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### Economic Commission for Europe

#### Conference of the Parties to the Convention on the Transboundary Effects of Industrial Accidents

##### Seventh meeting

Stockholm, 14–16 November 2012

Item 6 of the provisional agenda

##### Use of financial resources in 2011–2012

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#### Note by the secretariat

##### *Summary*

The present document identifies contributions made by countries and organizations to the trust fund under the Convention on the Transboundary Effects of Industrial Accidents in 2011 and 2012. It also details the expenditure from the trust funds on activities foreseen in the adopted workplan for the same period, and identifies the important related in-kind contributions made by countries and organizations.

The document is being submitted to the Conference of the Parties to the Convention for its consideration, per the request of the Conference of the Parties at its sixth meeting (ECE/CP.TEIA/22, para. 76 (b) and (d)).

1. At its sixth meeting (The Hague, 8–10 November 2010), the Conference of the Parties to the Convention on the Transboundary Effects of Industrial Accidents accepted the budget for the 2011–2012 workplan and requested the secretariat to manage the voluntarily contributions provided for implementation of the workplan (ECE/CP.TEIA/22, para. 76 (b)). It also requested the secretariat to report back on the use of resources for the period 2011–2012 and to include in its report a comparison between planned and actual expenditures (*ibid.*, para. 76 (d)).

2. This document contains information on the use of financial resources and in-kind contributions under the Convention. It also lists all those Parties, other member States of the United Nations Economic Commission for Europe (ECE) and international organizations that provided financial or in-kind contributions for the implementation of the Convention's activities in the period 2011–2012.

3. In the biennium 2011–2012 a total of US\$ 877,334 in financial contributions was made to the Convention trust funds by Parties, or was expected to be made (see table 1 below).<sup>1</sup>

Table 1  
**Financial contributions to Convention trust funds and in-kind contributions in the 2011–2012 biennium (as at 31 July 2012, including pledged amounts due in 2012)**

(in United States dollars)

<i>Party/country</i>	<i>Financial contributions</i>	<i>Approximate value of main in-kind contributions</i>
Austria	5 333	
Czech Republic	10 000	
Germany <sup>a</sup>	198 261	129 500
Italy	137 447	
Netherlands <sup>b</sup>	132 505	
Norway	51 950	
Poland	-	32 000
Sweden	-	60 000
Switzerland	154 697	24 000
European Union <sup>c</sup>	80 836	
Environment and Security Initiative (funds from Finland and Austria)	95 570	112 000

<sup>a</sup> Financial contributions include €6,000 (calculated as approximately \$7,500) invoiced in August 2012.

<sup>b</sup> Financial contributions include €40,000 (calculated as approximately \$50,200) pledged for the second half of 2012.

<sup>c</sup> Financial contributions include €35,000 (calculated as approximately \$43,900) pledged for the second half of 2012.

<sup>1</sup> Industrial Accidents Convention Project (Project ID No: E106-ECE-EV-102) and Industrial Accidents and Security (Project ID No: E191-ECE-EV-102).

4. In-kind contributions from the Parties and other stakeholders, by providing expertise or direct financing for the organization of different meetings and events under the Convention, were also provided during the biennium 2011–2012, totalling approximately \$446,500 in value. The main in-kind contributors, at levels exceeding \$20,000 (1 per cent of the predicted budget), are Germany, Poland, Sweden, Switzerland and the Environment and Security Initiative (funds from Finland) (see table 1). The following organizations and firms also provided inputs, notably by offering expertise: Det Norske Veritas (DNV) Energy (Belgium); the European Federation of Chemical Engineering; the European Process Safety Centre; GCE Group (Russian Federation); and Prevention Management International BVBA.<sup>2</sup>

5. Of particular importance was the provision by Germany from November 2011 of an associate expert with associated funding of approximately US\$ 145,000 per annum.<sup>3</sup> The associate expert is funded by Germany for an initial period of two years and may be extended by either six months or a year provided that funding from the Convention would be assured for an equivalent period.

6. In addition, the following countries were beneficiaries of the Assistance Programme while at the same time contributing in-kind to activities: Croatia, Kyrgyzstan, the Republic of Moldova, Serbia, Tajikistan, Ukraine and Uzbekistan.<sup>4</sup>

7. In addition, members of the Bureau and the Working Group on Implementation made significant in-kind contributions through their work for the Convention, both in meetings of the two bodies and through raising awareness of the Convention at various events.

8. The balance of the trust funds under the Convention (at December 2010, December 2011 and July 2012), as well as projections (to December 2012), are presented in table 2 (below). It may be observed that cash contributions in 2012 were significantly lower than in 2011 and that the balance in the trust funds has declined slightly in the biennium.

Table 2

**Balance of the Convention trust funds and projections (as at 31 July 2012)**

(in United States dollars)

<i>Period</i>	<i>Total contributions<sup>a</sup></i>	<i>Total expenditures</i>	<i>Balance</i>
Balance 31 December 2010			728 538
January–December 2011	547 530	523 162	752 906
January–July 2012	228 204	166 385	814 724
August–December 2012 ( <i>projection</i> )	101 600	215 000	701 324
<b>Total</b>	<b>877 334</b>	<b>904 547</b>	

<sup>a</sup> Total contributions, including interest.

<sup>2</sup> Mention of any commercial firm in this document does not imply endorsement by the United Nations.

<sup>3</sup> Funding of the associate expert is neither in kind nor through the Convention's trust funds and so has not been included elsewhere in this report.

<sup>4</sup> Romania also participated in and contributed to activities under the Assistance Programme, but not as a beneficiary country.

9. Table 3 below presents a summary comparison of planned and actual expenditure. The details on expenditures, including a comparison between planned and actual expenditures are contained in table 4. The expenditures are presented in terms of payments made directly from the trust fund,<sup>5</sup> as well as payments covered through in-kind contributions, where the latter were also translated into United States dollars.<sup>6</sup> Table 3 also details projections on expenditures for meetings to be held between August and December 2012.

10. A number of planned activities were not expected to be completed in the biennium. For the involvement of Parties and other stakeholders, no expenditure was necessary on working visits or high-level meetings to Parties, nor on working visits to other stakeholders. These include two workshops for the exchange of information — on sharing good practices for increasing public involvement in national work on industrial safety; and on exchange of experience in preparedness and response — for which no lead country was identified and for which insufficient funds were available in the trust funds.<sup>7</sup> For the area of work on financing, no expenditure was necessary on donor meetings or bilateral visits. No meetings were held to review progress achieved with the Assistance Programme, largely because beneficiary countries were still developing the self-evaluations and action plans.

Table 3  
**Summary comparison of planned and actual expenditure (to 31 December 2012)**

(in United States dollars)

<i>Area of work</i>	<i>Planned budget</i>	<i>Projected expenditures</i>	<i>Estimated value of in-kind contributions</i>
I. Core activities of the Convention	540 000	175 042	185 000
II. Assistance activities of the Convention	700 000	408 860	261 500
III. Other secretariat activities	710 000	320 645	–
<b>Total (all activities and staff)</b>	<b>1 950 000</b>	<b>904 547</b>	<b>446 500</b>

11. Under the Assistance Programme itself, the planned project on improvement of the legal basis for Georgia was not implemented at the request of the beneficiary country. Two advisory missions were not necessary. Finally, no expenditure on an extrabudgetary general service staff member for the Assistance Programme was possible because of the lack of funds.

12. The planned budget for the biennium was \$1,950,000, whereas projected expenditures and in-kind contributions totalled \$1,351,047. The budget was developed in the expectation that lead countries would be found for all activities and, more importantly, that sufficient funds and in-kind contributions would be made. Neither of these two conditions was satisfied in the biennium.

<sup>5</sup> The figures reflect the status of the trust fund as at 31 July 2012.

<sup>6</sup> The following assumptions for costs reflected in United States dollars were made: (a) hosting a Conference of the Parties: \$50,000; (b) hosting a workshop: \$30,000; (c) hosting a joint meeting of the Bureau and Working Group on Implementation: \$7,500; (d) hosting a meeting of the Bureau or Working Group: \$5,000; (e) hosting a task force meeting: \$2,500; (f) expertise when supporting Assistance Programme activities: \$2,000; and (g) travel of experts: \$1,000.

<sup>7</sup> The seminar being held within the seventh meeting of the Conference of the Parties might be considered as satisfying the expectation of the second workshop listed; the seminar was funded in-kind by Sweden.

13. Expenditure from the trust funds exceeded income, resulting in a reduced balance at the end of the biennium (down from \$728,538 to \$701,324); income has declined and the agreed new extrabudgetary staff member was expected to begin work soon. These factors together indicated that the expenditure was not sustainable at the current level of contributions.

Table 4  
**Details of expenditures for 2011–2012**

<i>Area of work</i>	<i>Planned workplan</i>		<i>Implemented workplan (including also projections for activities between August-December 2012)</i>			
	<i>Planned activities</i>	<i>Planned budget</i>	<i>Implemented activities (nature of expenditure)</i>	<i>Expenditures</i>	<i>In-kind contributions received</i>	<i>Estimated value in-kind contributions</i>
<b>I. Core activities of the Convention</b>						
Involvement of Parties and other stakeholders	Targeted communication (newsletter, press release, leaflet, website, participation in forums)	15 000	The following communication activities were carried out:			
			1. European Union-funded Programme for Prevention, Preparedness and Response to Natural and Man-made Disasters meeting (Brussels, 9–10 June 2011).			
			2. Wilton Park Conference on Environmental Emergencies (Montreux, Switzerland, 14 September 2011).			
			3. OECD Workshop on Natural-hazard Triggered Technological Accidents (Natech) Risk Management (Dresden, Germany, 23–25 May 2012).			
			(Travel and subsistence for the participation of secretariat staff in the three events.)	5 685		
			4. Workshop on Cross-border Exposure Characterisation for Risk Assessment of Chemical Incidents (Warsaw, 4–5 April 2012) (travel and subsistence for the member of the Working Group on Implementation representing the Republic of Moldova, as decided by the Bureau).	1 398		
			5. Translations between English and Russian.	5 085		
			6. Twentieth anniversary publication (institutional contract).	26 454		

<i>Area of work</i>	<i>Planned workplan</i>		<i>Implemented workplan (including also projections for activities between August-December 2012)</i>			<i>Estimated value in-kind contributions</i>
	<i>Planned activities</i>	<i>Planned budget</i>	<i>Implemented activities (nature of expenditure)</i>	<i>Expenditures</i>	<i>In-kind contributions received</i>	
	Working visits and high-level meetings to Parties	9 000		–		
	Working visits to other stakeholders	6 000		–		
<b>Subtotal</b>		<b>30 000</b>		<b>38 621</b>		
Exchange of information	Workshop on sharing good practices for improving cost-effectiveness for major accident prevention policies	50 000	Workshop on cost-effectiveness for major accident prevention (Warsaw, 12 October 2011) (travel and subsistence for eight participants and experts, plus half of travel and subsistence for one secretariat staff, as back to back with meeting of the EU Committee of Competent Authorities).	11 961	Poland hosted the meeting. The European Commission provided interpretation.	30 000
	Workshop on sharing good practices for increasing public involvement in national work on industrial safety	50 000	Not implemented.	–		
	Exchange of experience in preparedness and response	15 000	Not implemented.	–		
<b>Subtotal</b>		<b>115 000</b>		<b>11 961</b>		<b>30 000</b>
Strategic partnerships	Workshop with Water Convention to discuss the progress achieved in prevention of accidental water pollution 25 years after the Schweizerhalle accident	50 000	Seminar on the occasion of the twenty-fifth anniversary of the Sandoz accident (Bonn, Germany, 8–9 November 2011).	–	Germany hosted the meeting. Germany provided financial support to eligible participants.	50 000
	Meeting with partner organizations to coordinate joint activities	20 000	The following meetings were held with partner organizations:			

Area of work	Planned workplan		Implemented workplan (including also projections for activities between August-December 2012)			
	Planned activities	Planned budget	Implemented activities (nature of expenditure)	Expenditures	In-kind contributions received	Estimated value in-kind contributions
			1. Two meetings of the Joint Ad Hoc Expert Group on Water and Industrial Accidents (Joint Expert Group) for the elaboration of guidelines and good practices for crisis management on transboundary waters (Geneva, 31 May 2011 and 10 October 2011) (travel and subsistence for two and four experts, respectively).	10 977		
			2. Consultancy in support of the Joint Expert Group for the elaboration of guidelines and good practices for crisis management on transboundary waters (funds not yet disbursed).	18 419		
			3. Meetings of the OECD Working Group on Chemical Accidents (Paris, 5–7 October 2011), and the EU Committee of Competent Authorities (Warsaw, 12 October 2011) (travel and subsistence for one secretariat staff).	2 399		
			4. UNEP/OCHA workshop on framework for environmental emergency response and preparedness (Geneva, 30–31 May 2012).	–		
			5. Report for step 1 on the Protocol on Civil Liability and Compensation for Damage Caused by the Transboundary Effects of Industrial Accidents on Transboundary Waters.		Consultancy through the regular budget of the United Nations	17 500
			6. Kick-off meeting with UNEP/OCHA for development of an online training course, (Geneva, 20 June 2012) (travel and subsistence for one expert).	1 209		
			7. Expert review meeting with UNEP/OCHA for development of an online training course, (Geneva, 29 August 2012) (travel and subsistence for two experts).	2 000 (projection)		



Area of work	Planned workplan		Implemented workplan (including also projections for activities between August-December 2012)			Estimated value in-kind contributions
	Planned activities	Planned budget	Implemented activities (nature of expenditure)	Expenditures	In-kind contributions received	
			8. Meeting of the EU Committee of Competent Authorities (Cyprus, 24–26 September 2012) (travel and subsistence for one secretariat staff).	2 000 (projection)		
			9. Annual meetings of the UNEP Expert Working Group related to the Flexible Framework Initiative for Addressing Chemical Accident Prevention and Preparedness (Paris, 15–16 October 2012) and of the OECD Working Group on Chemical Accidents (Paris, 17–19 October 2012) (travel and subsistence for one secretariat staff).	2 000 (projection)		
			10. A further meeting of the Joint Expert Group for the elaboration of a checklist or methodology for harmonized contingency planning for accidents with potential impacts on transboundary watercourses.	6 000 (projection)		
	<b>Subtotal</b>	<b>70 000</b>		<b>44 004</b>		<b>67 500</b>
Financing	Meetings to establish financing mechanism	10 000	Two task force meetings (Geneva, 22 March 2011 and 10 January 2012) (travel and subsistence for one member of Working Group on Implementation).	2 828	Meetings in Geneva	5 000
	Donor meetings	10 000	Not implemented.	–		
	Bilateral visits	15 000	Not implemented.	–		
	<b>Subtotal</b>	<b>35 000</b>		<b>2 828</b>		<b>5 000</b>
Other activities	Seventh meeting of the Conference of the Parties	80 000	Seventh meeting of the Conference of the Parties, (Stockholm, 14–16 November 2012) (travel and subsistence, primarily for participants).	30 000 (projection)	Sweden will be the host country	50 000 (projection)

<i>Area of work</i>	<i>Planned workplan</i>		<i>Implemented workplan (including also projections for activities between August-December 2012)</i>		
	<i>Planned activities</i>	<i>Planned budget</i>	<i>Implemented activities (nature of expenditure)</i>	<i>Expenditures</i>	<i>In-kind contributions received</i>
Meetings of the Bureau	75 000	The following meetings were held:			
		1. Two joint meetings of the Bureau and Working Group on Implementation (Geneva, 20–21 January 2011 and 30 June 2011) (travel and subsistence for four members).	14 804	Meetings in Geneva	5 000
		2. Joint meeting of the Bureau and Working Group on Implementation (Bonn, Germany, 10–11 November 2011) (travel and subsistence for five members and three secretariat staff (also attending the above-mentioned Sandoz workshop).	9 311	Germany hosted the meeting	7 500
		3. Joint meeting of the Bureau and Working Group on Implementation (Edinburgh, United Kingdom of Great Britain and Northern Ireland, 29 February–1 March 2012) (travel and subsistence for four members and two secretariat staff).	10 671	United Kingdom hosted the meeting	7 500
		4. Meeting of the Bureau (Stockholm, 27–28 June 2012) (travel and subsistence for one member and two secretariat staff).	6 723	Sweden hosted the meeting	5 000
		5. Meeting of the Bureau (Stockholm, 13 November 2012) (any costs included in costs of meeting of the Conference of the Parties).	–	Sweden will host the meeting	5 000
Meetings of the Working Group on Implementation	25 000	Meeting of the Working Group on Implementation (Geneva, 29–30 March 2012) (travel and subsistence for three members)	6 118	Meeting held in Geneva	2 500
Meetings to review progress achieved with the Assistance Programme	60 000	Not implemented.	–		

Area of work	Planned workplan		Implemented workplan (including also projections for activities between August-December 2012)			
	Planned activities	Planned budget	Implemented activities (nature of expenditure)	Expenditures	In-kind contributions received	Estimated value in-kind contributions
	Consultation for points of contact to review effectiveness of the ECE Industrial Accident Notification System	50 000	Implemented through an online consultation process in May and June 2012 (no cost).	–		
	<b>Subtotal</b>	<b>290 000</b>		<b>77 628</b>		<b>82 500</b>
	<b>Subtotal Section I</b>	<b>540 000</b>		<b>175 042</b>		<b>185 000</b>
<b>II. Assistance activities of the Convention</b>						
Assistance Programme	Project on improvement of the legal basis for Georgia	40 000	Not implemented at the request of the beneficiary country.	–		
	On-site inspections for Croatia, Serbia and the former Yugoslav Republic of Macedonia	90 000	The project comprised:	(81 171) <sup>a</sup>		(6 000) <sup>a</sup>
			1. Pre-meeting (Vienna, 9–10 February 2011) (travel and subsistence for two experts and one secretariat staff).	3 076	Norway provided an expert (E+T)	3 000
			2. Joint visit to hazardous industrial site with a visit assessment workshop (Zagreb, 29-31 March 2011) (travel and subsistence for 25 participants, 3 experts and 2 secretariat staff, plus institutional consultancy contract).	70 395	Norway provided an expert (E+T)	3 000
			3. Consultancy (contracts for two experts).	8 904		
	Workshop on indicators and criteria for Assistance Programme beneficiary countries	100 000	The project comprised:	–		(133 500) <sup>a</sup>

Area of work	Planned workplan		Implemented workplan (including also projections for activities between August-December 2012)			
	Planned activities	Planned budget	Implemented activities (nature of expenditure)	Expenditures	In-kind contributions received	Estimated value in-kind contributions
			1. Pre-meeting (Geneva, 23 March 2011).	–	Meeting held in Geneva	2 500
			2. Workshop on the use of indicators and criteria for the implementation of the Strategic Approach (Bratislava, 4–6 May 2011).	–	Finland, through the Environment and Security Initiative and the United Nations Office for Project Services	112 000
			3. Consultancy.	–	Netherlands, Norway, Slovenia, Switzerland, United Kingdom (E+T) and Italy, Serbia (E) provided experts	19 000
Danube Delta project involving the Republic of Moldova, Ukraine and Romania	300 000		The project on hazard and crisis management in the Danube Delta began in December 2010. It is expected to continue until December 2013 or into 2014, with activities in 2011 and 2012 being:	(261 689) <sup>a</sup> (projected)		(41 000) <sup>a</sup> (projected)
			1. Pre-meeting (Bucharest, 7–8 February 2011) (travel and subsistence for four participants and one secretariat staff).	6 048	Germany and the Netherlands provided experts (E+T)	6 000
			2. Kick-off meeting (Kyiv, 11 May 2011) (travel and subsistence for seven participants, one expert and two secretariat staff).	20 869	Germany and the Netherlands provided experts (E+T)	6 000
			3. Workshop on hazard management (Chisinau, 12–13 July 2011) (travel and subsistence for nine participants, four experts and one secretariat staff, plus grant for workshop organization).	50 492	Germany provided experts (E)	4 000
			4. First meeting of the Project Management Group (Berlin, 11 August 2011) (travel and subsistence for six participants, one expert and one secretariat staff).	8 294	Germany hosted the meeting	2 500
			5. Joint visit to oil terminals (Galati, Romania, and Giurgiulesti, Republic of Moldova, 27–30 September 2011) (travel and subsistence for eight participants, five experts and one secretariat staff, plus UNDP for visit	63 176		

Area of work	Planned workplan		Implemented workplan (including also projections for activities between August-December 2012)			
	Planned activities	Planned budget	Implemented activities (nature of expenditure)	Expenditures	In-kind contributions received	Estimated value in-kind contributions
			organization).			
			6. Workshop on crisis management (Chisinau, 13–14 December 2011), plus meeting of the Crisis Management Group (Chisinau, 15 December 2011) (travel and subsistence for eight participants, one expert and two secretariat staff, plus grant for workshop organization).	43 299	Poland (E) and Joint UNEP/OCHA Environment Unit (E+T) provided expert	5 000
			7. Consultancy in support of project implementation (institutional contract).	41 750		
			8. First two meetings of the expert group for the elaboration of safety guidelines for oil terminals (Berlin, 14 March 2012 and Saint Petersburg, Russian Federation, 18 June 2012) (travel and subsistence for two participants and two secretariat staff).	9 761	Germany hosted the first meeting. Commercial firms provided experts. GCE Group (Russian Federation) hosted the meeting. Germany (E+T)	12 000
			9. Second meeting of the Project Management Group (Kyiv, 14 September 2012) (travel and subsistence).	8 000 (projection)		
			10. Joint visit to oil terminals, Ukraine, and table-top exercise on crisis management, are both expected to be postponed to 2013.	–		
			11. Third meeting of the expert group for the elaboration of safety guidelines for oil terminals (Geneva, December 2012) (travel and subsistence for experts).	10 000 (projection)	Meeting held in Geneva. Germany (E+T) and commercial firms provide experts	5 500 (projection)
	Other projects approved by the Bureau and Working Group on Implementation, subject to the availability of human resources	150 000	The Bureau and the Working Group on Implementation approved the following projects:	(66 000) <sup>a</sup> (projected)		(81 000) <sup>a</sup>

Area of work	Planned workplan		Implemented workplan (including also projections for activities between August-December 2012)			
	Planned activities	Planned budget	Implemented activities (nature of expenditure)	Expenditures	In-kind contributions received	Estimated value in-kind contributions
			1. Awareness-raising workshop on the Convention for Turkmenistan, organized jointly with the ECE Convention on Environmental Impact Assessment in a Transboundary Context (Ashgabat, 5–6 June 2011).	–	Italy, the Republic of Moldova and Slovenia provided experts (E). Meeting organized with funds made available through GIZ.	31 000
			2. National training session for Kyrgyzstan and Tajikistan (Bishkek, 22–23 November 2011)	–	Meeting organized from funds made available through GIZ and fund available from Switzerland to Zoï Environment Network	30 000
			3. National training session for Uzbekistan, (Tashkent, 6–7 December 2011).	–	Meeting organized from funds made available through GIZ and funds made available from Switzerland to Zoï Environment Network	20 000
			4. Training of trainers on Investigation and Evaluation of the Condition of Industrial Plants (Yerevan, 29 May–1 June 2012).	–	Project providing assistance to raising knowledge on industrial safety at universities, funded and implemented by Germany	
			5. Second on-site inspection project for Croatia, Serbia and the former Yugoslav Republic of Macedonia, late 2012.	66 000		
	Two advisory missions	20 000	Not implemented.	–		
<b>Subtotal, Section II</b>		<b>700 000</b>		<b>408 860</b>		<b>261 500</b>
<b>III. Other secretariat activities</b>						
	Extrabudgetary professional staff (Assistance Programme)	400 000	Cost of services of Programme Support Officer (January 2011–July 2012)	230 645		

Area of work	Planned workplan		Implemented workplan (including also projections for activities between August-December 2012)		Estimated value in-kind contributions
	Planned activities	Planned budget	Implemented activities (nature of expenditure)	Expenditures	
			Cost of services of Programme Support Officer ( <i>projection August–December 2012</i> )	60 000 ( <i>projection</i> )	
	Extrabudgetary professional staff	240 000	Cost of Environmental Affairs Officers ( <i>projection October–December 2012</i> )	30 000 ( <i>projection</i> )	
	Extrabudgetary General Service staff (Assistance Programme)	70 000	Not implemented due to lack of funds.	–	
<b>Subtotal , Section III</b>		<b>710 000</b>		<b>320 645</b>	<b>-</b>
<b>Total (all activities and staff)</b>		<b>1 950 000</b>		<b>904 547</b>	<b>446 500</b>

*abbreviations:* EU = European Union; GIZ = German International Cooperation Agency; OCHA = United Nations Office for the Coordination of Humanitarian Affairs; OECD = Organization for Economic Cooperation and Development; UNDP = United Nations Development Programme; UNEP = United Nations Environment Programme; E = expert provided in kind; E+T = expert provided in kind, together with their travel and subsistence.

<sup>a</sup> Figures in parentheses represent the total cost for an item or project. The costs for each particular meeting, activity or event within the given project are given separately.