


MEMO TO: Trustee Walter Heen, Chair
Temporary Commission on Bioprospecting

FROM: Oswald Stender, Member 

DATE: April 12, 2007

SUBJECT: Operating Budget for Temporary Commission on Bioprospecting

In response to the request of the Temporary Commission on Bioprospecting members, I have prepared and attached the budget for the work of the Commission to complete its assignment. I would round-off the total budget at \$150,000.

oks:lad

attachment

PROPOSED OPERATING BUDGET FOR 2007 – 2008
TEMPORARY ADVISORY COMMISSION ON BIOPROSPECTING
April 12, 2007

Travel Budget

Assumptions

- (1) Members – 11, Staff – 4 = 15 people
- (2) Travel to outside islands two times covering five islands
- (3) Airfare @ \$200 each roundtrip
- (4) Hotel @ \$300 per night (one night stay)
- (5) Meals @ \$70 each (one dinner, one breakfast)
- (6) Ground transportation – two vans at \$150 per van per day (one day rental)
- (7) Facilities rental (includes refreshments @ \$1,000 per meeting x 10 meetings)
- (8) Rental equipment (sound and recording systems)
- (9) Staff compensation @ \$100 per day x two days x five trips
- (10) Per diem @ \$40 per day x 11 commissioners x ten days

Summary

(1)	Airfare	\$ 36,000
(2)	Hotel	45,000
(3)	Meals	10,500
(4)	Ground transportation	3,000
(5)	Facilities and refreshments	10,000
(6)	Rental equipment	2,000
(7)	Staff salaries	8,000
(8)	Commissioners' per diem	4,400
(9)	Contingency (10%)	11,190
(10)	Minutes and final report	<u>20,000</u>
	<i>Total</i>	<i>\$150,090 (round off to \$150,000)</i>