

| | | | | |
|-------------------------|--|--|--|--|
| Add more rows as needed | | | | |
|-------------------------|--|--|--|--|

*Salary costs should include salaries for additional staff to be recruited but exclude staff time of existing Secretariat staff (core time), which is outlined below. Travel costs should include a breakdown of flights, accommodation and subsistence. Please contact the Secretariat for guidance on subsistence rates.

8. Core Secretariat support required

| Type | Detailed description | Number of days |
|--------------------|----------------------|----------------|
| IT/database | | |
| Communications | | |
| Meeting Services | | |
| Project management | | |
| Other | | |
| Total | | |

9. Potential partners or funders

Please include a list of all potential partners and funders and their role in this project.

10. Project requirements/Permits/Insurances

Please list any constraints or other considerations e.g. field work permits, CITES permits, welfare concerns, security considerations etc

Please confirm that all relevant insurances are secured.

11. Possible Risks

This should include all possible risks or uncertain factors that might have a negative impact on the project and their possible consequences. Add mitigation options, if possible.