

Note to the Secretary-General

Trust Fund for Special Projects of the Secretary-General

Secretary-General's papers project

As discussed, please find below the estimated budget for the Secretary-General's papers project:

Fee for outside vendor to scan documents (from 10-year mandate of the SG)	\$120,000.00
Salary of two General Service staff: One for 4 months. (part-time basis) ¹ ; another for 2 mos. ²	20,032.00
Fee for outside vendor to digitize videotapes ³	10,000.00
Programme support costs (13%)	<u>19,504.16</u>
Total	\$169,536.16

Secretary-General's Advisory Board on Water and Sanitation

You had also mentioned that you wished to allocate \$150,000 to support the work of the Secretary-General's Advisory Board on Water and Sanitation, through DESA. The total cost, including programme support costs, would be \$169,500.

Please note that as at 30 June 2006, a balance in the amount of \$456,096.77 remains in the Trust Fund.

I would like to request your approval to fund the above two projects from the Trust Fund for Special Projects of the Secretary-General.

Thank you.

Alicia Barcena
29 September 2006

Approved.

3/10/06

¹ Purpose: to sort through papers in the Secretary-General's front office

² Purpose: to assist Archives in preparing the documents for scanning

³ This figure is a rough estimate. Actual cost may be lower depending on how much can be done in-house