

Agreement for cost distribution
for the common services for 2004/2005.

Further to the standing agreement between UNDP, UNFPA, UNIFEM and UNAIDS to share the cost of common services, the present document aims at establishing a set of criteria which will serve as a basis for the cost distribution of common services among the 4 agencies.

I. The common services include the following items:

1. Rental of premises. (contract)
2. Security/cleaning services. (contract)
3. Utilities (water and electricity). (quarterly bills)
4. Heating system . (Fuel bills and any maintenance services)
5. Maintenance of elevator (billing)
6. Maintenance of Extinctors (billing)
7. Internet connectivity (Contract with monthly billing))

II. Items 1 to 6 will be shared by UNDP, UNIFEM, UNFPA, and UNAIDS according to the office space occupied by each agency. The distribution is as follows:

- UNDP : 56%
- UNFPA: 24%
- UNIFEM: 12%
- UNAIDS: 8%

Detail of above breakdown is attached in table 1 of annex 1.

III. Internet connectivity cost will be distributed among agencies according to the number of computers connected to the main server for each agency.

- UNDP: 56%
- UNFPA: 29%
- UNIFEM: 10%
- UNAIDS : 5%

Detail of above breakdown is attached in table 2 of annex 1.

IV. Distribution approved by:

For UNDP: Emmanuel Dierckx de Casterlé Resident Representative

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For UNAIDS: Kamel Alami UNAIDS Advisor

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