Annex III - Locally recruited staff

	Description of staff requirements	***N. of staff***	***EoD***
1	Secretaries (Languages indicated below), as follows: _ in the Executive Direction and Management unit. _ fluent in English and _ fluent in French (EDM) _ in the Administration Services unit. _ fluent in English and _ fluent in French (AS) _ in the Science, Technology and Implementation unit. _ fluent in English and _ fluent in French (STI) _ in the External Relations, Policy and Advocacy unit. _ fluent in English and _ bilingual French/English to serve as CSOs secretary. (ERPA)	tbd	
	_ in the United Nations Security and Safety Service (UNDSSS)		
	_ in the Conference Services Division (UNOG/CSD), to provide support to the Conference Coordinator and the Chief Interpreter		
2	Logistic assistant to assist COSE (fluent in English) in liaising with relevant local services on logistics and organization of official meetings, presentations and side events	tbd	
3	Information clerk to assist in distribution of information kits, memorabilia and press documents	tbd	
4	Administrative clerks to assist in DSA payment (_ fluent in English, and _fluent in English/French) Administrative clerks in the Communications unit (Comms) and ERPA Unit to assist Media, Technology and Exhibition Fair and Rio Pavilion	tbd tbd	
5	Registration clerks I (English, French and Spanish)	tbd	
6	Conference officers' assistants, bilingual (English/French)	tbd	
7	Documents reproduction assistants, bilingual (English/French)	tbd	
8	Documents distribution assistants, bilingual (English/French)	tbd	
9	Messengers	tbd	

10	Drivers (English)	tbd	

11	Technicians (English), as follows: _ Information Technology (IT) help desks _ from the network installation company, to act as focal point _ from the photocopier contractor _ from the telephone/telefax contractor _ from the local telecom company	tbd	
12	Assistant security officers bilingual (English and Spanish or French)	tbd	
	Local staff total requirements	**tbd**	

Note: In addition to the aforementioned personnel, the following personnel/services shall be provided by the Host Country:

- Operators for sound recording
- Technicians for the simultaneous interpretation equipment
- Headphone assistants
- Operators of the business centre
- Technicians/operators of the X-ray machines
- First aid medical personnel
- Cleaning services
- guide for Ministers who joined the high level segment,
- drivers with car for Ministers during the high level segment