

INAD-578

Strategy Paper For

**THE FIRST EGYPTIAN INTERNATIONAL
CONFERENCE ON PROTECTED AREAS
AND SUSTAINABLE DEVELOPMENT**

**Submitted By
The Academy For Educational Development
GreenCom II Egypt Task Order LAG 2905-807
US Agency for International Development**

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Conference Objectives

- *To influence Egyptian national policy by drawing the attention of Egyptian leaders to the global significance of the protectorates;*
- *To raise awareness on an international and national level of the importance of environmental conservation in Egypt;*
- *To promote ecotourism and sustainable development in Egypt;*
- *To create an opportunity for top environmental scientists from around the world to share knowledge regarding issues of sustainable development;*
- *To generate ideas about conservation management, sustainable development, and ecotourism that may be applicable to Egypt;*
- *To showcase in a national and international arena Egypt's environmental accomplishments and development of protected areas over the past decade;*
- *To highlight and explore the role of international development agencies, donors and conventions in the national conservation plan.*

Background

In honor of the 10-year anniversary of the declaration of the first Biodiversity Convention at the Rio Environmental Summit in 1992 and the World Summit on Sustainable Development in Johannesburg, and to celebrate the 20th anniversary of Egyptian natural protectorates under Law 102, Egypt is planning to host a biodiversity conference focusing on sustainable development in protected areas. Under the auspices of H.E. Suzanne Mubarak, and Minister of State for Environment Affairs H.E. Mamdouh Riad Tadros, renowned scientists from the region and around the world will meet in Egypt to discuss and strategize for the sustainability of protected areas.

Egypt has a multitude of unique ecosystems and natural attractions not found elsewhere in the world, ranging from coral reefs to desert wildlife species. Realizing the importance of these resources for the future sustainable development of Egypt and their significance as part of the global heritage of the world, the Egyptian government has dedicated special attention to their development and management. There are currently 23 protected areas (see Appendix D) in Egypt, covering 91,000 square kilometers, or about 10% of the country's territory.

Both the continuing population growth of the country and the increasing popularity of its coastlines as major tourist attractions propel ongoing development, particularly along the Red Sea and Mediterranean. Protecting the very amenities and resources that draw tourists — and the associated revenue — requires that any development along the coast is carefully managed. To this end, Egypt has shown a keen interest in the ideas of "sustainable development" and "sustainable tourism," especially around protected areas. Through its Nature Conservation Sector (NCS), the Egyptian Environmental Affairs Agency (EEAA) has been active in pursuing the development of protectorates and conservation efforts through environmental Law 4/1994. With thousands of square kilometers of unique coastal and desert areas still almost wholly undeveloped, Egypt is in a position to become an innovator and leader in this field.

Conference Overview

The four-day event in Sharm El Sheikh, South Sinai, will include keynote speakers, workshop/discussion groups, presentations, field trips and site visits. In addition, an exhibition hall will be set up, where the primary actors related to the field of protected areas and sustainable development can showcase their programs and accomplishments. Conference specifics on the following items are found below:

- Locale
- Facilities
- Exhibition
- Presentations
- Participants
- Speakers
- Plenary Sessions
- Field trips
- Preliminary Agenda

Locale

The locale of Sharm El Sheikh was chosen because of the country's focus on coastal ecosystems, its proximity to Ras Mohammed National Park, St. Katherine's National Park and Nabq Protectorate, as well as its selection of world-class facilities — including an international airport — capable of accommodating an international conference. It has a unique natural setting, and is considered to be one of the best diving destinations in the world. Sharm El Sheikh has been designated by UNESCO as a World City of Peace. Security procedures for local and visiting dignitaries are also well-practiced.

Facilities

Four hotels have been chosen to accommodate conference participants and other related guests:

- Movenpick Golf Resort for VIPs and Secretariat Committee
- Pyramisa Hotel for media and organizers
- Savoy Hotel for international participants, speakers, and Secretariat Committee
- Sheraton Hotel for Arab Ministers and entourage, other in-country participants

Exhibition

The Movenpick Golf Resort will host the Exhibition Hall, featuring exhibits on ecotourism, activities of the Egyptian Nature Conservation Sector, activities of donor countries and agencies in Egypt, NGO activities, and environmentally friendly investors. Expected exhibitors include:

- Embassies
- European Union
- USAID, including the Red Sea Sustainable Tourism Initiative (RSSTI) and the Program Support Unit (PSU) of the EEAA
- Green Corner Libraries
- Hotel industry
- Hospitality industry
- International Union for Conservation of Nature and Natural Resource (IUCN)
- United Nations Environmental Program (UNEP)
- NGOs
- Petroleum Industry
- EEAA NCS
- Technology Sector
- Ecotourism Organizations
- Travel Agencies
- World Bank
- AED Egypt

Presentations

As part of the conference, Egypt will present its environmental action plans for two regions: The Mediterranean and the Red Sea coastal areas. Other countries are also invited to present their plans. A committee chaired by Dr. Mohamed Kassar is working out the details of presentations and contacting presenters.

Egypt is also pleased to use the conference as an opportunity to declare a new protectorate, Wadi Gimal, and officially open the new Botanical Gardens exhibit in Sharm El Sheikh.

Awards in recognition of outstanding contributions or service in the field of nature conservation and sustainability may also be presented to certain participants.

Participants

Conference participants are expected to include representatives of international and regional scientific and environmental organizations, program officers and secretariats of international agreements and conventions related to biodiversity and conservation, governmental and non-governmental organizations, funding agencies, donor agencies, research institutions, "green" hospitality industry and tourist organizations.

In addition, a number of prominent international figures, Egyptian dignitaries and experts, technical and development specialists, and other interested parties will be invited. The embassies of Holland, England, Lebanon and Jordan, among others, have promised to send government or private sector support.

Speakers

A number of distinguished experts have been invited to speak at the conference. Confirmed speakers include:

- Dr. Walter Lusigi, Global Environment Facility
- Dr. Parris Dick, Parris Wildlife Consultancy
- Dr. Kenton R. Miller, VP and Chair, World Commission on Protected Areas (WCPA) and World Resources Institute (WRI)
- Dr. Peter Bridgewater, Director, UNESCO Division of Ecological Sciences
- Dr. Nicholas M. Collins, Director, UNEP World Conservation Monitoring Center
- Ms. Beth Burrows Elpern, The Edmonds Institute (NGO)
- Dr. Stefan John Siebert, Regional Coordinator, Sabonet
- Dr. Hamdallah Zedan, Executive Secretary of the Convention on Biological Diversity
- Dr. Helmut Schuhmacher, Institute for Ecology, Hydrobiology Department, Essen University.
- Dr. Nicholas King, Director, Bionet International, The Global Network for Taxonomy
- Dr. Ahmed Hassan, EIA Task Manager, Red Sea Sustainable Tourism Initiative
- Dr. Fritz Hesselink, IUCN commission on Education and Communication
- Dr. Marc Hoekings, Co-Chair, WCPA Management Effectiveness Task Force
- Dr. Adrian Phillips, Vice Chair, IUCN World Heritage
- Dr. Michael Rugiero, Director, Integrated Taxonomic Information System (ITIS), Smithsonian Institution
- Dr. Perot Jean Yves, Coordinator, IUCN Wetlands and Water Resources Programme
- Dr. Alain White, Co Chief, USAID Coastal Resource Management Project, Philippines.

In addition, speakers from Regional Organization for the Conservation of the Environment of the Red Sea and Gulf of Aden (PERSGA), the World Bank, and several other local and international organizations are expected.

Plenary Sessions

The conference will center around discussion groups, or plenary sessions. Scheduled topics include:

- *Current Issues and Trends in Biodiversity Conservation (Including The Ecosystem Approach, The Global Taxonomy Initiative, Invasive Species, Biosafety, Genetic Resources, Local Communities NGOs, Public Awareness, Economic Incentives)*
- *Future Plans for Egyptian Protected Areas (Including Ecotourism Strategies for Protected Areas, Capacity Building and Training Needs, Institutional Development)*
- *The Development of Protected Areas in Egypt (Including Two Decades of Achievements, Mediterranean and Red Sea Protected Areas)*

- Regional Case Studies *(Including: PERSGA, other countries and organizations)*
- Protected Areas and Sustainable Development
- Economics of Protected Areas
- The Role of Donors in Nature Conservation

Field Trips/Site Visits

The last day of the conference is set aside for optional field trips to the newly established Botanical Gardens in Sharm El Sheikh, Ras Mohammed National Park, St. Katherine's National Park, and Nabq Protectorate. Snorkeling and diving excursions can also be arranged for interested participants.

Conference Agenda

The conference is planned to maximize information sharing and interaction among participants, with the agenda divided between periods of presentations, workshops, discussions, and informal opportunities for interacting and learning. The content is still under development, but a detailed provisional conference agenda is attached as Appendix 2. In general, each day has a particular theme, as outlined below.

Day 1

The focus of the first day will be the Egyptian experience, with Egyptian dignitaries opening the conference, and the plenary sessions detailing the country's achievements in regards to nature conservation and protectorates. The protectorates themselves will also be featured. In addition, the Exhibition Hall, including a childrens' presentation by Green Corner Libraries (see Appendix 8), will be officially opened and time set aside for participants to explore the exhibitions.

Day 2

The second day will provide opportunities for other countries and organizations to share their conservation programs in the form of case study presentations. Participants will have a chance to discuss the World Summit on Sustainable Development in Johannesburg. The focus will then shift to exploring current trends in biodiversity and conservation management, including the economics of sustainability, and tools and resources.

Day 3

On the third day, the agenda focuses on the future, with plenary sessions focusing on protected area development and planning needs, specifically for, though not limited to, Egypt. The role of donors in nature conservation will be explored. The afternoon sessions will consist of working groups with the task of brainstorming ideas for the major issues that arise during the conference, and coming up with a series of recommendations for the future. The closing ceremony will occur in the evening.

Day 4

Day 4 will offer a selection of field trips and site visits for the participants. Options include:

- St. Katherine's National Park
- Ras Mohammed National Park
- Nabq Protectorate
- Diving or snorkeling

Funding

This document can be used as a tool for soliciting the cooperation, financial support and in-kind participation of various programs and donor organizations. Among potential funding partners are: USAID, the Environmental Protection Fund, the Ministry of State for Environmental Affairs, the European Union assistance program, foreign embassies and associated programs in Egypt, private investors, and others.

Line Item Budget Description

All budget items will be identified as being funded by one or more of the following:

- Ministry of State of Environmental Affairs (MSEA)
- Environmental Protection Fund (EPF)
- Others: funded by other sources such as international donor organizations, private institutions, conference participants or development organizations.

Accommodation

(Conference participants must be spread out among different hotels due to room availability and cost consideration. All venues are 5-star, except the 4-Star Pyramisa and prices are on a half-board basis)

- | | |
|--------------------------|--|
| 1.1 Movenpick Golf Hotel | Accommodate 50 guests, including VIPs and their entourage, members of the scientific committee |
| 1.2 Savoy Hotel | 150 rooms for participants, speakers, and secretariat committee members |
| 1.3 Sheraton Hotel | 100 rooms for Arab Ministers and their entourage. |
| 1.4 Pyramisa Hotel | 150 rooms for Media and Organizers |

Airline Travel

- | | |
|---------------------------|--|
| 2.1. International Travel | A total of approximately 250 international participants including speakers (around 150 participants and speakers are from the Arab region) are expected, and the associated cost is for their round-trip airfare |
| 2.2. Local Travel | 200 participants from Egypt will need round-trip flights to Sharm el Sheikh |

Transportation

- 3.1. Transportation buses (8) Buses needed to transport guests to and from the airport and hotel, and to and from the conference venue
- 3.2 Limosines (10) Transportation to and from airport, hotel and conference venue for VIPs
- 3.3 Field Trip Buses (6) Buses needed for participants who choose to stay to day four for the field trips, expected to be less than number of total conference participants

Publications

(Note: Most of the publications have been requested by the MSEA. Numbers of copies planned for represents minimum cost-effective print-run or replication value. RSLs = Red Sea Learning Supplement)

- 4.1 RSLs Teacher's Manual, Arabic (500) Prepared for teachers to use as supplement to Egyptian national school curriculum, for distribution at conference
- 4.2 RSLs Teacher's Manual, English (500) Prepared for donors and international community to view work on environmental education.
- 4.3 RSLs CD, Arabic (300) Interactive Teaching tool.
- 4.4 RSLs CD, English (300) Interactive Teaching tool.
- 4.5 RSLs Video, Arabic (300) Interactive Teaching tool.
- 4.6 RSLs Video, English (300) Interactive Teaching tool
- 4.7. Conference Abstract (500) Cost of booklet of summaries of presentations by speakers for conference distribution
- 4.8. Conference Manual (750) A manual containing the full text of the papers presented at the conference, the agenda, contact list, and supporting materials to be distributed at the conference
- 4.9 Conference Announcement (1000) Cost of printing and delivering announcement invitations to conference

- 4.10. Conference Newsletter. English (2000) Cost of print run of special edition of the EEPP newsletter. Eye on Environment. for conference and normal distribution
- 4.11 Conference Newsletter. Arabic (3000) Cost of print run of special edition of the EEPP newsletter. Eye on Environment. for conference and normal distribution
- 4.12 Exhibition Manual and Plan (500) Manual and Plan to guide participants through the 2 kilometers of exhibition grounds. summaries of exhibitors
- 4.13 Protected Areas Info. Leaflets (2000) Cost of printing copies of a "white paper" describing Egyptian Protectorates for distribution
- 4.14 Book on Egypt Biodiversity (1000) Cost of printing for distribution at conference
- 4.15 Book on Nabq Protectorates (500) Cost of reprinting for distribution at conference
- 4.16 Protectorates Brochure (1000) Color brochure explaining Egyptian protectorates for distribution
- 4.17. Wadi Rayan Atlas (500) Reprinting costs for distribution
- 4.18 Wadi Rayan Video (500) Reproduction costs for distribution
- 4.19 Siwa Video (500) Reproduction costs for distribution
- 4.20 Wadi Rayan Map (500) Reprinting costs for distribution
- 4.21 Wetlands Brochure (1000) Reprinting costs for distribution

Printed Materials and Memorabilia

- 5.1 Banners (4) For displaying in town of venue, airport and conference premises
- 5.2 Note Pads and stationary (500) For distribution to participants, public relations
- 5.3 Pens (500) For distribution to participants, public relations
- 5.4 Exhibition Banners (6) For display on exhibition grounds and conference premises

5.5 Thank you cards (1000)	For distribution to participants and other involved parties
5.6 Meet and Assist plaques (8)	For use by greeters at airport and conference
5.7 Mugs (500)	Memorabilia for participants, public relations
5.8 Tshirts (500)	(4 color) Memorabilia for participants, public relations
5.9 Protected Area Calendar (1000)	Memorabilia for participants, public relations
5.10 Name plaques (100)	For VIP tables
5.11 Name tags (500)	For conference participants
5.12 Posters (10000)	Memorabilia for participants, public relations
5.13 Seat tags (500)	For break out groups
5.14 Street Flags (300)	For display in Sharm El Sheikh to draw attention to conference and welcome international visitors
5.15 Participant bags (400)	For participants to carry conference materials, public relations
5.16 VIP leather bags (150)	For VIP participants to carry conference materials, public relations

Media

6.1 Pre-event Press Conference	Cost of venue in Cairo and refreshments, invitations and materials
6.2 Newspaper Advertising (2 ads)	1-2 Page ads in local and international print media announcing conference
6.3 Press Station	Set up area at conference venue with computers, phones, fax for use of press
6.4 Media Kit (50)	For distribution to members of the Press, to include background info on speakers and prominent participants, glossary of terms, breakdown of relevant laws, plus other conference materials

Technical Equipment Rental

7.1 Computers (5)	For use during conference to generate reports of plenary sessions for presentations
7.2 Data Show	Tool for displaying computer-assisted presentations for use during conference
7.3 Screens	Need four: conference held in large room, one for each corner
7.4 Projectors	Need four: conference held in large room, one for each corner
7.5 Fax Machines	For use by organizers and VIPs during conference
7.6 Mobile phones	Rental of mobile phones and lines for organizers before and during conference
7.7 Microphones	For use in main conference arena and in smaller areas for break-out groups
7.8 Printers	For reproduction of notes and ideas generated by plenary sessions
7.9 Photocopiers	For reproduction of meeting notes and recommendations for distribution, and back up
7.10 Sound system	For main conference venue
7.11 Speakers	For main conference venue

Staffing

8.1 Administrative Assistants (12)	Salary plus per diem, assist conference assistants during conference
8.2 Conference Assistants (6)	Assigned to specific categories, supervise administrative assistants
8.3 Ushers (5)	To direct VIPs and other participants to the appropriate seat and venue
8.4 Translators (5)	Provide simultaneous translation during conference, and for discussion groups
8.5 Sound Engineer (2)	For sound system during conference

- 8.6 Technical Engineer (2) To run computer and data show and slide presentations
- 8.7 Meet and Assist Personnel (hotel) (5) To greet and assist conference attendees at their hotels
- 8.8 Meet and Assist Personnel (airport) (5) To greet and direct conference attendees at airport
- 8.9 Conference Organization Company An expert local company contracted for 50 days to be the lead logistical organizer of conference.
- 8.10 Drivers (4) To perform needed errands for organizers during 4 days of conference

Food and Beverage

- 9.1 Coffee Breaks (9) Cost of providing refreshments and service in designated break times during conference
- 9.2 Lunch Breaks 3 days of lunch provision for participants, not included in Full Board accommodation cost
- 9.3. Opening Gala Dinner Special dinner to open event
- 9.4 Closing Gala Dinner Special dinner to close event
- 9.5 Site visits lunch Luncheon provision (bag lunch) at 3 site areas for those on field trips

Exhibition

- Items 10.1 - 10.17 Cost is reflective of the cost of setting up and providing material for each booth in the exhibition. The exhibition venue is being provided at no cost. Many of the materials associated with each booth that is related to a USAID project have already been produced, and should be regarded as "in-kind" costs, and not included in bottom line figures.

Overheads

11.1 Phone calls

Phone bills generated by calls by organizers to confirm reservations, make travel arrangements, etc.

11.2 Faxes

Fax charges generated in process of organizing conference

11.3 Organization transportation

Transportation costs occurred pre-event in the course of organizing, picking up materials, coordinating with officials, etc.

Appendix 1:

Protectorates declared in the framework of Law 102 of 1983

#	Name	Governorate	When declared
1.	Ras Mohammed National Park	South Sinai	1983
2.	Zaranik	North Sinai	1985
3.	Al Ahrash	North Sinai	1985
4.	El Omayed Protectorate	Matrouh	1986
5.	Elba National Park	Red Sea	1986
6.	Saluga and Ghazal Protectorate	Aswan	1986
7.	St. Katherine's National Park	South Sinai	1988
8.	Ashtum El Gamil Protectorate	Port Said	1988
9.	Lake Qarun Protectorate	El Fayoum	1989
10.	Wadi El Rayan Protectorate	El Fayoum	1989
12.	Wadi Alaqi Protectorate	Aswan	1989
13.	Wadi El Assuti Protectorate	Assiut	1989
14.	El Hassana Dome Protectorate	Giza	1989
15.	Petrified Forest Protectorate	Cairo	1989
16.	Sannur Cave Protectorate	Beni Suet	1992
17.	Nabq Protectorate	South Sinai	1992
18.	Abu Galum Protectorate	South Sinai	1992
19.	Faba Protectorate	South Sinai	1998
20.	Lake Burullus Protectorate	Kafir el Sheikh	1998
21.	Red Sea Protectorates	Red Sea	1998
22.	Nile Islands Protectorates	All Nile Governorates	1998
23.	Wadi Digla Protectorate	Cairo	1999

**Appendix 2: Provisional
Conference Agenda**

**Egyptian International Conference on Protected Areas and Sustainable
Development
Sharm El Sheikh, Egypt
23 – 26 October 2002**

Provisional agenda

Day 1: October 23, 2002

From	To	Event	Remarks
9:00	10:00	Registration	A large screen slide show in the background
10:00	11:00	Opening ceremony Chairman of the conference Governor of South Sinai H.E. Minister of State for Environmental Affairs H. E. the First Lady	
11:00	12:00	Plenary: Protected Areas of Egypt	
12:00	1:00	Exhibition opening and coffee	
1:00	3:00	Lunch	
3:00	5:00	Plenary: Protected areas and sustainable development Protected areas as a tool for sustainable development Protected areas as a planning tool Economics of protected areas Ecotourism in protected areas	
5:00	5:30	Coffee break	
5:30	7:30	????	
8:30	10:30	Ceremony dinner	

Day 2: October 24, 2002

From	To	Event	Remarks
9:00	11:00	Plenary: The development of protected areas in Egypt Egypt's achievements over two decades Protected areas of the Red Sea Protected areas of the Mediterranean	
11:00	11:30	Coffee break	
11:30	1:30	Plenary: Case studies from around the region	

		PERSGA MAB Other conservation organisations Other countries	
1:30	3:30	Lunch	
3:30	5:30	Plenary: Current trends and issues in biodiversity conservation The Ecosystem Approach The Global Taxonomy Initiative Invasive species Biosafety	
5:30	6:00	Coffee break	
6:00	8:00	Plenary: Current trends and issues in biodiversity conservation (continued) Genetic resources Local communities and NGOs Public awareness Economic incentives	

Day 3: October 25, 2002

From	To	Event	Remarks
9:00	11:00	Plenary: The future agenda (future plans and needs for protected areas in Egypt) Protected area development and management needs Development of an Ecotourism strategy for protected areas Capacity building and training needs Institutional development	
11:00	11:30	Coffee break	
11:30	1:30	Plenary: The role of donors in nature conservation A multinational perspective A national perspective	This could be shorter give more time to discussion
1:30	3:30	Lunch	
3:30	5:30	Working groups: Discussion of major issues	Break up to max 5 working groups
5:30	6:00	Coffee break	
6:00	7:00	Working groups: Discussion of major issues	
7:00	8:00	Plenary: Presentation of recommendations	

8:00	8:30	Closing ceremony	
9:30	11:00	Dinner	

Day 4: October 26, 2002

From	To	Event	Remarks
9:00	6:00	Optional excursions to visit various protected areas in South Sinai	

Appendix 3: Tasks with Timeline

ID	Task Name	Duration	Start	September 2002				October 2002						
				31-08	17-09	14-09	21-09	28-09	05-10	12-10	19-10	26-10		
1	Scientific Sessions	days 30	Sun 08.09.02											
2	Define Type of Sessions	days 0	Sat 05.10.02											
3	Define Duration of Sessions	days 3	Thu 03.10.02											
4	Divide Sessions	day 1	Thu 10.10.02											
5	Define Topics	days 8	Thu 03.10.02											
6	Allocate Co-Chairs	day 1	Thu 10.10.02											
7	Allocate Content Speakers	days 30	Sun 08.09.02											
8	Prioritize Schedule Speakers	day 1	Thu 10.10.02											
9	Collect Abstracts	days 30	Sun 08.09.02											
10	Collect Papers	days 30	Sun 08.09.02											
11	Plenary Sessions	days 22	Sun 08.09.02											
12	Define Plenary for Sessions	day 1	Sun 08.09.02											
13	Duration of Each Plenary	day 1	Sun 08.09.02											
14	Allocate Chairpersons	day 1	Sun 08.09.02											
15	Allocate Comm. Invited Speakers	days 20	Tue 10.09.02											
16	Prioritize Schedule Speakers	day 1	Tue 11.09.02											
17	Collect Abstracts	days 12	Thu 08.09.02											
18	Collect Papers	days 20	Tue 10.09.02											
19	Accommodation	days 24	Sun 01.09.02											
20	Identify Needs	days 20	Sun 01.09.02											
21	Identify Hotel Options	days 3	Sun 01.09.02											
22	Make Reservations	days 2	Tue 03.09.02											
23	Improve Reservations	days 7	Sun 01.09.02											
24	Finalize Hotel Contract Rates	days 0	Sun 01.09.02											
25	Finalize Hotel Contract Terms	days 2	Sun 01.09.02											
26	Sign Contracts	days 2	Thu 05.09.02											
27	International Travel	days 51	Sun 01.09.02											
28	Identify Needs	days 47	Sun 01.09.02											
29	Identify Options	days 2	Sun 01.09.02											
30	Make Reservations	days 27	Sun 01.09.02											
31	Improve Reservations	days 14	Sun 01.09.02											
32	Finalize Contract Rates	days 0	Sun 01.09.02											
33	Finalize Contract Terms	days 0	Sun 01.09.02											
34	Sign Contracts	days 2	Sun 01.09.02											
35	Local Travel	days 15	Mon 22.09.02											
36	Identify Needs	days 7	Tue 23.09.02											
37	Identify Options	days 2	Tue 23.09.02											
38	Make Reservations	days 7	Tue 23.09.02											
39	Improve Reservations	days 2	Tue 23.09.02											
40	Transportation	days 6	Tue 01.10.02											
41	Identify Needs	days 2	Tue 01.10.02											
42	Identify Options	days 2	Tue 01.10.02											
43	Make Reservations	days 2	Tue 01.10.02											

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ID	Task Name	Duration	Start	September 2002				October 2002					
				31.08	07.09	14.09	21.09	28.09	05.10	12.10	19.10	26.10	
46	Design Rates	days 1	Fri 04.10.02										
47	Sign Contracts	days 2	Sat 05.10.02										
48	Publications	days 37	Sun 01/09/02	[Redacted]									
49	Design Items for Reprinting	days 7	Sun 01.09.02										
50	Design Items for New Printing	days 7	Sun 01.09.02										
51	Design Printhouse	days 37	Sun 01.09.02	[Redacted]									
52	Confirm Pricing	days 2	Sun 01.09.02										
53	Sign Contracts	days 2	Tue 03.09.02										
54	Print	days 30	Mon 09.09.02										
55	Printed Material	days 44	Sun 01.09.02	[Redacted]									
56	Design Products	days 7	Sun 01.09.02										
57	Design Products	days 03	Wed 04.09.02										
58	Print Products	days 07	Wed 12.09.02										
59	Design Printhouse	days 1	Thu 13.09.02										
60	Confirm Pricing	days 1	Thu 03.09.02										
61	Begin Printing	days 15	Fri 04.10.02										
62	Sign Contracts	days 2	Wed 12.10.02										
63	Technical Material	days 29	Sun 01.09.02	[Redacted]									
64	Design Equipment Required	days 7	Sun 01.09.02										
65	Design Technical Requirements	days 02	Wed 12.10.02										
66	Design Materials	days 7	Sun 01.09.02										
67	Design Materials	days 02	Sun 01.09.02										
68	Design Materials	days 02	Sun 01.09.02										
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78	Design Materials	days 02	Sun 01.09.02										
79	Design Materials	days 02	Sun 01.09.02										
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168	Design Materials	days 02	Sun 01.09.02										
169	Design Materials	days 02	Sun 01.09.02										
170	Design Materials	days 02	Sun 01.09.02										
171	Design Materials	days 02	Sun 01.09.02										
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175	Design Materials	days 02	Sun 01.09.02										
176	Design Materials	days 02	Sun 01.09.02										
177	Design Materials	days 02	Sun 01.09.02										
178	Design Materials	days 02	Sun 01.09.02										
179	Design Materials	days 02	Sun 01.09.02										
180	Design Materials	days 02	Sun 01.09.02										

Appendix 4: Estimated Budgets Breakdown

Protected Areas & Sustainable Development Conference
Estimated Conference Budget in USD
23-26 October 2002, Sharm El Sheikh-Egypt

1- Accommodation	Per Person	Total	FUNDING SOURCES			TOTAL IN \$
			MSEA	EPF	Other	
1.1- Movenpick Golf Resort (50 guests)	400	20,000	10,000		10,000	
1.2- Savoy Hotel (150 guests)	320	48,000			12,000	
1.3- Sheraton Hotel (100 guests)	400	40,000	5,000	5,000	30,000	
1.4- Pyramisa Hotel (150 guests)	240	36,000	20,000	16,000		
Total Accommodation						144,000
2- Travel	Per Person	Total				
2.1- International Travel (250 guests)	1,000	250,000	50,000	30,000	170,000	
2.2- Local Travel (200 guests)	100	20,000	5,000	5,000	10,000	
Total Travel						270,000
3- Transportation	Per Day	Total				
3.1- Transportation Buses (8)	200	1,600		1,600		
3.2- Limousines (10)	200	2,000	2,000			
3.3- Field Trips Buses (6)	300	1,800		1,800		
Total Transportation						5,400
4- Publications	Per item	Total				
4.1- RSLs Teacher's Manual (Arabic) (500 copies)	63	31,500			31,500	
4.2- RSLs Teacher's Manual (English) (500 copies)	82	41,000			41,000	
4.3- RSLs CD (Arabic) (300 copies)	4.5	1,350			1,350	
4.4- RSLs CD (English) (300 copies)	4.5	1,350			1,350	
4.5- RSLs Video (Arabic) (300 copies)	4	1,200			1,200	
4.6- RSLs Video (English) (300 copies)	4	1,200			1,200	
4.7- Conference abstract (500 copies)	3.6	1,800			1,800	
4.8- Conference manual (750 copies)	5	3,800			3,800	
4.9- Conference Announcement (1000 copies)	0.28	280			280	
4.10- Newsletter (EPPP) Eng (2000 copies)	0.32	640			640	
4.11- Newsletter (EPPP) Arabic (3000 copies)	0.3	890			890	
4.12- Exhibition Manual & Plan (500 copies)	0.76	380			380	
4.13- Protected Areas Informative Leaflets (2000 copies)	1.1	2,200			2,200	
4.14- Book on Egypt Biodiversity (1000 copies)	12	12,000			12,000	
4.15- Book on Nubq Plants (500 copies)	12	6,000			6,000	
4.16- Protectorates Brochure (1000 copies)	0.64	640			640	
4.17- Wadi Rayan's Atlas (500 copies)	12	6,000			6,000	
4.18- Wadi Rayan Video (500 copies)	4	2,000			2,000	
4.19- Siwa Video (500 copies)	4	2,000			2,000	
4.20- Wadi Rayan Map (1000 copies)	0.64	640			640	
4.21- Wetlands Brochure (1000 copies)	0.64	640			640	
Total Publications						540
5- Printed Materials	Per item	Total				
5.1- Banners (3x4 m) (4)	150	600			600	
5.2- Note pads and Stationary (500)	10	5,000			5,000	
5.3- Pens (500)	2	1,000			1,000	
5.4- Exhibition Banners (6)	100	600			600	
5.5- Thank you cards (1000)	0.5	500			500	
5.6- Meet & assist plaques (8)	5	40			40	
5.7- Mugs (500)	5	2,500			2,500	
5.8- T-shirts (4 colors) (500)	10	5,000			5,000	
5.9- Protected Areas calendar (1000)	2	2,000			2,000	
5.10- Name plaques (100)	5	500			500	
5.11- Name tags (650)	0.1	55			55	
5.12- Posters (1000 x 3 = 3000)	2	6,000			6,000	
5.13- Seat tags (500)	1	500			500	
5.14- Street flags (300)	20	6,000			6,000	
5.15- Participants bags (400)	5	2,000			2,000	
5.16- Leather bags (150)	10	1,500			1,500	
Total Printed Materials						33,795
6- Media	Per Item	Total				
6.1- Pre-Event Press Conference in Cairo	5,000	5,000			5,000	
6.2- Newspaper Advertising (1/2 page x 2)	10,000	20,000			20,000	
6.3- Press Station	1,000	1,000	1,000			
6.4- Media Kit (for 60 persons)	40	2,400	1,000		1,400	
Total Media						28,400
7- Technical Equipment (Rental)	Per Item	Total				
7.1- Computers (5) @ \$20 x 4 days	80	400	200		200	
7.2- Data show (4) @ \$100 x 4 days	400	1,600	800	800		
7.3- Screens (4) @ \$26 x 4 days	104	416	200	200		
7.4- Projectors (4) @ \$20 x 4 days	80	320	140	80	180	
7.5- Fax Machine @ \$20 x 4 days	80	320	40	40		
7.6- Cell Phones (7) @ \$50 x 4 days	140	1,400	450	450		
7.7- Printers (2) @ \$50 x 4 days	40	160	90	70		
7.8- Printers (7) @ \$20 x 4 days	560	2,240	200	200		
7.9- Projectors (2) @ \$100 x 4 days	80	320	100	100		

7- Technical Equipment (Rental) Contd...	Per Items	Totals	FUNDING SOURCES			TOTAL IN \$
			MSEA	EPF	Other	
7.10- Sound system	200	200		200		
7.11- Speakers (a set of 8 x 4 days)	400	400		400		
Total Technical Equipment						7,360
8- Personnel (Salary + Per Diem)	Per Day	Total	MSEA	EPF	Other	
8.1- Admin. Assistance (12 persons x \$25 x 6 days)	300	1,800	1,800			
8.2- Conference Assist. (6 persons x \$50 x 6 days)	300	1,800	1,800			
8.3- Ushers (15 persons x \$20 x 4 days)	300	1,200	1,200			
8.4- Translators (5 persons x \$100 x 5 days)	500	2,000			2,000	
8.5- Sound engineer (2 persons x \$100 x 4 days)	200	800	800			
8.6- Technical engineer (2 persons x \$100 x 4 days)	200	800	800			
8.7- Meet & Assist at Hotels (5 persons x \$20 x 4 days)	100	400	400			
8.8- Meet & Assist at Airport (5 persons x \$20 x 4 days)	100	400	400			
8.9- Conference Captain (Contracted Organization) (50 days)	575	28,750	28,750			
8.10- Drivers for Organizers (4 persons x \$75 x 4 days)	300	1,200			1,200	
Total Personnel						39,150
9- Conference	Per Person	Total	MSEA	EPF	Other	
9.1- Coffee Breaks (3 x 3 days = 9 x 350 persons)	18	6,300	3,300	3,000		
9.2- Lunch Breaks (1 x 3 days = 3 x 450 persons)	45	20,250	5,000		15,250	
9.3- Opening Ceremony Gala Dinner (450 persons)	25	11,250	2,000		9,250	
9.4- Closing Ceremony Gala Dinner (350 persons)	25	8,750			8,750	
9.5- Alternative Visits to protected areas Luncheon	15	5,250	2,250		3,000	
Total Conference						51,000
10- Exhibition						
10.1- European Union		2,000			2,000	
10.2- Green Corner Libranes		15,000			15,000	
10.3- IUCN		2,000			2,000	
10.4- RSSTI		2,000			2,000	
10.5- TDA		2,000			2,000	
10.6- USAID & Partners		2,000			2,000	
10.7- World Bank		2,000			2,000	
10.8- PERSGA		2,000			2,000	
10.9- Egyptian Hotels Association		2,000			2,000	
10.10- Travel Agencies		2,000			2,000	
10.11- Petroleum		2,000			2,000	
10.12- NGOs (5-10 organizations)		2,000			2,000	
10.13- Red Sea Hotels- Best Practices		3,000			3,000	
10.14- Red Sea Exploratorium		2,500			2,500	
10.15- Red Sea Learning Supplement		1,500			1,500	
10.16- Protectorates (Rangers)		5,000			5,000	
10.17- Marine Park Designation		2,000			2,000	
Total Exhibition						51,000
11- Logistical Overhead						
11.1- Phone calls		4,000	2,000		2,000	
11.2- Faxes		1,500	1,000		500	
11.3- Organization Transportation		1,000	500		500	
Total Overheads						6,500
TOTAL FUNDING IN \$			148,930	65,370	504,245	718,545
TOTAL BUDGET IN \$						754,545

Protected Areas & Sustainable Development Conference
Estimated Conference Budget in USD for Internal Use ONLY
23-26 October 2002, Sharm El Sheikh-Egypt

Accommodation	Per Person	Total	FUNDING SOURCES					TOTAL IN \$
			MSEA	EPF	USAID	EU	Other	
- Movenpick Golf Resort (50 guests x 4 nights)	400	20,000	10,000				10,000	
- Savoy Hotel (150 guests x 4 nights)	320	48,000			3,200		44,800	
- Sheraton Hotel (100 guests x 4 nights)	400	40,000	5,000	5,000			30,000	
- Pyramisa Hotel (150 guests x 4 nights)	240	36,000	20,000	16,000				
Total Accommodation								144,000
Travel								
- International Travel (250 guests)	1,000	250,000	50,000	30,000	10,000		160,000	
- Local Travel (200 guests)	100	20,000	5,000	5,000			10,000	
Total Travel								270,000
Transportation								
- Transportation Buses (8)	200	1,600		1,600				
- Limousines (10)	200	2,000	2,000					
- Field Trip Buses (5)	300	1,800		1,800				
Total Transportation								5,400
Publications								
- RSLs Teacher's Manual (Arabic) (500 copies)	63	31,500					31,500	
- RSLs Teacher's Manual (English) (500 copies)	82	41,000					41,000	
- RSLs CD (Arabic) (300 copies)	4.5	1,350			1,350			
- RSLs CD (English) (300 copies)	4.5	1,350			1,350			
- RSLs Video (Arabic) (300 copies)	4	1,200			1,200			
- RSLs Video (English) (300 copies)	4	1,200			1,200			
- Conference abstract (500 copies)	3.6	1,840			1,840			
- Conference manual (750 copies)	5	3,800			3,800			
- Conference Announcement (1000 copies)	0.28	280			280			
- Newsletter (EPPP) Eng (2000 copies)	0.32	640			640			
- Newsletter (EPPP) Arabic (3000 copies)	0.3	880			880			
- Exhibition Manual & Plan (500 copies)	0.78	390			380			
- Protected Areas Informative Leaflets (2000 copies)	1.1	2,200			2,200			
- Book on Egypt Biodiversity (1000 copies)	12	12,000				12,000		
- Book on Napp Plants (500 copies)	12	6,000				6,000		
- Protectorates Brochure (1000 copies)	0.64	640			640			
- Wadi Pagan's Atlas (500 copies)	12	6,000				6,000		
- Wadi Pagan's Video (500 copies)	4	2,000				2,000		
- Sidi Barrani (500 copies)	4	2,000				2,000		
- Wadi Pagan Map (1000 copies)	0.64	640				640		
- Wetlands Brochure (1000 copies)	0.64	640				640		
Total Publications								117,540
Printed Materials								
- Banners (3x4 m - 4)	150	600			600			
- Note pads and Stationery (500)	10	5,000			5,000			
- Pens (500)	2	1,000			1,000			
- Exhibition Banners (6)	100	600			600			
- Thank you cards (1000)	0.5	500			500			
- Meet & assist cards (5)	8	40			40			
- Mugs (500)	5	2,500			2,500			
- T-shirts (4000) (500)	10	5,000			5,000			
- Protected Areas calendar (1000)	2	2,000			2,000			
- Name badges (100)	5	500			500			
- Name tags (50)	1.1	55			55			
- Posters (1000 x 3 = 3000)	2	6,000			6,000			
- Seal maps (500)	1	500			500			
- Street maps (100)	20	2,000			3,000		3,000	
- Participants bags (400)	5	2,000			2,000			
- Placards (150)	10	1,500			1,500			
Total Printed Materials								33,795
Media								
- Pre-Event Press Conference in Cairo	5,000	5,000			5,000			
- News paper Advertising (10 pages x 2)	10,000	20,000			10,000		10,000	
- Press Station	1,000	1,000	1,000					
- Media kit for 50 persons	4	2,000	1,000		1,000			
Total Media								28,000
Technical Equipment (Rental)								
- Computers (5 - \$200 x 4 days)	4	400	200		200			
- Generators (4 - \$300 x 4 days)	4	1,600	300	800				
- Screens (4 - \$250 x 4 days)	4	400	200	200				
- Projectors (2 - \$70 x 4 days)	2	140	140	80	100			
- Sound systems (2 - 4 days)	2	40	40	40				

		FUNDING SOURCES						TOTAL	
- Technical Equipment (Rental) Contd...		Per Item	Totals	MSEA	EPF	USAID	EU	Other	IN \$
5- Cell Phones (7) (\$50 x 4 days)		200	1,400	450	450	500			
7- Microphones (6) (\$50 x 4 days)		200	1,200	900	300				
8- Printers (7) (\$20 x 4 days)		80	560	200	200	160			
9- Photocopiers (2) (\$100 x 4 days)		400	800		300	500			
10- Sound system		200	200		1200				
11- Speakers (a set of 8 x 4 days)		400	400						
Total Technical Equipment					400				
- Personnel (Salary + Per Diem)									7,360
		Per Day							
1- Admin. Assistance (12 persons x \$25 x 6 days)		300	1,800	1,800					
2- Conference Assist. (6 persons x \$50 x 6 days)		300	1,800	1,800					
3- Ushers (15 persons x \$20 x 4 days)		300	1,200	1,200					
4- Translators (5 persons x \$100 x 5 days)		500	2,000						
5- Sound engineer (2 persons x \$100 x 4 days)		200	800	800		2,000			
6- Technical engineer (2 persons x \$100 x 4 days)		200	800	800					
7- Meet & Assist at Hotels (15 persons x \$20 x 4 days)		100	400	400					
8- Meet & Assist at Airport (5 persons x \$20 x 4 days)		100	400	400					
9- Conference Captain (Contracted Company) (50 days)		575	28,750	28,750					
10- Drivers for Organizers (4 persons x \$75 x 4 days)		300	1,200						
Total Personnel						1,200			
- Conference									39,150
		Per Person							
1- Coffee Breaks (3 x 3 days = 9 x 350 persons)		18	6,300	3,300	3,000				
2- Lunch Breaks (1 x 3 days = 3 x 450 persons)		45	20,250	5,000		10,000		5,250	
3- Opening Ceremony Gala Dinner (450 persons)		25	11,250	2,000		5,000		4,250	
4- Closing Ceremony Gala Dinner (350 persons)		25	8,750			5,000		3,750	
5- Alternative Visits to protected areas Luncheon		15	5,250	2,250				3,000	
Total Conference									
- Exhibition									51,800
1- European Union			2,000				2,000		
2- Green Corner Libraries			15,000			1,500		13,500	
3- UCN			2,000					2,000	
4- RSSIT			2,000			2,000			
5- TDA			2,000					2,000	
6- USAID & Partners			2,000					2,000	
7- World Bank			2,000			2,000			
8- PERSGA			2,000					2,000	
9- Egyptian Hotels Association			2,000					2,000	
10- Travel Agencies			2,000					2,000	
11- Petroleum			2,000					2,000	
12- NGOs (5-10 organizations)			2,000					2,000	
13- Red Sea Hotels- Best Practices			2,000			2,000			
14- Red Sea Expedition			3,000			3,000			
15- Red Sea Learning Supplement			2,500			2,500			
16- Protectorates- Rangers			1,500			1,500			
17- Marine Park Organization			5,000			5,000			
Total Exhibition						2,000			
- Logistical Overhead									51,000
1- Printing			4,000	2,000		2,000			
2- Fees			1,500	1,000		500			
3- Organization Transportation			1,000	500					
Total Overheads									
TOTAL FUNDING IN \$				148,930	65,370	124,915	14,000	401,330	6,500
TOTAL BUDGET IN \$									754,545

Protected Areas & Sustainable Development Conference
 Estimated USAID Net Funding in USD for Internal Use ONLY
 23-26 October 2002, Sharm El Sheikh-Egypt

			USAID Funding	USAID In-Kind Contribution	TOTAL IN \$
1- Accommodation					
1.1- Movenpick Golf Resort (50 guests)	Per Person	Total			
1.2- Savoy Hotel (150 guests)	400	20,000			
1.3- Sheraton Hotel (100 guests)	320	48,000	3,200		
1.4- Pyramisa Hotel (150 guests)	400	40,000			
Total Accommodation	240	36,000			
2- Travel					
					144,000
2.1- International Travel (250 guests)	Per Person				
2.2- Local Travel (200 guests)	1,000	250,000	10,000		
Total Travel	100	20,000		2,000	
3- Transportation					
					270,000
3.1- Transportation Buses (8)	Per Day				
3.2- Limousines (10)	200	1,600			
3.3- Field Trips Buses (6)	200	2,000			
Total Transportation	300	1,800			
4- Publications					
					5,400
4.1- RSLs Teacher's Manual (Arabic) (500 copies)	Per item				
4.2- RSLs Teacher's Manual (English) (500 copies)	63	31,500			
4.3- RSLs CD (Arabic) (300 copies)	82	41,000			
4.4- RSLs CD (English) (300 copies)	4.5	1,350	1,350		
4.5- RSLs Video (Arabic) (300 copies)	4.5	1,350	1,350		
4.6- RSLs Video (English) (300 copies)	4	1,200	1,200		
4.7- Conference abstract (500 copies)	4	1,200	1,200		
4.8- Conference manual (750 copies)	3.6	1,840	1,840		
4.9- Conference Announcement (1000 copies)	5	3,800	3,800		
4.10- Newsletter (EEPP) Eng (2000 copies)	0.28	280	280		
4.11- Newsletter (EEPP) Arabic (3000 copies)	0.32	640		640	
4.12- Exhibition Manual & Plan (500 copies)	0.3	880		880	
4.13- Protected Areas Informative Leaflets (2000 copies)	0.76	380	380		
4.14- Book on Egypt Biodiversity (1000 copies)	1.1	2,200	2,200		
4.15- Book on Nabeq Plants (500 copies)	12	12,000			
4.16- Protectorates Brochure (1000 copies)	12	6,000			
4.17- Wadi Rayan's Atlas (500 copies)	0.64	640	640		
4.18- Wadi Rayan Video (500 copies)	12	6,000			
4.19- Sawa Video (500 copies)	4	2,000			
4.20- Wadi Rayan Map (1000 copies)	4	2,000			
4.21- Wetlands Brochure (1000 copies)	0.64	640			
Total Publications	0.64	640			
5- Printed Materials					
					117,540
5.1- Banners (3x4 m) (4)	Per item				
5.2- Note pads and Stationary (500)	150	600	600		
5.3- Pens (500)	10	5,000	5,000		
5.4- Exhibition Banners (6)	2	1,000	1,000		
5.5- Thank you cards (1000)	100	600	600		
5.6- Meet & assist plaques (8)	0.5	500	500		
5.7- Mugs (500)	5	40	40		
5.8- T-shirts (4 colors) (500)	5	2,500	2,500		
5.9- Protected Areas calendar (1000)	10	5,000	5,000		
5.10- Name plaques (100)	2	2,000	2,000		
5.11- Name tags (500)	5	500	500		
5.12- Posters (1000 x 3 = 3000)	0.1	55	55		
5.13- Seat tags (500)	2	6,000	6,000		
5.14- Street tags (300)	1	500	500		
5.15- Participants bags (400)	2	6,000	3,000		
5.16- VIP leather bags (150)	5	2,000	2,000		
Total Printed Materials		16,770	13,370		
6- Media Support					
					33,795
6.1- Pre-Event Press Conference in Cairo	Per Person	Total			
6.2- Newspaper Advertising (1/2 page x 2)	5,000	5,000	5,000		
6.3- Press Station	20,000	20,000	10,000		
6.4- Media kit for 50 persons	200	10,000			
Total Media	25,000	20,000	10,000		

28,000

7- Technical Equipment (Rental)			USAID	USAID In-Kind	TOTAL
	Per Item	Total	Funding	Contribution	IN \$
7.1- Computers (5) (\$20 x 4 days)	80	400	200		
7.2- Data show (4) (\$100 x 4 days)	400	1,600			
7.3- Screens (4) (\$25 x 4 days)	100	400			
7.4- Projectors (4) (\$20 x 4 days)	80	320	100		
7.5- Fax Machine (\$20 x 4 days)	80	80			
7.6- Cell Phones (7) (\$50 x 4 days)	200	1,400	500		
7.7- Microphones (6) (\$50 x 4 days)	200	1200			
7.8- Printers (7) (\$20 x 4 days)	80	560	160		
7.9- Photocopiers (2) (\$100 x 4 days)	400	800	500		
7.10- Sound system	200	200			
7.11- Speakers (a set of 8 x 4 days)	400	400			
Total Technical Equipment					7,360
8- Personnel (Salary + Per Diem)					
	Per Day				
8.1- Admin. Assistance (12 persons x \$25 x 6 days)	300	1,800			
8.2- Conference Assist. (6 persons x \$50 x 6 days)	300	1,800			
8.3- Ushers (15 persons x \$20 x 4 days)	300	1,200			
8.4- Translators (5 persons x \$100 x 5 days)	500	2,000	2,000		
8.5- Sound engineer (2 persons x \$100 x 4 days)	200	800			
8.6- Technical engineer (2 persons x \$100 x 4 days)	200	800			
8.7- Meet & Assist at Hotels (5 persons x \$20 x 4 days)	100	400			
8.8- Meet & Assist at Airport (5 persons x \$20 x 4 days)	100	400			
8.9- Conference Captain (organization) (50 days)	575	28,750			
8.10- Drivers for Organizers (4 persons x \$75 x 4 days)	300	1,200	1,200		
Total Personnel					39,150
9- Conference					
	Per Person				
9.1- Coffee Breaks (3 x 3 days = 9 x 350 persons)	18	6,300			
9.2- Lunch Breaks (1 x 3 days = 3 x 450 persons)	45	20,250	10,000		
9.3- Opening Ceremony Gala Dinner (450 persons)	25	11,250	5,000		
9.4- Closing Ceremony Gala Dinner (350 persons)	25	8,750	5,000		
9.5- Alternative Visits to protected areas Luncheon	15	5,250			
Total Conference					51,800
10- Exhibition					
10.1- European Union		2,000			
10.2- Green Corridor Libraries		15,000	1,500		
10.3- IUCN		2,000			
10.4- RSSTI		2,000			
10.5- TDA		2,000		2,000	
10.6- USAID & Partners		2,000			
10.7- World Bank		2,000		2,000	
10.8- PERSGA		2,000			
10.9- Egyptian Hotels Association		2,000			
10.10- Travel Agencies		2,000			
10.11- Petroleum		2,000			
10.12- NGOs (5-10 organizations)		2,000	2,000		
10.13- Red Sea Hotels- Best Practices		3,000			
10.14- Red Sea Exploratorium		2,500		3,000	
10.15- Red Sea Learning Supplement		1,500		2,500	
10.16- Protectorates (Rangers)		5,000		1,500	
10.17- Marine Park Designation		2,000		5,000	
Total Exhibition					2,000
11- Logistical Overhead					
11.1- Phone calls					
11.2- Faxes		4,000	1,000	1,000	
11.3- Organization Transportation		1,500	500		
Total Overheads					5,500
TOTAL USAID FUNDING IN \$			104,395	22,520	
TOTAL IN \$					754,545

Appendix 5: Sample Invitation Letters

10/0001/2002

Cairo, August 12th, 2002

Dear Sir,

It is my pleasure to inform you that on the occasion of celebrating ten years on the declaration of the Biodiversity Convention in 1992, 20 years on the promulgation of Law 102 for Natural Protectorates in Egypt, and in light of the up-coming World Summit on Sustainable Development to be held in Johannesburg 2002, the Ministry of State for Environmental Affairs (MSEA) is organizing the "First Egyptian International Conference on Protected Areas and Sustainable Development" under the auspices and with the participation of the First Lady of Egypt, Mrs. Suzane Mubarak.

This event will address issues of global concern that are related to the conservation of Biodiversity and protected areas as sustainable development tools, protected areas development and management needs, eco-tourism, economics of protected areas and the standing of international conventions. An exhibition will be held in parallel with the conference.

Egypt will present its plans of actions for two eco-geographic regions: the Mediterranean and the Red Sea Coastal littorals. Other countries are also invited to present their plans.

The conference will be during the period October 23-26, 2002 in Sharm El Sheikh, the City of Peace, South Sinai. The conference will be attended by large number of international relevant organizations and institutions, renowned experts, bilateral and multilateral donor institutions, as well as the secretariat of regional and international agreements and conventions in the field of Nature Conservation.

It is our pleasure to invite you to participate in this conference and give a brief overview on the main initiatives of your esteemed organization. In addition, we would be interested if representatives from your organization would participate in the activities of the conference and the exhibition.

Looking forward to meeting you in October.

Sincerely,

Dr. Mamdouh Riad

Minister of State for Environmental Affairs

Prof. Dr. M. Kassas

Chairman of the Scientific Committee

Dr. Omayma Kamel
Egypt

Handwritten signature

Cairo, August , 2002

Dear Sir,

It is my pleasure to inform you that on the occasion of celebrating 10 years on the declaration of the Biodiversity Convention, 20 years on the establishment of the first protected area in Egypt in Sharm El-Sheikh, and in light of the up-coming World Summit on Sustainable Development to be held in Johannesburg, 2002, the Ministry of State for Environmental Affairs in Egypt is organizing the "First Egyptian International Conference on Protected Areas and Sustainable Development" under the auspices and with the participation of the First Lady of Egypt, Mrs. Suzanne Mubarak.

This event will address issues of global concern that are related to the conservation of biodiversity, protected areas as a sustainable development tool, protected areas development and management needs, eco-tourism, economics of protected areas and the standing of international conventions. An exhibition will be held in parallel with the conference.

Egypt will present during this conference its plans of action for two eco-geographic regions: the Mediterranean and the Red Sea Coastal Region. Other countries are also invited to present their plans.

The conference, which will be held from October 23-26, 2002, in Sharm El-Sheikh, the City of Peace, in South Sinai, will be attended by a large number of international organizations and institutions, renowned experts, bilateral and multilateral donor institutions, as well as the secretariat of regional and international agreements and conventions in the field of Nature Conservation.

It gives me great pleasure to extend to your good self an invitation to attend this conference, as we are sure of the valuable contribution of your presence. Please attach for your consideration the announcement of this conference.

Looking forward to meeting you in October, please accept my sincere regards.

Sincerely yours,

Dr. Mamdouh Riad

Minister of State for Environmental Affairs

Prof. Dr. M. Kassas

Chairman of the Scientific Committee

Ambassador
M. M. M.

H.E. Mr. Xie Zhen Hua
Minister of Land & Resources
China

Cairo, August 18th, 2002

Your Excellency,

It is my pleasure to inform you that on the occasion of celebrating ten years on the declaration of the Biodiversity Convention in 1992, 20 years on the promulgation of Law 102 for Natural Protectorates in Egypt, and in light of the up-coming World Summit on Sustainable Development to be held in Johannesburg 2002, the Ministry of State for Environmental Affairs (MSEA) is organizing the "First Egyptian International Conference on Protected Areas and Sustainable Development" under the auspices and with the participation of the First Lady of Egypt, Mrs. Suzanne Mubarak.

This event will address issues of global concern that are related to the conservation of Biodiversity and protected areas as sustainable development tools, protected areas development and management needs, eco-tourism, economics of protected areas and the standing of international conventions. An exhibition will be held in parallel with the conference.

Egypt will present its plans of actions for two eco-geographic regions: the Mediterranean and the Red Sea Coastal littorals. Other countries are also invited to present their plans.

The conference which will be held during the period October 23-26, 2002 in Sharm El Sheikh, the City of Peace, South Sinai, will be attended by a large number of international relevant organizations and institutions, renowned experts, bilateral and multilateral donor institutions, as well as the secretariats of regional and international agreements and conventions in the field of nature conservation.

I would like to take this opportunity to kindly invite Your Excellency to attend the inaugural session. Moreover, your assistance in promoting the conference among interested parties in your country such as: concerned universities, national and international organizations, research centers and NGOs operate in the same field will be much appreciated. I attach for your kind consideration the announcement of the conference.

Accept, Your Excellency, the assurances of my highest consideration.

10002

Mr. Darren Schemmer
Counselor (Development)
Embassy of Canada

Cairo, July 20, 2002

Dear Sir / Madam,

It is my pleasure to inform you that on the occasion of celebrating ten years on the declaration of the Biodiversity Convention in 1992, 20 years on the promulgation of Law 102 for Natural Protectorates in Egypt, and in light of the up-coming World Summit on Sustainable Development to be held in Johannesburg 2002, the Ministry of State for Environmental Affairs (MSEA) is organizing the "First Egyptian International Conference on Protected Areas and Sustainable Development" under the auspices and with the participation of the First Lady of Egypt, Mrs. Suzanne Mubarak. In this spirit, we look forward to the pleasure of inviting you to participate in this conference.

This event will address issues of global concern that are related to the conservation of Biodiversity and protected areas as sustainable development tools, protected areas development and management needs, eco-tourism, economics of protected areas and the standing of international conventions. An exhibition will be held in parallel with the conference.

Egypt will present its plans of actions for two eco-geographic regions: the Mediterranean and the Red Sea Coastal littorals. Other countries are also invited to present their plans.

The conference which will be held during the period October 23-26, 2002 in Sharm El Sheik, the City of Peace, South Sinai, will be attended by a large number of international relevant organizations and institutions, renowned experts, bilateral and multilateral donor institutions, as well as the secretariats of regional and international agreements and conventions in the field of nature conservation.

In view of the growing activities carried out in response to the mandate of the environmental sector in Egypt and the ever-increasing need to support such activities, we would kindly invite you to consider supporting this major event. I attach for your kind consideration the announcement of the conference.

In addition, opportunities for developing cooperation programmes in the field of biodiversity and natural protectorates could be identified during this conference.

Looking forward to your response, I remain,

Key note speaker

Dr. Walter Lusigi
Senior Advisor
Global Environment Facility

Cairo August 13th 2002

Dear Sir,

It is my pleasure to inform you that on the occasion of celebrating ten years on the declaration of the Biodiversity Convention in 1992, 20 years on the promulgation of Law 102 for Natural Protectorates in Egypt, and in light of the up-coming World Summit on Sustainable Development to be held in Johannesburg 2002, the Ministry of State for Environmental Affairs (MSEA) is organizing the "First Egyptian International Conference on Protected Areas and Sustainable Development" under the auspices and with the participation of the First Lady of Egypt, Mrs. Suzanne Mubarak.

This event will address issues of global concern that are related to the conservation of Biodiversity and protected areas as sustainable development tools, protected areas development and management needs, eco-tourism, economics of protected areas and the standing of international conventions. An exhibition will be held in parallel with the conference.

Egypt will present its plans of actions for two eco-geographic regions: the Mediterranean and the Red Sea Coastal littorals. Other countries are also invited to present their plans.

The conference which will be held during the period October 23-26, 2002 in Sharm El Sheikh, the City of Peace, South Sinai, will be attended by a large number of international relevant organizations and institutions, renowned experts, bilateral and multilateral donor institutions, as well as the secretariats of regional and international agreements and conventions in the field of nature conservation.

We are therefore honored to extend an invitation to you as a keynote speaker. In case of acceptance, the conference secretariat will cover your travel and accommodation expenses. Also we attach here with the preliminary information pertaining to the conference and a registration form which we hope you would kindly fill. This and more information is available on the website (www.ecaa.gov.eg) under upcoming events.

Looking forward to receiving your kind confirmation and meeting you in October.
Sincerely yours,

Dr. Mamdouh Riad
Minister of State for Environmental Affairs
Committee

Prof. Dr. M. Jassas
Chairman of the Scientific

**Appendix 6: Sample Acceptance
Letter**

Ref: SCBD/EDM/HZ/VP/29095 *f*

18 July 2002

Excellency,

Reference is made to your kind letter of invitation dated 14 July 2002 concerning the upcoming "First Egyptian International Conference on Protected Areas and Sustainable Development" which will be convened in Sharm El-Sheikh, Egypt from 23 to 26 October 2002.

The Secretariat of the Convention on Biological Diversity recognizes the importance of addressing issues of global concern that are related to the conservation of Biodiversity and protected areas as sustainable development tools, protected areas development and management needs, eco-tourism, economics of protected areas and the standing of international conventions. Therefore, I am pleased to inform you that, unless unforeseen circumstances arise, I shall participate in this conference and give a brief overview on the main initiatives of the Secretariat.

Thank you for your continued interest in the work of the Convention and I look forward to meeting you later this year.

Sincerely yours,



Hamdallah Zedan
Executive Secretary

Dr. Mamdouh Riad
Minister of State for Environmental Affairs
Ministry of State for Environmental Affairs (MSEA)
Egyptian Environmental Affairs Agency
Arab Republic of Egypt
Fax: (202) 375 5438

cc: Prof. Dr. M. Kassas - (202) 375 5438
Dr. Mostafa Fouada - (202) 52 56 475

Appendix 7: Registration Form

Arab Republic of Egypt
Ministry of State for Environmental Affairs
Egyptian Environmental Affairs Agency



**THE FIRST EGYPTIAN-INTERNATIONAL CONFERENCE
ON PROTECTED AREAS AND SUSTAINABLE DEVELOPMENT
October 23 - 26, 2002, Sharm El-Sheikh, EGYPT**

REGISTRATION FORM*

(Please write in capital letters, complete all boxes and use N/A in case question does not apply).

Participant name:

Mr. Ms

Surname----- Middle name ----- First name -----

Professional title (Prof. / Dr.)-----

Area of specialization -----

I am interested in participating by: Presenting Paper Presenting Poster Active participant

Address -----

Phone number (s) ----- Fax number -----

E-mail address -----

Name of Organization: -----

Nature of organization -----

Address (if different from above) -----

Phone number (s) ----- Fax number -----

E-mail address -----

Accompanying person (if any):

Surname----- Middle name ----- First name-----

Travel and arrival arrangements for incoming participant:

Arrival date: ----- Time: ----- a.m. p.m.

Departure date: ----- Time: ----- a.m. p.m.

Carrier ----- Airport: Cairo Airport Sharm El Sheikh Airport

Conference Secretariat

E-mail: egyptpaconf@eeaa.gov.eg

Tel.: (202) 5264571

Fax: (202) 5256475

Further information will be posted on our web site: www.eeaa.gov.eg

* No registration fees required

Conference Secretariat

For registration and further information, please contact the conference secretariat at the following address:

Dr. Mostafa Fouda, Conference Secretary
"Egyptian International Conference on Protected Areas and Sustainable
Development"

Ministry of State for Environmental Affairs

Egyptian Environmental Affairs Agency

30, Misr-Helwan Zyrae Road

Maadi, Cairo

Tel: : (202) 52 64 571 Fax (202) 52 56 475

e-mail: egyptpaconf@eeaa.gov.eg

Website: www.eeaa.gov.eg

Appendix 8: Green Corner Libraries Event Description

GREEN CORNER PROGRAMME

EVENT DESCRIPTION FORM

1. TITLE OF EVENT

Operational preparations of non – formal environmental education materials for two Green Corner workshop

2. TYPE OF EVENT

Preparation of low cost non – formal environmental education materials reflecting the significance of natural protectorates among children of the Green Corner Programme :

- Two Workshops (Workshop one a two)
 1. WKP one 8/10 – 14/10/2002 in Cairo
 2. WKP tow 19/10 – 22/10 2002 in Sharm El Sheikh
- Participation in the exhibition

3. OBJECTIVES

- Development of environmental awareness messages and the definition of protectorates with emphasis on the use of AED Reference book on the Red Sea with major components on exercises and pros and contras of sustainable protected areas especially in the Red Sea, South Sinai area(s).
- Production of entertaining masks (10) containing environmental protection and conservation messages.
- Fine Arts skill development by participation of children, especially in the areas of design and production of what these environmental protectorates contain : participation, loyalty, protection and conservation of the environment and production of natural resources such as endangered species of animals, birds, plants etc.
- Preparation and editing of songs needed for the presentation performance during Mrs. Susan Mubarak's presence.

4. TARGET GROUPS

Children and Teenagers from 7 to 15 years old

4.1 35 children/teenagers (as above) in Cairo Governorate to develop their artistic skills and to increase their knowledge on Natural Protectorates

4.2 35 children/teenagers (as above) in Sharm El Sheikh. South Sinai

5. INPUTS

Week One 8/10 – 14/10/2002. Cairo

- 2 fine arts specialist and 4 assistants
- 1 author and 1 song producer as a theme for the mask performance in front of the First Lady. Mrs. Suzanne Mubarak

Week Two 19/10 - 22/10/2002. Sharm El Sheikh

- 1 specialized artist and 4 assistants
- 1 resource person on the Natural Environmental Protectorates

Materials and tools needed for the workshops :

- board paper
- coloured paper
- transparent paper
- covers sheets
- photography films
- printing of photos
- painting colours
- flu-masters
- pens, pencils
- stickers
- candles stickers
- candles plastic
- coloured tapes
- textile tapes
- elastic
- scissors stickers and other tools and materials if needed

6. PROGRAMME /OUTLINE

Workshop One - Cairo (4 days)

10 – 12 Work
12 - 1 Break
1 - 3 Lunch
4 - 8 Work

Workshop Two – Sharm El Sheikh (4 days)

10 – 12 Work
12 - 1 Break
1 - 4 Work
3 - 5 Lunch

7. OUTPUT

- 7.1 Ten masks artistic production of birds and animals in protectorates
- 7.2 Paper and board-made protectorates made from low cost and waste materials
- 7.3 Song production of natural protectorates during the mask(s) performance during Mrs. Suzanne Mubarak's reception
- 7.4 Production of theoretical lectures especially in definition of protectorates for children :
 - A. give children the idea on protectorates in Egypt by the promotion of pictures
 - B. sensitize children to participate in protectorates

(Details of the programme available upon request)

**Eng. Nahed Hassan, EEAA
Dr. N. Khadr for Dr Moussa I. Moussa**

BUDGET

Budget of Workshop One - Cairo

Persons	Cost per person in LE	Duration	Total in LE
4 assistants	100	7 days	2800
2 specialists	200	7 days	2800
rent of hall	500	7 days	3500
breaks	100	7 days	700

Total = 9.700 LE

Budget of Workshop Two - Sharm El Sheikh

Persons	Cost per person in LE	Duration	Total in LE
1 specialist artist	200	4 days	800
4 assistants	100	4 days	1600
Lodging for 5 persons 1 specialist - 4 assistants	200	5 days	2000
Lodging for 2 persons	200	3 conference days	1200
Transportation of children	150	5 days	750
Transportation from Cairo to Sharm	350	5	1750
Lunch x 15 children & 2 supervisors	20	5	1700
Breakfast	200	4 days	800
Rent of hall (before opening)	500	4 days	2000
Approx. materials for 2 workshops			500
1 song producer specialist 1 author songs specialist for the production of opening celebration 1 master tape (production of a song approx. 7-8 mins)			2000
Lunch for 6 persons	30	7	1200

Total = 35.800 LE

Grand Total = 46.500 LE

Eng. Nahed Hassan, EEAA
Dr. M. Khedr
for Dr. Moussa I. Mousse

EVENTS DESCRIPTION FORM

1. TITLE OF EVENT

Production of printed matters for the Green Corner Programme for the Natural Protectorates.

2. TYPE OF EVENT

Production of environmental education materials on Natural Protectorates :

- 2.1.1 Book (special Mrs. Suzanne Mubarak's Project "Read for your Child") on Natural Protectorates in South Sinai and accompanied CD in a special series
- 2.1.2 4 various posters on Natural Protectorates in Egypt
- 2.1.3 3 Brochures concerning:
 - the definition of the Green Corner
 - the Protectorates and its link to heritage
 - the main guidelines of the environmental campaigns (a series of brochures, relevant to target groups and programmes i.e. 1st series on Green Corner Programme)

3. OBJECTIVES

Promotion of the environmental awareness of children teenagers relevant to Natural Protectorates in Egypt and its link to environmental heritage and loyalty.

4. TARGET GROUPS

- Book and CD for 5 – 9 years old
- Poster and brochures 7 – 17 years old

5. INPUTS

- Designer of the book and poster
- Computer Graphic
- Printing of book, poster, brochures and CD

6. PERIOD OF IMPLEMENTATION

From the 1st week in September till the 1st week in October, 2002

7. PLACE OF ACTIVITY

- EEAA
- Printing in an appropriate printshop

8. BUDGET

- a) **The Book "Akhdarino"** and accompanied CD
- 24 pages, coloured in 8 colours
 - size 40 x 40, super printing paper
 - production in 3000 copies:
 - i.e. 2000 copies in Arabic
 - 1000 copies in English
 - and CD accompanied production in 3000 copies including print, design and graphic
- Approx. cost = 30.000LE
- b) **The Poster**
- production – 4 posters on natural Protectorates 50 x 70cm
 - 1000 copies of each poster = 4000 copies
- Approx. cost = 7.000LE
- c) **Brochures**
- production of the Brochure, definition of the Child vis a vis the Natural Protectorates and heritage
 - 1000 copies
 - Approx. cost = 2.000LE
 - production of the Brochure definition of the Green Corner Programme
 - 1000 copies
 - Approx. cost = 2.000LE
 - production of the Brochure with the main guidelines instructions and components (a series – seruak bi.1 belonging to the Green Corner Programme
 - 1000 copies
 - Approx cost = 2.000LE

Approx cost of printed matters = 50.000LE

Draft : Eng. Nahed Hassa, EEAA
Dr. N. Khadr for Dr. Moussa I. Moussa