multi-agency, multi-donor program that assists LDCs to expand their participation in the global economy whereby enhancing their economic growth and poverty reduction strategies. As part of the EIF process, Diagnostic Trade Integration Studies (DTIS) are completed in LDCs. These studies include policy and technical co-operation matrices which list measures necessary to mainstream trade into national development plans. Within the SPS area, these matrices identify a number of policy and technical co-operation actions which should be taken. The participating agencies are [IME](#), [ITC](#), [UNCTAD](#), [UNDP](#), [World Bank](#) and the [WTO](#). See <http://www.integratedframework.org/> for further information on the Enhanced Integrated Framework.



- Pre-Diagnostic Trade Integration Study (DTIS) support;
- DTIS preparation and validation;
- DTIS update; and
- Project development – either through STDF PPGs or through the use of EIF funds.

30. The strengthening of Tier 2 of the EIF provides an avenue for funding of projects developed on the basis of SPS issues identified in the EIF. The EIF provides a major opportunity for the STDF to put its role as a reference point for good practice in SPS-related technical assistance capacity building to good effect.

II. PROJECT DEVELOPMENT

31. The STDF Medium Term Strategy considered PPGs a key mechanism for future STDF programme development. PPGs help overcome constraints faced by developing countries in the articulation of their needs and are a mechanism for ensuring synergy with other on-going initiatives, in particular the Enhanced Integrated Framework. A total of 25 PPGs have been approved and funded by the STDF since its inception. 6 PPGs are currently at various stages of implementation.

32. The main criterion in awarding preparation grants is the likelihood that the project developed may receive funding. Final project funding may be provided by the STDF or from another funding source, e.g. a bilateral donor. Greater reliance will be placed on the use of PPGs to provide a basis for donor interventions and as a vehicle for mobilizing funds for projects developed by the STDF. To this end, it is worth noting that two projects developed from PPGs are being funded from other sources. Discussions are presently on-going on the funding of an additional 5 PPGs.

33. In the 2008-2009 operating plan, PPG development will be result from:

- Follow-up of the regional consultations planned as part of the co-ordination work;
- Synergy with the Enhanced Integrated Framework;
- Direct requests for PPG funding.

34. One source of potential projects which has not been actively explored to date is specific trade concerns raised in the SPS Committee. In the twelve years between 1995 and the end of 2006, 245 specific trade concerns were raised. Technical assistance may assist, either directly or indirectly, in the resolution of many of these concerns. Several STDF projects already assist countries with compliance issues, either directly or indirectly¹³. Further attention should be given to this linkage as a possible source of project development.

35. From these sources, a total of at least 12 PPGs are expected to be funded: corresponding to 2 PPGs approved at each STDF Working Group meeting in 2008 and 2009.

¹³ Of particular note is project STDF 114 which is assisting compliance with aflatoxin residue limits on the parts of brazil nuts producers and exports in Brazil, Peru and Bolivia.



III. PROJECT FUNDING AND IMPLEMENTATION

36. The Medium Term Strategy agreed that the STDF would continue to fund technical cooperation activities which:

- address underlying issues of SPS capacity building in beneficiary countries (in particular in LDCs or OLIEs, or on a regional basis), ideally through innovative, preventative and / or pilot projects which may be replicated by other donors; and
- which aim to address gaps in SPS information, training materials or which aim to improve co-ordination among SPS technical co-operation providers through collaborative projects.

37. After the second meeting of the STDF Working Group in June 2007, a total of 5 projects had been approved. Two of these projects were approved, but the Secretariat was instructed to match the projects with funding from donors outside the STDF in the first instance. This trend reflects a greater focus in the STDF Working Group on the value added that STDF projects may have over and above existing bilateral or multilateral assistance and the concept that STDF should act as a catalyst to bring additional resources to SPS capacity building, but not just through the STDF.

38. Evaluations of the results of the first STDF projects point to positive outcomes, but also weaknesses in project cycle management. Many of these weaknesses were recognized at the time of the elaboration of the STDF Medium Term Strategy in 2006. One particular issue relates to project oversight and monitoring. This has been strengthened through the signature of framework agreements with the FAO, ITC and the World Bank which allow these organizations to provide oversight services for STDF projects. Additional scrutiny is also being given to the project cycle aspects of the STDF Operational Rules to ensure due diligence in project execution.

39. Predicting the number of projects which will be funded through the STDF is problematic given that the main source of project applications are requests submitted directly to the Secretariat. These applications are of varying quality. In line with the Medium Term Strategy the STDF is operating greater quality control over these applications. The main limiting factor for the Working Group may however be the overall level of funding in the Facility if the target level of US\$5 million is not met.¹⁴ In 2006, a total of 6 projects were funded, with an average size of US\$ 450,000. The operating plan is based on a similar projection of 6 projects per year being funded with the same size average budget.

IV. INFORMATION DISSEMINATION

40. The Medium Term Strategy envisages the STDF acting as a reference point for good practice in the provision and receipt of SPS-related technical co-operation. To realize this role, a key function identified was the dissemination of co-ordination and project work. Key activities were identified as:

- Reporting on the experience gained from the implementation of projects and regional consultations. Independent evaluations of STDF projects have been included as a basic requirement in all project terms of reference. Collation of these results and project documentation is a considerable task, given that 23 projects have been funded since the inception of the STDF. Much greater emphasis will be placed on communicating the results

¹⁴ A fund raising strategy has been implemented to address any potential shortfall and can be found in document STDF 186.



of these projects and their evaluation in the 2008 and 2009 operations. These results may also be issued as publications.

- An important focus of dissemination activities should be through the WTO SPS Committee. To this end, a global event is planned for October 2008 to disseminate the results of the consultations. Additional side events on the margins of the SPS Committee will also be planned to examine particular topics: for example the use of capacity evaluation tools. In addition, partners, donors and observers are invited to organize activities to present the results of joint work under the STDF umbrella. Such events will be accepted if they fit with the role of the STDF as a centre of good practice in SPS-related capacity building.
- An important part of the dissemination strategy will also involve bringing the results of the STDF to the attention of donors. Dissemination of results to donors will also provide an opportunity to implement the funding strategy.
- Dissemination of lessons will also take place in other fora including the annual meetings of partner organizations and observers, for example the OECD Development Assistance Committee.
- The STDF will also disseminate information on projects through the development of training materials and videos.
- Dissemination of a tri-annual newsletter.
- Updating the STDF website.
- Commission and dissemination of an independent review of the STDF by November 2009

V. STDF SECRETARIAT

41. In 2007, the STDF Secretariat staffing was increased with the addition of two new posts. In 2008, a further post is envisaged. This would bring the full staffing strength of the STDF to 4 professional staff and one support staff person. In addition the STDF Secretary would continue to be provided from the WTO regular budget.

42. A further strengthening of the STDF Secretariat is essential if the STDF is to deliver the work plan as set out in this document, in particular in relation to its co-ordination mandate. Additional temporary resources may also be called on in the event of a surge in work. Table 4 overleaf sets out the staffing projection and job functions for Secretariat staff.



Table 4: Overview of Secretariat staffing needs and related costs in 2008-2009¹⁵

Title and Responsibilities	Grade	Annual approximate total cost including salary and benefits
STDF Secretary. Overall programme oversight and day to day management, co-ordination of STDF work with donors, STDF partners, SPS Committee, Aid for Trade, Enhanced Integrated Framework and WTO technical co-operation activities.	Grade 9	Not applicable – funded from WTO regular budget
Economic Affairs Officer. Liaison with Aid for Trade, organization of regional consultations (and commissioning of related research), reporting and dissemination of results. Contact with donors, international organizations and beneficiaries. PPG development from regional consultations.	Grade 8	CHF 186,000
Economic Affairs Officer. Liaison with Enhanced Integrated Framework Secretariat. Participation in EIF missions, including DTIS preparation and update, to provide expert SPS input and advice. Liaison with EIF contact points and in-country donors on PPG development, project funding and implementation.	Grade 8	CHF 186,000
Economic Affairs Officer. Scrutiny of funding applications, project and PPG implementation (including contracting projects, agreeing project terms of reference, verifying project implementation), dissemination of project information. Preparation of STDF Working Group and Policy Committee meetings.	Grade 7	CHF 136,000
Economic Affairs Officer¹⁶. Support to Aid for Trade, EIF activities and regional consultations, reporting and dissemination of results. Collection of training materials, update of STDF website, update documents for the SPS Committee, compilation and update of WTO/OECD Trade Capacity Building Database, technical co-operation compendium	Grade 7	CHF 136,000
Administrative assistant. Full-time administrative support to the work of the Secretariat.		CHF 100,000
Total approximate cost		CHF 744,000 US\$ 620,000

¹⁵ This information included in this table is an approximate projection of the cost. The actual cost will depend on the individual circumstances of the staff member, including place of recruitment, dependents etc.

¹⁶ This post is currently funded 50 per cent from the STDF Trust Fund and 50 per cent from the Doha Development Agenda Global Trust Fund. Given the volume of work it is recommended that this post be 100 per cent devoted to STDF activities in 2008 and beyond.



VI. BUDGET PREDICTIONS

43. Table 5 overleaf sets out an indicative budget for the STDF in 2008-2009 totalling \$9.78 million. Activities have been based on an approximate overall level of funding of US\$5 million per year and a fund raising strategy has been implemented to achieve this target.¹⁷ In the event of any shortfall in the total amount of funding received, some activities may be scaled back or dropped from the 2008-09 work plan. In practical terms, any scaling back will be felt most in the ability of the STDF Working Group to approve requests for project funding.

44. Expenditure related to project development and project funding would be subject to approval by the STDF Working Group on the basis of requests for funding – with the exception of participation in EIF missions. Other elements of the work plan would be implemented on the basis of approval by the Working Group and Policy Committee of the 2008-2009 Operating Plan (in particular, co-ordination, dissemination and, staffing).

¹⁷ STDF 186 contains information on the fundraising strategy.



Standards and Trade Development Facility

Table 5: Budget prediction for the STDF 2008-2009

Task	2008			2009			Total		
	Item	Amount	Number	Sub-total	Amount	Number		Sub-total	
Co-ordination	Promoting good practice				Promoting good practice				
	Workshop on capacity evaluation tools	100,000	1	100,000	Workshop	100,000	1	100,000	200,000
	Workshop on good practice	100,000	1	100,000	Workshop	100,000	1	100,000	200,000
	Regional consultations				Regional consultations				
	UEMOA + Mauritania		0.5	200,000	UEMOA + Mauritania		0.5	200,000	400,000
	ANDEAN COMMUNITY		0.5	120,000	ANDEAN COMMUNITY		0.5	120,000	240,000
	SAARC sub-group		0.5	175,000	SAARC sub-group		0.5	175,000	350,000
			sub-total	695,000			sub-total	695,000	1,390,000
Project development	Project Preparation Grants	30,000	6	180,000	Project Preparation Grants	30,000	6	180,000	
	Participation in EIF missions	7,500	5	35,000	Participation in EIF missions	7,500	5	35,000	
				sub-total	215,000			sub-total	215,000
Project funding	Projects	450,000	6	2,700,000	Projects	450,000	6	2,700,000	5,400,000
Dissemination	Participation in meetings of partners and observers	4,000	10	40,000	Participation in meetings of partners and observers	4,000	10	40,000	
	Meetings with donors	2,000	4	8,000	Meetings with donors	2,000	4	8,000	
	Development of training DVD	40,000	1	40,000	Development of training DVE	40,000	1	40,000	
					External evaluation of STDF	20,000	1	20,000	
				sub-total	88,000			sub-total	108,000
Staffing	Four professional posts	see table 4			Four professional posts	see table 4			
	One administrator			620,000	One administrator			620,000	1,240,000
Sub-total				4,318,000				4,338,000	
Administrative overhead	WTO overhead costs for programme implementation	13%		561,340		13%		563,940	1,125,280
Total				4,879,340				4,901,940	9,781,280



ANNEX I STDF MEETING DATES 2008¹⁸

MARCH-APRIL (GENEVA)

25 January	Deadline for submission of proposals
15 February	Deadline for circulation of projects by STDF Secretary
7 March	Deadline for circulation of overview of project implementation and meeting other documentation + submission of comments by partners on proposals within their areas of expertise
31 March	STDF SPS capacity evaluation tools meeting
4 April	STDF Working Group meeting

JUNE (GENEVA)

25 April	Deadline for submission of proposals
16 May	Deadline for circulation of projects by STDF Secretary
6 June	Deadline for circulation of overview of project implementation and meeting other documentation + submission of comments by partners on proposals within their areas of expertise
27 June 2007	STDF Working Group meeting

OCTOBER (GENEVA)

2 September 2007	Deadline for submission of proposals
23 September 2007	Deadline for circulation of projects by STDF Secretary
8 October 2007	Deadline for circulation of overview of project implementation by STDF Secretary + submission of comments by partners on proposals within their areas of expertise
13 October	STDF workshop on good practice
17 October	STDF Working Group meeting

DECEMBER (to be confirmed)

16 November	Deadline for circulation of documents to the Policy Committee
7 December	Policy Committee meeting

¹⁸ Unlike deadlines for submission of projects which are final, dates of future STDF Working Group meetings are tentative and subject to confirmation prior to each meeting.