|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBER […Country…]** | **[…Brief description…]** | **Cost (USD) or local currency** | **Comments and observations** |
| **Cost of service by:** |
| **Partner** | **WTO** |
| **1-Institution** |   |   |   | Name of institution |
| **Location** |   |   |   |   |
| **Institution (description)** |   |   |   | Brief description of the institution |
| **Website** |   |   |   |   |
| **Host faculty(ies)**  |   |   |   |   |
| **Existing level of WTO expertise** |   |   |   | University programmes focusing on WTO-related issues |
| **Lecturers available for RTPC** |   |   |   | Faculty members with expertise on WTO-relates issues |
| **Provisional RTPC calendar** |   |   |   | Indicate preferable dates/periods to host the RTPC |
| **2- Infrastructure and training facilities** |   |   |   |   |
| **Training room (including break rooms)** |   |   |   | Provide a description and photographs of the training room(s) |
| **Desktop computers for participants** |   |   |   | Indicate whether you are able to loan laptops to the participants and, if yes, how many |
| **Training material** |   |   |   | List the training material you are able to provide (e.g. laptops, projector, flipcharts, notebooks, pens, bottles of water, etc.)  |
| **High-speed Internet access** |   |   |   |   |
| **Video conference** |   |   |   | Indicate whether video conferencing facilities are available |
| **Setting up and hosting a virtual class form and IT support**  |   |   |   |   |
| **3-Human Resources and management of the RTPC** |   |   |   |   |
| **Academic Coordinator**  |   |   |   | Provide the name and CV of the proposed Academic Coordinator |
| **Administrative and logistical support** |   |   |   | Provide the name and CV of the proposed Administrative and logistical support person |
| **Person responsible for IT support for computers and the virtual classroom (as and when necessary)** |   |   |   | Provide the name and CV for the proposed IT support person |
| **4-Other administrative/logistical matters** |   |   |   |   |
| **(i) Visas** |   |   |   | Indicate if you are able to facilitate visas for participants |
| **(ii) Health and medical care** |   |   |   | Indicate if there are medical facilities on campus or near it and the hotel |
| **(iii) Daily Subsistence Allowance (DSA) disbursement and service charges** |   |   |   | Indicate if you are able to receive financial transfers (and in which currency) and to disburse DSA to participants |
| **5-Accommodation, catering and transport** |   |   |   |   |
| **Participants' accommodation** |   |   |   | Describe accommodation options for the participants (at least 3 options) and the corresponding quotations for 30 participants, single occupancy, with breakfast for 56 nights. |
| **Transport between the airport and the hotel** |   |   |   | Provide quotations for this service, based on 30 participations for one pick up upon arrival and one drop off upon departure. |
| **Daily transport between the hotel and the university** |   |   |   | Provide a description and quotations (at least 3) from transport providers for two daily transfers (hotel-venue-hotel) for 30 participants, 5 days per week (40 days in total) |
| **Lunch at the university** |   |   |   | Provide a description (example menus) and quotations (at least 3) of catering services (lunch) for 30 participants, 5 days per week (40 days in total) |
| **Coffee breaks at the university** |   |   |   | Provide a description (example menus) and quotations (at least 3) of catering services for 2 coffee breaks per day for 30 participants, 5 days per week (40 days in total) |
| **6-Cost breakdown** |   |   |   |   |
| **(i) Management of the RTPC (including DSA )** |   |   |   | This includes cost of the human resources that will manage the RTPC, including the cost for the disbursement of DSA to participants |
| **(ii) Infrastructure and training facilities (estimates based on 30 participants for 40 working days)** |   |   |   |   |
| **(iii) Logistics (catering, local transport)** |   |   |   |   |
| **6.1-Sub-total (excluding accommodation - i+ii+iii)** |  |  |  |   |
| **(iv) Accommodation (estimate based on 30 participants and revised for 56 days)** |   |   |   |   |
| **7-Total (including accommodation - 6.1 + iv)** |  |  |  |  |

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