
Arms Trade Treaty
First Conference of States Parties
Cancun, 24-27 August 2015

**Arms Trade Treaty (ATT)
Questionnaire for
candidate cities**

Austrian answers

Several possible models for the ATT Secretariat were put forward by the facilitator at the meeting in Vienna in order to encourage discussions between States Parties. These models were based on general information.

The facilitator believes that with a view to a decision being made at the First Conference of States Parties, it is now time to hold discussions based on concrete information, which only the candidates can put forward.

In order to provide guidance, a questionnaire covering the main aspects has been prepared. Naturally, this questionnaire is not exhaustive and candidates are free to provide for further information.

On the issue of applicable models, several variants had been presented in the document circulated prior to the informal preparatory meeting in Vienna, to show that different combinations were possible. These variants could be refined or combined based on the options offered by each candidate. Each candidate can therefore put forward several options based on their vision of how the Secretariat should operate.

1- Overview of the candidacy

Austria has been a strong supporter of the process which has led to the adoption of the Arms Trade Treaty (ATT) by the General Assembly on 2. April 2013. Austria signed ATT on 3. June 2013. On 3 June 2014 Austria deposited the instrument of ratification which included a declaration of the provisional application of Articles 6 and 7 of ATT with the Secretary General of the United Nations in New York. Austria is pleased to note that after reaching the required number of ratifications ATT has entered into force on 24 December 2014. Formal and informal preparatory meetings in Berlin, Port of Spain, Vienna and Geneva have allowed us to prepare the First Conference of States to be held in Cancun 24 – 27 August 2015. Austria is and will remain a constructive partner in the ATT process in the interest of universalisation and implementation of ATT. To underscore the commitment to ATT Austria offers to host the ATT-Secretariat in Vienna.

Austria is of the view that we have to strive for an ATT implementation by ATT States that is effective and result-oriented in a way that avoids the ATT becoming politicised which may impact negatively on its operative work. To achieve these objectives, Vienna would provide an excellent environment for the location of the ATT-Secretariat. Vienna is well-established as an effective hub for multilateral diplomacy. This is evidenced through the efficient work of key international organizations in the field of disarmament and non-proliferation: the International Atomic Energy Agency (IAEA) and the Preparatory

Commission for the Comprehensive Nuclear Test-Ban-Treaty Organization (CTBTO PrepCom). Vienna hosted the negotiations between the EU3+3 and Iran concerning Iran's nuclear programme, which were brought with the recently signed Vienna Agreement to a successful conclusion. Vienna is also the host of the United Nations Office on Drugs and Crime (UNODC) as well as of the the Organisation for Security and Cooperation in Europe (OSCE), both of which have key mandates in the wider security field. Directly connected to the work of the future ATT-Secretariat are such Vienna based instruments as the Protocol against the Illicit Manufacturing of and Trafficking in Firearms, their Parts and Components and Ammunition (Firearms Protocol), that was negotiated within UNODC, as well as the Wassenaar Arrangement which has the mandate to contribute to regional and international security and stability by promoting transparency and greater responsibility in transfers of conventional arms and dual-use goods and technologies.

We are therefore confident that in addition to an international environment, a high quality of life, one of the safest and most secure capitals worldwide, Vienna offers the right kind of expertise for the ATT-Secretariat.

Austria thanks France as facilitator on the ATT-Secretariat for the work already done and would like to provide the following details concerning the Austrian offer to host the ATT-Secretariat in Vienna. Austria feels that when assessing the costs of the "ATT-machinery" one should look beyond the costs of the ATT-Secretariat and Conferences of States Parties and factor in those costs that individual ATT States have to bear for doing business with the ATT-Secretariat or participate in ATT Conferences such as travel, accommodation, alimentation or institutional synergies. Austria hopes that ATT States will find the information below also useful in this regard.

2- Logistical aspects

In the event of a Secretariat located within an existing structure, what structures in the candidate city would be capable of hosting the ATT Secretariat?

Vienna International Centre (VIC)- UNO-City, Wagramer Strasse 5, 1400 Vienna

The annual cost for accommodating a slim ATT Secretariat of up to 5 people at the VIC is estimated at US\$59,100 (or 52,900 Euros at the UN operational rate of exchange of \$0.894/Euro). This includes maintenance and utilities for office space of 84 sqm., communication and IT equipment, and other standard services at the VIC (such as access to the Medical Service).

In addition there are various **academic and other institutions** available in Vienna that could host the ATT Secretariat.

Alternatively the Secretariat could be housed in serviced (security, cleaning, furnishings) office space either close to the VIC or in the City Centre There are a number of **office centres in Vienna** which offer in addition to basic furnished office space and parking a **telephone- and fax-system, internet, meeting-rooms, telephone and postal services, cleaning at additional costs. For example office space 180 sqm, use of reception, kitchen, meeting room, corridors, bathrooms (66 sqm), 6 working-stations, 2 parking-spaces (total of 226 sqm) at a monthly rent of € 2.830**

In the event of an independent Secretariat, are structures available in which to set up the offices of the Secretariat? Will these structures be financed by the host country? Is it necessary to negotiate an agreement between the States Parties to the ATT and the host

structure? If so, what form would such an agreement take and what would be its main terms, including financial consequences?

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Furthermore the Secretariat could be housed in office space of approx. 100 sqm. or bigger available either in the vicinity of the VIC or in the City Centre.

In the vicinity of the VIC at a rate of € 13.50/sqm plus running costs € 4.50 = 100 sqm: € 1,800 per month (yearly : € 21.500,00)

At the City-Centre office space available at a rate of € 19.00 – 25.00/sqm plus running costs € 4.50 = 100 sqm: between € 2,350.00 and € 2,950.00 (yearly between € 28,200.00 and € 35.400)

Austria would cover the **net rental costs** for the Secretariat for up to 5 years.

If housed at the VIC the ATT Secretariat will have to sign a **MoU** with UNOV/IAEA/UNIDO/CTBTO. In case of an **independent secretariat a lease-Agreement** with the landlord. As for the financial consequences (costs and support by Austria) see above.

Does the offer to host the ATT Secretariat include the provision of offices and related services? Is equipment included? Please state, as far as possible, the size of the offices which could be made available?

In case of an independent secretariat Austria will agree in writing to reimburse on a voluntary basis the **net-rental costs for an office (100 sqm or bigger, depending on the size of the secretariat) an initial period of five years and to reimburse the net-cost for the office-equipment and technical/IT- infrastructure up to a maximum of € 100,000.**

If the ATT-Secretariat is housed at the **VIC related services will be provided at shared costs, if housed independently the Secretariat will have to contract the necessary services (water, electricity, telephone, security , cleaning)**

How many States have diplomatic representation (a mission, an Embassy) in your country?

**122 diplomatic Missions in Vienna
plus 46 non-resident missions (33 from Sub-Sahara-Africa)**

1 Consulate General in Vienna (5 in different provinces)
141 Permanent Missions to international Organisations
53 Permanent Missions/Delegations to the OSCE

Austria provides logistical and financial support to low income countries and regional organisations wishing to set up a representation in Vienna.

3- Outsourcing options

In the event of a hybrid model, are the structures available for hosting the Secretariat able to provide outsourced services for the ATT Secretariat?

Yes, potential hosting structures are available to provide outsourced services.

What type of services (outsourced or not) are the structures available for hosting the ATT Secretariat able to provide in terms of support services (legal services for administrative functions, human resources, contracting, financial and budgetary control, travel agency, IT support, media department, etc.)?

At the VIC support services such as legal services for administrative functions, human resources, contracting, financial and budgetary control, travel agency, IT support, media department, medical aid and security **are available.**

In case of an **independent Secretariat the support services have to be contracted.**

What type of outsourced or in-house services are the structures available for hosting the ATT Secretariat able to provide in terms of services (Internet and telecommunications, security, maintenance, cleaning, etc.)?

At the VIC in house services such as Internet and telecommunications, security, maintenance, cleaning will be provided at shared costs (**see answer to logistical aspects**).

In case **office-space** is rented **outside the VIC** services will have to be contracted with a third party. There are also a number of **office centres in Vienna** which offer in addition to basic furnished office space and parking a **telephone- and fax-system, internet, meeting-rooms, telephone and postal services, cleaning at additional costs. For example office space 180 sqm, use of reception, kitchen, meeting room, corridors, bathrooms (66 sqm), 6 working-stations, 2 parking-spaces (total of 226 sqm) at a monthly rent of € 2.830** (see above)

4- Conference services

Note: the question of where the Conference of States Parties will be held is still under discussion in the framework of the facilitation on the rules of procedure.

Is there a conference centre available in the candidate city with the capacity to host all Parties, signatories and observers of the ATT (all categories included)? State the nature of that location (hotel, conference centre, United Nations centre...)?

Conference Services:

The following conference centres with the capacity to host all Parties, signatories and observers of the ATT are available in Vienna:

a) **C- and M-Building**(5.045 sqm conference-rooms) at the Vienna International Centre

b) **Austria Centre Vienna** <https://www.acv.at/index.en.html>

with direct access to the Vienna International Centre

total capacity for 20,000 delegates and offers 24 lecture rooms for between 100 and 4,320 participants, 180 meeting rooms and 22,000 sqm of exhibition space.

c) **Hofburg Vienna** http://www.hofburg.com/en/information/hofburg_and_vienna

The Hofburg Vienna holds 17,000 m² of space in 35 rooms for events ranging from 50 to 4,900 persons. The heart of the property is embodied by the imperial staterooms which are equipped with ultramodern event technology.

d) **Messe Wien Exhibition and Congress Center** <http://www.messecongress.at/>

If so, is a specific agreement required to use said conference centre?

Yes, specific agreements to use these conference centres are required (user- or rental agreement)

If not, what other options are there? Will it involve additional costs for the States Parties?

The use of conference centres **will involve additional costs for the State Parties**. *In case Austria is co-hosting such an event at the Hofburg a favourable (reduced) government rent will be applied.*

Is the conference centre able to provide, within the services offered, conference services, interpretation and translation of documents, or do such services involve additional costs?

The above listed conference centres **do offer conference services, catering, interpretation and translation and extra technical equipment/support and security at additional costs.**

Will the use of this conference centre involve additional costs for the States Parties to the ATT in the event of a Secretariat that is independent, hybrid or linked to the United Nations?

If so, what costs?

If the Secretariat is independent and housed outside the VIC the costs for the States Parties conference (**500 participants, 2 days**) for example at the **Hofburg** will break down approx. as follows:

facility/rent compensation including energy, basic equipment:	€ 30,000 net (without VAT)
personnel	€15,000 net
Internet	€ 1,000 net
additional technic/support	€ 18,000 net
simultaneous translation (Eng/French/Span)	€ 7,850 net
€ 700,00 net per day per translator, over-time € 100,00 per hour	
Catering (Business-Lunch, 2 coffee-breaks)	€ 27,700 net (€ 13,850 per day)
Security (personnel and technical devices/x-ray, (security personnel : hour € 21,85 net)	€ 7,000 net
graphic design	€ 5,800 net
conference material (folder,pens,pads)	€ 2,400 net
backdrop, coverings, orientation system	<u>€ 4,000 net</u>
	€ 118,750 net

If hosted at the **M-building**

BMS (Building Management Services) for staff costs, cleaning and water services, energy costs, indirect costs	€ 16,300 net
UNODC/UNOV for conference service, UN Security, overhead technicians (multimedia/IT Service)	€ 5,000 net € 10,200 net
Catering	€ 25,000 net
graphic design	€ 5,800 net
conference material (folder,pens,pads)	€ 2,400 net
backdrop, coverings, orientation system	€ 4,000 net
	€ 68,700 net

Human resources

What status and privileges will be granted by the host Government to Secretariat employees and their spouses, partners and inner circle?

Austria concludes headquarters agreements with international organisations seated in Austria. Subject to the conclusion of a headquarters agreement, staff members of the Secretariat and their families will enjoy the same privileges and immunities as staff members of comparable international organisations in Austria, in particular:

- immunity from jurisdiction in respect of words spoken or written and all acts performed by them in their official capacity;
- immunity from the seizure of their personal and official baggage and immunity from inspection of official baggage,
- inviolability of all official documents, data and other material;
- exemption from taxation in respect of the salaries, emoluments including allowances, remunerations, indemnities and pensions paid to them by the Secretariat in connection with their service with it.
- exemption from any form of taxation on income derived by them and by members of their families forming part of their household from sources outside the Republic of Austria;
- exemption from immigration restrictions and from registration formalities for themselves and members of their families forming part of their household;
- freedom with respect to themselves to acquire or maintain within the Republic of Austria foreign securities, foreign currency accounts, other movable property and, under the same conditions as Austrian nationals, immovable property;
- the right to import for personal use free of duty and other charges, under certain conditions, furniture and effects, and, at certain intervals, one motor vehicle,
- the same protection and repatriation facilities with respect to themselves and members of their families forming part of their household as are accorded in time of international crises to members, having comparable rank, of the staffs of chiefs of diplomatic missions accredited to the Republic of Austria;
- the opportunity for their spouses and dependent relatives living in the same household to have access to the labour market in accordance with the Austrian law on a preferential basis.

The head of the Secretariat would enjoy the privileges and immunities, exemptions and facilities accorded to heads of diplomatic missions.

5- Other remarks

Public infrastructure and services in Vienna

Ease of international travel: excellent

Vienna International Airport <http://www.viennaairport.com/en/passengers>
(19 km from City Centre) is very well connected and can be reached with the City Airport Train (CAT), Airport-buses (Stop at the Vienna International Center as well as City Centre) and by S-Bahn (speed train)
(2014: 22,483 Mio. passengers, 6,5 Mio. transiting, 230.781 flights)
2 International Train Stations <http://www.oebb.at/en/index.jsp>
Vienna Main Station and West
Numerous Bus-terminals and excellent ground transport routes (north-south bound and east-west bound)

Local transport facilities excellent

5 Metro lines (U1, U2, U3, U4, U6) which are being extended and a 6th one under construction,
extensive inter-city streetcar/tram and bus-system and taxis
<http://www.wienerlinien.at/eportal2/ep/tab.do?tabId=0>

hotel facilities large number

<http://www.vienna.convention.at/CMSPages/GetFile.aspx?nodeguid=56e7cf21-96f0-4282-b87d-0b581f20416d>

21 5-stars hotels
168 4-stars hotels
161 3-stars hotels

School facilities excellent

There are numerous international and bilingual schools and Universities located in Vienna

Vienna International School	www.vis.ac.at
Danube International School	www.danubeschool.com
American International School	www.ais.at
Lycée Français (Intern. Baccalaureate)	https://www.lyceefrançais.at/home/
Amadeus International School of Music	http://www.amadeus-vienna.com/
International Christian School	http://www.icsv.at/
Japanese School	http://www.japaneseschool.at/
Swedish School,	http://www.svenskaskolan.at/
Arab School	https://www.privatschulberatung.de/details/Arabische-Schule-in-Wien-10-16jaehrige-Schueler.html
EMS Europäische Mittelschule	http://www.emsneustiftgasse.at/
ISMA Islamische Gesamtschule	http://www.is-ma.at/
Islamic College	http://www.irgw.at/
University of Vienna	http://www.univie.ac.at/
Technical University of Vienna	http://www.tuwien.ac.at/en/tuwien_home/
University of Veterinary Medicine	http://www.vetmeduni.ac.at/en/
University of Economics and Business	http://www.wu.ac.at/

Medical University of Vienna <http://www.meduniwien.ac.at/homepage/1/homepage/>
University of Natural Resources and Life Sciences <http://www.boku.ac.at/en/>
University of Music and Performing Arts Vienna <https://www.mdw.ac.at/>
University of Applied Arts

[http://www.dieangewandte.at/jart/prj3/angewandte/main.iart?rel=en&reserv
e-mode=active](http://www.dieangewandte.at/jart/prj3/angewandte/main.iart?rel=en&reserv
e-mode=active)

Academy of Fine Art in Vienna

https://www.akbild.ac.at/portal_en/akbild_startpage?set_language=en&cl=en

Webster University

<http://webster.ac.at/>

Sigmund Freud University Vienna

<http://www.sfu.ac.at/>

Modul University

<https://www.modul.ac.at/>

Lauder Business School

<http://lbs.ac.at/>

FH Campus Vienna - University of Applied Sciences <https://www.fh-campuswien.ac.at/>

Facilities for transfer of funds to and from foreign countries excellent

Banks in Vienna <http://www.herold.at/gelbe-seiten/wien/banken-u-sparkassen/>

A number of the Vienna based international Organisations have accounts with

Bank Austria <http://www.bankaustria.at/en/private-customers-international-transfers.jsp>

or Erste Bank <https://www.sparkasse.at/erstebank-en/Corporate/International/International-transfers>

or Raiffeisenbank www.raiffeisenbank.at

Switzerland

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In order to provide guidance, a questionnaire covering the main aspects has been prepared. Naturally, this questionnaire is not exhaustive and candidates are free to provide for further information.

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1- Overviewofthecandidacy

Free space to give an overview of the candidacy

Geneva offers a particularly conducive environment for the ATT Secretariat. Effective implementation of the ATT requires that all States Parties are in a position to take an active part in the work related to the implementation of the Treaty. Therefore, States will need regular interaction with the Secretariat, and the Secretariat will need easy access to States. More than 170 UN Member States, among them the large majority of ATT States Parties and Signatory States, are represented in Geneva on a permanent basis. This will facilitate an inclusive implementation of the ATT.

Furthermore, the ATT's complexity will make it necessary to rely on a broad range of expertise in the fields of trade, disarmament, humanitarian affairs and human rights, among others. Geneva offers wide expertise in all these fields through the presence of States, international organisations, civil society and academia.

Different structural models are being discussed for the ATT Secretariat. All of these models can be realized in Geneva in an effective and cost-efficient way. In particular, there has been a strong interest in solutions based on collaboration, shared services or outsourcing of services. Geneva is particularly well suited for such solutions. In Geneva, the ATT Secretariat could rely on existing infrastructure (UN-related or not) and could get support that is tailor-made to its needs and its ways of working. This would allow the Secretariat to focus on what really matters: on substance.

In sum, the establishment of the ATT Secretariat in Geneva would contribute to an inclusive and efficient implementation of the Arms Trade Treaty.

1- Logisticalaspects

In the event of a Secretariat located within an existing structure, what structures in the candidate city would be capable of hosting the ATT Secretariat?

- A variety of options exists for a Secretariat hosted by a non-UN organization. One option is to establish the ATT Secretariat within the Maison de la Paix (house of peace). Ideally situated in the heart of 'International Geneva', the Maison de la Paix is a global hub for

the advancement of innovative solutions in global peace and security as well as sustainable development. In the Maison de la Paix, the ATT Secretariat could be established as an independent entity, or existing entities within the Maison de la Paix could host the Secretariat, e.g. the Geneva International Centre for Humanitarian Demining (GICHD) or the Geneva Centre for the Democratic Control of Armed Forces (DCAF).

- These existing entities within the Maison de la Paix could provide the ATT Secretariat with a flexible management platform. This setup would allow the ATT Secretariat to be operational in an expeditious manner by using administrative support and by relying on the existing institutional framework, taking advantage of economies of scales. The ATT Secretariat would not only benefit from an efficient and cost-effective administrative and logistical support but also from synergies among the different actors hosted at the Maison de la Paix by sharing thematic experiences, using in-house expertise and cooperating with the different organisations. In the case of the GICHD, the ATT Secretariat could rely on best practices and lessons learned from other Secretariats hosted by the GICHD.
- Furthermore, various existing examples demonstrate that Treaty Secretariats/Support Units established outside the UN can collaborate with the UN on specific issues, e.g. regarding the provision of conference services.
- Given that Geneva is the European headquarters of the UN, the ATT Secretariat could also be established within the UN. This would necessitate the negotiation of an agreement between the UN and the ATT Secretariat/States Parties. Various examples of existing Treaty Secretariats hosted by the UN demonstrate that advantageous solutions can be found.

In the event of an independent Secretariat, are structures available in which to set up the offices of the Secretariat? Will these structures be financed by the host country? Is it necessary to negotiate an agreement between the States Parties to the ATT and the host structure? If so, what form would such an agreement take and what would be its main terms, including financial consequences? Does the offer to host the ATT Secretariat include the provision of offices and related services? Is equipment included? Please state, as far as possible, the size of the offices which could be made available.

- Should States Parties wish to establish an independent Secretariat, appropriate office space, according to needs, will be made available in a new administrative building close to the UN headquarters, free of charge, for a period of 4 years. The initial period of 4 years is renewable.
- As mentioned above, one option among others is the Maison de la Paix. In the Maison de la Paix, it is possible to establish an independent Secretariat or to establish a Secretariat hosted by another entity.
- In case of an ATT Secretariat hosted by an existing structure, an agreement between ATT States Parties and the host structure would need to be negotiated. Such an agreement defines the host structure's responsibilities and, due to the assumption of certain functions by the host structure, lessens the financial burden for States Parties.
- The experience of the GICHD provides illustrative examples. The GICHD has concluded an implementation support agreement with the States Parties to the Anti-Personnel Mine Ban Convention (APMBC) and a hosting agreement with the States Parties to the Convention on Cluster Munitions (CCM). These agreements were drafted by the Presidents of the Conventions in consultation with States Parties and the GICHD Director. They cover the range of services to be provided by the host organization as well as the roles and responsibilities of each party. In general, the Directors of the Implementation Support Units (ISUs) manage, based on the instructions of States Parties, activities and finances and are responsible for reporting thereon to States Parties. The Director of the GICHD reports to the Presidents of the Conventions on the implementation of the agreements; and the GICHD is responsible for the administration of the ISUs finances, for the implementation of the internal control system and for the

financial audit. The costs related to the support services as listed in these various agreements are covered by the host organization (GICHD) in the form of an in-kind contribution.

- Switzerland's offer regarding the number or size of the offices is flexible and will depend on the actual needs of the Secretariat.
- As part of its offer, Switzerland will also provide a financial contribution, according to needs, to support the launch of the Secretariat and its functioning during the first years. The aim of this contribution is to cover expenses related to furniture and equipment. The precise amount of this financial contribution will depend on the size and technical needs of the Secretariat.

How many States have diplomatic representation (a mission, an Embassy) in your country?

- Geneva is currently host to 173 Permanent Missions of UN Member States. 68 of the 72 current States Parties are permanently represented in Geneva. 117 of the 130 States that have signed the ATT are represented in Geneva.
- Due to Geneva's importance as the main United Nations centre outside UN headquarters in New York, the number of diplomatic representations has increased steadily in recent years.
- Switzerland supports all States not yet represented in Geneva in case they wish to open a representation in Geneva. In addition, the local authorities contribute towards the cost of renting mission premises for least developed countries (LDC).
- During major meetings, Switzerland offers support to delegations from countries that are not yet represented permanently in Geneva.

2- Outsourcing options

In the event of a hybrid model, are the structures available for hosting the Secretariat able to provide outsourced services for the ATT Secretariat?

- Yes.

What type of services (outsourced or not) are the structures available for hosting the ATT Secretariat able to provide in terms of support services (legal services for administrative functions, human resources, contracting, financial and budgetary control, travel agency, IT support, media department, etc.). What type of outsourced or in-house services are the structures available for hosting the ATT Secretariat able to provide in terms of services (Internet and telecommunications, security, maintenance, cleaning, etc.).

- In Geneva, the ATT Secretariat could get support that is tailor-made to its needs and its ways of working.
- Again, the ISUs of the APMBC and the CCM, both hosted by the GICHD, are illustrative and cost-effective examples. The GICHD provides the ISUs with infrastructure, logistical and administrative support for their operations. This support includes rent costs (office occupancy and cleaning), services related to human resources management, financial management and controlling (including annual audit), travel services, management of contribution agreements and service contracts, document management, management and maintenance of the website, production of publications (layout, proofreading, printing), office supplies, mailing, telecommunications, ICT hardware and software acquisition, ICT network maintenance. GICHD also administers the sponsorship programme (assistance to delegates regarding visa, travel and accommodation).
- Similarly, the ATT Secretariat could be provided with services by a host organization. The exact nature and extent of this support would have to be negotiated between States Parties and the host organization but could comprise, e.g., services in the area of infrastructure, services related to human resources management, financial

services, document handling as well as information and communication technology services.

- Also, if this is the wish of States Parties, services can be sought from external service providers, e.g. access to the administrative tribunal of the International Labour Organization.
- Switzerland stands ready to make such a solution possible and to pay for the outsourced services¹.

3- Conferenceservices

Note: the question of where the Conference of States Parties will be held is still under discussion in the framework of the facilitation on the rules of procedure.

Is there a conference centre available in the candidate city with the capacity to host all Parties, signatories and observers of the ATT (all categories included)? State the nature of that location (hotel, conference centre, United Nations centre...). If so, is a specific agreement required to use said conference centre? If not, what other options are there? Will it involve additional costs for the States Parties? Is the conference centre able to provide, within the services offered, conference services, interpretation and translation of documents, or do such services involve additional costs? Will the use of this conference centre involve additional costs for the States Parties to the ATT in the event of a Secretariat that is independent, hybrid or linked to the United Nations? If so, what costs?

- The International Conference Centre of Geneva (CICG) was built precisely to host diplomatic conferences. It is located in the immediate vicinity of the United Nations. Conference rooms of various sizes are available. The CICG can accommodate conferences with up to 2,200 participants in rooms of varying capacities and configurations. It is equipped with state-of-the-art facilities, such as simultaneous interpretation in up to eight languages, secretariat offices, restaurant facilities with seating for up to 450, a coffee shop, a post office, an internet café, and a newsagent. It is conveniently located near the International Airport and major highways, the railway station, the international organizations, Lake Geneva and the historic old town.
- The CICG is the property of the Swiss authorities and conference rooms can be used free of charge, thereby enabling substantial cost savings.
- Delegates taking part in conferences can avail of 200 parking spaces available free of charge in the Parking des Nations, next to the CICG.
- Many of the Geneva-based international organisations have their own high-quality conference rooms and supporting facilities, including the United Nations Office at Geneva (UNOG - Palais des Nations), the International Telecommunication Union (ITU), the World Health Organisation (WHO) etc. They also offer convenient cafeteria and restaurant services, which are open to delegates, members of international organisations and diplomatic missions. Entities affiliated with the UN can have access to these UN meeting rooms.
- Existing Geneva-based examples illustrate that non-UN-based Treaty Secretariats can collaborate with the UN regarding the provision of conference services. UNOG Conference Services provides such support for meetings of several international conventions, including conventions whose secretariat/support unit is not anchored in the UN (e.g. APMBC, CCM).
Inter alia, UNOG Conference Services provides, against a fee, rooms, interpretation, preparation of documentation as well as collection of assessed contributions. Such an approach would necessitate an agreement between ATT States Parties and the UN or a formal request by States, via a UN General Assembly resolution, that the UN provides such services.

¹ Subject to the approval of respective budgets by the Swiss parliament.

- Finally, different hotels in Geneva offer conference facilities.

4- Humanresources

What status and privileges will be granted by the host Government to Secretariat employees and their spouses, partners and inner circle?

- Depending on the decision by States Parties on the structure of the ATT Secretariat, and as necessary, Switzerland stands ready to negotiate an appropriate host state agreement.
- Family members enjoying privileges and immunities have a facilitated access to the Swiss labour market. Insofar as they are resident in Switzerland and part of the beneficiary's household, they will not be subject to any quotas for foreigners working in Switzerland or other specific regulations governing the labour market. The Geneva Welcome Center provides employment assistance to the dependants of staff members.

5- Otherremarks

Geneva has a 150-year-plus tradition in bringing diplomats, scholars, experts and scientists together to find concrete solutions for improving people's lives. No other location hosts a more concentrated network of international and non-governmental organisations, diplomatic missions and world-class academic institutions.

Geneva constitutes an invaluable hub of synergies between decision-makers, experts from intergovernmental organisations, diplomatic representations, academics, business people and civil society representatives, who are all able to put their ideas and proposals concerning the future of the planet to the test on a daily basis, and can thus contribute significantly to the resolution of global problems.

This collaboration is not merely possible in Geneva, it is easy. It has become part of the operating mode of all institutions established in Geneva, and is considered one of the city's key assets. For this reason, global players continue to choose this productive environment as a base for their work.

To help newcomers, the Swiss authorities provide special services such as:

- the Geneva Welcome Centre, which helps international guests to find their feet in their new surroundings and to solve any problems that might arise during their stay;
- the Host Country Division of the Permanent Mission of Switzerland to the United Nations Office and to the other international organisations in Geneva, which deals with all matters related with the privileges and immunities of the 30,000 members of the international community in Geneva including domestic staff and acts as a helpful intermediary with the local and federal authorities;
- the Geneva Diplomatic Committee, which was established in 1989 and deals with all questions that permanent missions and their members may wish to discuss with the Swiss authorities;
- the Building Foundation for International Organisations (FIPOI), which was set up by the Geneva and federal authorities to provide convenient offices to all organisations based in Geneva; it is very familiar to the special needs of these entities and helps to solve any problems raised by them;
- the Geneva authorities, which are welcoming and active hosts and keen to demonstrate their openness to hosting international conferences and organisations; they support the least developed countries (LDCs) with special grants to help cover the rents for offices, they assist NGOs settling in Geneva, and they organise social

events to help the foreign community to feel comfortable in its new city and to feel at home in Geneva.

Geneva's cosmopolitan composition is also reflected in the diversity of religions practised by the community. All major religious groups have facilities to enable its members to practise and pursue their beliefs.

The international media have a large and active presence in Geneva, ensuring that organisations get the coverage they need to publicise their activities. The media organisations based there have hundreds of international journalists belonging to the following associations:

- the Geneva Branch of the UN Correspondents' Association (UNCA) comprising almost 200 journalists who are accredited to the Information Service of the UN Office in Geneva;
- the Association de la Presse étrangère en Suisse et au Liechtenstein (Association of the Foreign Press in Switzerland and Liechtenstein), which was established in 1928, has its secretariat in the Palais des Nations, and over 120 members;
- the Geneva Press Club (www.pressclub.ch), which unites representatives of the Swiss media and has a total membership of around 300.

Geneva has a major pool of trained personnel available to support the Secretariat. Switzerland is a multilingual (German, French, Italian) and multicultural country and is acknowledged as having a very high standard of education. School children learn a second national language and at least one other foreign language (mostly English) from an early age. Foreign residents account for 39 percent of Geneva's population.

The official language of Geneva is French, however English is widely used there, as is the case almost everywhere in Switzerland. Both are official UN languages. The other UN languages are also widely spoken.

The family of foreign staff find it easy to assimilate and work in Geneva as, due to the city's cosmopolitan character, there is a high demand for linguistic and technical skills on the local market. The presence of the permanent missions, international bodies and companies also provides career opportunities.

Studies show that Geneva ranks among the most sought-after duty postings among UN and expatriate personnel, thus making it easy to recruit staff of all levels.

Whichever way you look at it – be it from the point of view of quality of life, jobs, security, infrastructure, cultural activities, medical services, education or climate – Geneva has many advantages to offer. They all make Geneva the perfect choice for the seat of the Secretariat of the Arms Trade Treaty.

Trinidad and Tobago

Several possible models for the ATT Secretariat were put forward by the facilitator at the meeting in Vienna in order to encourage discussions between States Parties. These models were based on general information.

The facilitator believes that with a view to a decision being made at the First Conference of States Parties, it is now time to hold discussions based on concrete information, which only the candidates can put forward.

In order to provide guidance, a questionnaire covering the main aspects has been prepared. Naturally, this questionnaire is not exhaustive and candidates are free to provide for further information.

On the issue of applicable models, several variants had been presented in the document circulated prior to the informal preparatory meeting in Vienna, to show that different combinations were possible. These variants could be refined or combined based on the options offered by each candidate. Each candidate can therefore put forward several options based on their vision of how the Secretariat should operate.

1- Overview of the candidacy

1. Having regard to the important role played by Trinidad and Tobago, as lead negotiator on behalf of CARICOM, in advocating for the establishment of an effective and independent ATT Secretariat, the Government of the Republic of Trinidad and Tobago maintains the view that an independent Secretariat has the potential to constitute a positive force for the achievement of the overall objectives of the Arms Trade Treaty ("ATT" or "Treaty"). These objectives include the universalisation of the Treaty, eradicating the illicit trade in conventional arms, preventing diversion and promoting cooperation, transparency and responsible action by States Parties in the international trade in conventional arms.

2. With respect to the location of the Secretariat, Trinidad and Tobago is of the view that certain criteria must be met. These are:

- It must be located in a region where it can have the most meaningful impact with respect to the object and purpose of the ATT;
- It must be able to demonstrate effectiveness in order to further the objective of the universalisation of the ATT;
- It must honour the principle of equitable geographical distribution of headquarters of international organizations;
- It must be able to provide the services and facilities that allow for the Secretariat to operate efficiently and effectively;
- It must have a legal infrastructure adequate for the operation of the Secretariat;
- It must be able to assist States Parties in the fulfilment of their obligations to the Treaty;
- It must be a cost-effective location; and
- It must be accessible from major international gateways.

1- Logistical aspects

In the event of a Secretariat located within an existing structure, what structures in the candidate city would be capable of hosting the ATT Secretariat?

3. The establishment of the Arms Trade Treaty Secretariat has been directly addressed in Article 18.1 of the Treaty which states that the Treaty “establishes a Secretariat to assist States Parties in the effective implementation of this Treaty”. **Following the entry into force of the Treaty on December 24th, 2014, the Secretariat has accordingly been established as of that date and is now waiting to be adequately staffed and resourced. In addition, the States Parties have to decide on the location of the seat of the Secretariat.**

4. By virtue of its establishment, the Secretariat assumed certain attributes of an international organisation established by treaty such as independence; the possession of a legal personality; and the enjoyment of privileges and immunities. The Secretariat is an entity created by States Parties to assist them in fulfilling their responsibilities under the Treaty. The Secretariat shall be responsible to the States Parties in accordance with Article 18.2 of the Treaty.

5. Therefore, the Government of the Republic of Trinidad and Tobago envisages the establishment of an independent organisation that has the competence to contract for services with any other organisation such as, *inter alia*, United Nations Organisations, regional and international governmental organisations, universities, private sector entities and other suppliers. It is recognised in this regard that there is some overlap in the objectives of the Arms Trade Treaty and the purposes and principles of the United Nations Charter.

6. With specific reference to a Secretariat headquartered in Port of Spain, the organisation may forge relationships with such entities as the United Nations Offices in Trinidad and Tobago, the Association of Caribbean States (ACS) and the Caribbean Court of Justice (CCJ). The Secretariat may also contract for services from foreign firms as well as local entities such as the Caribbean Interpreting and Translation Bureau (CITB) of The University of the West Indies, St. Augustine Campus and the University of Trinidad and Tobago.

7. With regard to the physical premises of the Secretariat, the Government of the Republic of Trinidad and Tobago has made a commitment to provide the physical space and basic amenities to enable the creation of the organisational structure that would allow the Secretariat to establish local and foreign linkages that would best service the needs of the organisation.

8. Accordingly, the offer by the Government of the Republic of Trinidad and Tobago to host the ATT Secretariat includes the provision of rent free, furnished accommodation for 15 years plus the payment of 50% of the cost of utilities for 5 years. After 15 years, the Government will contribute 50% of the rent for the Secretariat’s office space. The Government will also provide videoconferencing facilities so as to reduce the need for travel and to enhance the efficiency of the Secretariat’s operations.

In the event of an independent Secretariat, are structures available in which to set up the offices of the Secretariat? Will these structures be financed by the host country? Is it necessary to negotiate an agreement between the States Parties to the ATT and the host structure? If so, what form would such an agreement take and what would be its main terms, including financial consequences?

9. From the perspective of Trinidad and Tobago, it is understood that “structure” in this context refers to the need for physical office space, an organisational construct for the execution of the tasks of the organisation, the staffing requirements, equipment and the overall operating environment in which the Secretariat will function.

10. Bearing in mind that there are a number of inter-governmental organisations already based in Port of Spain, the Government of the Republic of Trinidad and Tobago remains assured that it possesses the structures necessary to set up the offices of the ATT Secretariat such as, inter alia, suitable office space, ICT connectivity, banking and financial services, utilities and postal services.

11. Being an instrumentality of the Arms Trade Treaty, the Secretariat is an inter-governmental organisation like any other organisation established by treaty. Like any such organisation, the Secretariat will require the necessary resources and facilities in order to carry out its functions. It is the general responsibility of States Parties, including the host State of the Secretariat, to provide the organisation with the resources and facilities that it needs to discharge its responsibilities to the States Parties. It is recognized though that the host State may offer to provide resources to the organisation additional to its annual assessed contribution to the operating expenses of the organisation.

12. The offer by the Government of the Republic of Trinidad and Tobago to host the ATT Secretariat includes the provision of rent free, furnished accommodation for 15 years plus the payment of 50% of the cost of utilities for 5 years. It should be noted that "utilities" refers to electricity, water and internet connectivity. After 15 years, the Government will contribute 50% of the rent for the Secretariat's office space. By absorbing a significant part of the operating expenses of the Secretariat, the offer by Trinidad and Tobago will have the effect of reducing the assessed contributions of States Parties to the operating budget of the Organisation.

13. As an independent entity established by the ATT, the Secretariat will have the competence to negotiate with other entities for the supply of goods and services needed for the carrying out of its functions. The States Parties may establish guidelines for the conclusion of some agreements and may be required to approve certain agreements before they are concluded by the Secretariat, but it is not to be expected that the States Parties will be involved in the actual negotiation of agreements.

14. Consistent with the ability of the Secretariat to contract and negotiate with other entities, the Government of Trinidad and Tobago is also willing to negotiate and conclude a Headquarters Agreement between the Government of the Republic of Trinidad and Tobago and the Secretariat governing its operations in Trinidad and Tobago. Such an Agreement would contain the standard provisions found in the vast majority of Headquarters Agreements between international organisations and the Host country. These provisions would include, but not be limited to:

- The legal personality of the Secretariat
- The Inviolability and Protection of the Headquarters of the Secretariat
- The Privileges and Immunities of the Secretariat as well as certain categories of its staff
- Communication Facilities
- Financial Facilities
- Exemption from Taxes and Custom Duties

15. It is envisaged that the Draft Headquarters Agreement would be submitted to the Conference of States Parties for approval before it is concluded between the Secretariat and the Government of Trinidad and Tobago.

Does the offer to host the ATT Secretariat include the provision of offices and related services? Is equipment included? Please state, as far as possible, the size of the offices which could be made available.

16. The Government of Trinidad and Tobago makes the following specific offers to facilitate the efficient operation of the Secretariat at least cost to States Parties:

- a) Provision of rent free, furnished accommodation for 15 years plus the payment of 50% of the cost of utilities (electricity, water and internet connectivity) for 5 years. After 15 years, the Government will contribute 50% of the rent for the Secretariat's office space;
- b) Provision of a state of the art video conferencing system for the Secretariat; and
- c) Provision of a motor vehicle for use by the Secretariat for the first 10 years of operation of the Secretariat. At the end of each third year during the first 10 years of the operation of the Secretariat, the vehicle will be returned to the Government and replaced with a new one.

17. The Government of Trinidad and Tobago is committed to provide the required office space needed by the Secretariat to carry out its functions. **It is recognised that the amount of space required is contingent on the size of the Secretariat. The size of the Secretariat is for the determination of the First Conference of States Parties and whatever is decided the Government of Trinidad and Tobago will provide the commensurate office space.** It is anticipated that a decision on the staff complement of the Secretariat would be made at the First Conference of States Parties to the ATT which takes place in Cancún, Mexico during the period August 24th to 27th, 2015.

How many States have diplomatic representation (a mission, an Embassy) in your country?

18. At present, there are 30 Diplomatic Missions and 35 Honorary Consulates located in Port of Spain, with 52 of these representing ATT States Parties and signatory States. There are also 59 Missions (non-resident) accredited to Trinidad and Tobago, 41 of which represent States Parties and signatory States to the ATT.

19. It is important to note that, in the conduct of modern multilateral diplomacy, it is established that no correlation exists between, on the one hand, the level of States Parties' physical diplomatic representation at the seat of the relevant international organisation or at the location of the Conferences of States Parties and, on the other, the efficient functioning of the organisation and the advancement of its objectives.

20. The principle of rotation is also an important consideration. As is the practice in many international organisations such as the World Trade Organisation, meetings of States Parties do not have to be held at the seat of the organisation.

2- Outsourcing options

In the event of a hybrid model, are the structures available for hosting the Secretariat able to provide outsourced services for the ATT Secretariat?

21. As an independent organisation established by the Arms Trade Treaty, the Secretariat will be able to contract for any services required for the efficient running of the organisation. Trinidad and Tobago has developed a notable supply of internationally reputable service providers and is therefore equipped to provide, at significantly lower costs, the full range of support services associated with the effective operation of an international organisation. When it is operational, the Secretariat will have the competence to enter into relationships with these service providers.

22. It is noted, for example that many of the international organisations located in Trinidad and Tobago outsource certain administrative and technical functions to the service providers available in Trinidad and Tobago. These organisations include, among others:

- Association of Caribbean States (ACS)
- CAB International Regional Centre for the Caribbean
- Caribbean Community Implementation Agency for Crime and Security
- Caribbean Court of Justice (CCJ)
- Caribbean Telecommunications Union (CTU)
- Economic Commission for Latin America and the Caribbean (UNECLAC)
- Food and Agriculture Organisation of the United Nations (FAO)
- International Federation of Red Cross and Red Crescent Societies (IFRC)
- International Labour Organisation (ILO)
- International Organisation for Migration (IOM)
- Regional Judicial and Legal Services Commission
- United Nations Development Programme (UNDP)
- United Nations Information Centre (UNIC)

23. With regard to the linkages between the Arms Trade Treaty Secretariat and the United Nations, it is worth recalling that these entities are two (2) independent organisations, both established by Treaty. The Secretariat accordingly enjoys the same legal status as the United Nations. It is recognised, though, that in light of the overlap in the objectives of the Arms Trade Treaty and the purposes and principles of the United Nations Charter, there is scope for cooperation between the two organisations.

24. At the informal consultations in Berlin in November 2014, Trinidad and Tobago promised to provide draft text for a Relationship Agreement between the ATT Secretariat and the United Nations. The Draft Negotiating Text of a Relationship Agreement between the United Nations and the Arms Trade Treaty Secretariat was therefore presented by Trinidad and Tobago, on behalf of CARICOM, at the First Preparatory Meeting toward the First Conference of States Parties to the ATT which took place in Port of Spain in February 2015.

25. In the Preamble of the draft Relationship Agreement, it is made clear that the objectives of the Secretariat, in many respects, coincide with the objectives of the United Nations. Included in the draft Relationship Agreement for consideration by States Parties are provisions on reciprocal representation at meetings, exchange of information on relevant work, reporting to the General Assembly, cooperation in personnel matters, administrative cooperation and access to facilities for meetings.

26. With regard to the operationalisation of this linkage between the United Nations and the ATT Secretariat or between the ATT Secretariat and any other entity, a distinction will need to be made between the performance of tasks for which the Secretariat is responsible to the States Parties as an independent body and the carrying of administrative functions such as the auditing function that can be easily outsourced. An Agreement for cooperation between the United Nations and the Arms Trade Treaty Secretariat would therefore need to be approved by the Conference of States Parties and the United Nations General Assembly.

What type of services (outsourced or not) are the structures available for hosting the ATT Secretariat able to provide in terms of support services (legal services for administrative functions, human resources, contracting, financial and budgetary control, travel agency, IT support, media department, etc.)

27. As the leading producer of oil and gas and the most industrialised nation in the Caribbean region, Trinidad and Tobago serves as a hub for regional political and economic activity. Trinidad and Tobago maintains one of the most favourable economic climates in the Caribbean region, bolstered by a robust economy, a well-educated workforce, low inflation and a well-established, locally-regulated financial system. Consequently, Trinidad and Tobago continues to be the location of choice for many multinational and transnational corporations seeking to operate in the Latin American and Caribbean region.

28. With regard to international organisations, the following organisations are based in Trinidad and Tobago:

Andean Development Corporation (CAF)
Association of Caribbean States (ACS)
CAB International Regional Centre for the Caribbean
Caribbean Agricultural Research and Development Institute (CARDI)
Caribbean Community Implementation Agency for Crime and Security (IMPACS)
Caribbean Court of Justice (CCJ)
Caribbean Court of Justice Trust Fund (CCJTF)
Caribbean Epidemiology Centre (CAREC)
Caribbean Financial Action Task Force (CFATF)
Caribbean Food Corporation (CFC)
Caribbean Local Economic Development Project (CARILED)
Caribbean Meteorological Organisation (CMO)
Caribbean Natural Resource Institute (CANARI)
Caribbean Public Health Agency (CARPHA)
Caribbean Telecommunications Union (CTU)
Economic Commission for Latin America and the Caribbean (ECLAC)
Food and Agriculture Organisation of the United Nations (FAO)
Inter-American Development Bank (IDB)
Inter-American Institute for Cooperation on Agriculture (IICA)
International Federation of Red Cross and Red Crescent Societies (IFRC)
International Labour Organisation (ILO)
International Organisation for Migration (IOM)
Joint United Nations Programme on HIV/AIDS (UNAIDS)
OAS Trinidad and Tobago Office
Pan American Health Organisation
Regional Judicial and Legal Services Commission
The Caribbean Association of Industry and Commerce (CAIC)
United Nations Development Programme (UNDP)
United Nations Educational, Scientific and Cultural Organisation (UNESCO)
United Nations Information Centre (UNIC)

29. Several of the abovementioned organisations are **headquartered** in Port of Spain such as the UN ECLAC Sub-regional Headquarters for the Caribbean, the Caribbean Court of Justice (**CCJ**), the Association of Caribbean States (**ACS**), the Caribbean Agricultural Research and Development Institute (**CARDI**) and the Caribbean Community Implementation Agency for Crime and Security (**CARICOM IMPACS**).

30. Trinidad and Tobago is also home to a number of internationally recognised higher education learning institutions such as The University of the West Indies – St. Augustine Campus, the University of Trinidad and Tobago, the Council of Legal Education Hugh Wooding Law School and the Arthur Lok Jack Graduate School of Business, among others.

31. As a regional hub, Trinidad and Tobago attracts a strong local, regional and international media presence, which includes international media houses such as One Caribbean Media, the BBC, Reuters and the Associated Press.

32. In this regard, Trinidad and Tobago possesses a notable supply of internationally reputable service providers and is therefore well equipped to provide, at significantly lower costs, the full range of support services associated with the operation of an international organisation. These include, *inter alia*:

- Financial services including auditing (PwC, Ernst and Young and KPMG, etc.)
- IT and Web development services
- Videoconferencing services
- Media and public relations services
- Security Services
- Maintenance and Cleaning Services
- Mail and Courier Services (Fed Ex, UPS, DHL)
- Travel Agencies
- Insurance services

What type of outsourced or in-house services are the structures available for hosting the ATT Secretariat able to provide in terms of services (Internet and telecommunications, security, maintenance, cleaning, etc.)

33. Trinidad and Tobago is equipped to provide the full range of support services associated with the effective operation of an international organisation. These include, *inter alia*:

- Financial services including auditing (PwC, Ernst and Young and KPMG, etc.)
- IT and Web development services
- Videoconferencing services
- Telecommunication services
- Media and public relations services
- Security Services
- Maintenance and Cleaning Services
- Mail and Courier Services (Fed Ex, UPS, DHL)
- Travel Agencies
- Insurance services

3- Conference services

Note: the question of where the Conference of States Parties will be held is still under discussion in the framework of the facilitation on the rules of procedure.

Is there a conference centre available in the candidate city with the capacity to host all Parties, signatories and observers of the ATT (all categories included)? State the nature of that location (hotel, conference centre, United Nations centre...).

34. Trinidad and Tobago has a number of conference centres which possess the requisite capacity to host international meetings and conferences such as, *inter alia*, the Hyatt Regency Hotel and Conference Centre, the Hilton Trinidad and Conference Centre and the Banquet and Conference Centre.

35. The Hyatt Regency Hotel and Conference Centre, located in Port of Spain, Trinidad has been the venue of choice for the hosting of international and regional meetings,

conferences and Summits. The Conference Centre is equipped to host conferences of varying sizes and will be suitable for the hosting of possible Conferences of States Parties with expected participation by States Parties, signatory and observer States, civil society organisations, representatives of industry and international and regional organisations.

36. It will be recalled that the First Preparatory Meeting toward the First Conference of States Parties took place at the Hyatt Regency in Port of Spain from February 23 to 24, 2015. At that meeting, there were over 250 delegates in attendance. It should also be noted that only a portion of the Conference Centre at the Hyatt Regency was used for the Meeting and the venue therefore has the potential to comfortably house more delegates and facilities for future meetings. The venue has a number of additional rooms that may be used for breakout sessions, a delegates lounge and conference secretariats.

37. The Hilton Trinidad and Conference Centre, located in Port of Spain, is similarly equipped and has been used for decades as a venue for regional and international meetings of varying sizes. The Hilton Conference Centre is therefore also suitable to host possible Conferences of States Parties.

38. In the last six (6) years, the Government of Trinidad and Tobago has successfully hosted the 20th Commonwealth Heads of Government Meeting (CHOGM) (2009); the Fifth Summit of the Americas (2009); the Ninth Commonwealth Telecommunications Forum (2011); the Americas Competitiveness Forum (2014); multiple CARICOM Heads of Government Meetings; and joint CARICOM Summits at these venues.

39. With respect to accommodation in Port of Spain, it should be noted that several options would be available to delegates. In addition to the modern accommodation offered by the respective Conference Centres, there are a number of other suitable hotels in close proximity.

If so, is a specific agreement required to use said conference centre?

40. The Secretariat will be required to enter into an agreement or contract with the relevant Conference Centre for the use of its facilities to host meetings and conferences. The Secretariat will also have the option of using the service providers available through the Conference Centre or source independent service providers to fulfil particular needs.

41. It should be noted that any required services would form a part of the package to be negotiated between the Secretariat and the Conference Centre. In addition, the expenses associated with the hosting of these large meetings and conferences would be included in the budget of the ATT Secretariat.

42. By way of example, the Government of Trinidad and Tobago has on numerous occasions entered into an agreement with the Hyatt Regency Hotel and Conference Centre for the hosting of international meetings such as the First Preparatory Meeting toward the First Conference of States Parties which took place in Port of Spain, Trinidad and Tobago from February 23rd to 24th, 2015. Similarly, the Secretariat would need to enter into an agreement with the Hyatt or other conference centre for the hosting of meetings held at the seat of the Secretariat.

If not, what other options are there? Will it involve additional costs for the States Parties?

43. Given that the Conference Centres identified have consistently demonstrated the ability to host the full range of high-level meetings, conferences and summits, the

Government remains assured that the Secretariat would be able to negotiate suitable arrangements for the hosting of meetings.

44. It is therefore not anticipated that States Parties will be required to meet any additional costs, beyond what would be budgeted for the meeting.

Is the conference centre able to provide, within the services offered, conference services, interpretation and translation of documents, or do such services involve additional costs?

45. It is expected that the meeting will be organised by the Secretariat and the Secretariat will accordingly have responsibility for providing certain services to ensure the success of the meeting.

46. The Conference Centres would normally provide audio-visual and IT support as well as conference equipment via its designated service providers and this cost would be included in the overall quotation provided by the respective Conference Centre.

47. Services such as interpretation and the translation of documents would normally be required to be sourced by the Secretariat. This can be sourced locally via the Caribbean Interpreting and Translation Bureau of the University of the West Indies, based in Trinidad or via the United Nations. The latter may require the signing of a Memorandum of Understanding between the Secretariat and the United Nations or may be contained within the Relationship Agreement that has been proposed.

Will the use of this conference centre involve additional costs for the States Parties to the ATT in the event of a Secretariat that is independent, hybrid or linked to the United Nations? If so, what costs?

48. The conduct of the business of the organisation must be budgeted for and the use of the facilities of the Conference Centre would need to be paid for from that budget. If it is decided that the Conference of States Parties would be held at the seat of the Secretariat, the Secretariat's operating budget for that year would need to include an item for the cost of the hosting of the Conference at the headquarters. If the meetings of subsidiary bodies are held at the United Nations, pursuant to a Relationship Agreement with that organisation, then the associated expenditure would also come from the operating budget of the Secretariat. If the Conference is held in a State Party on a rotational basis, then the host State would be required to meet certain in-country costs but the operating budget of the Secretariat would still need to include other costs of administering the Conference.

49. The negotiation of a Headquarters Agreement detailing the operating conditions for the Secretariat could include the issue of enhanced facilities to be extended by the Government when the Conference of States Parties is held at the seat of the Secretariat.

4- Human resources

What status and privileges will be granted by the host Government to Secretariat employees and their spouses, partners and inner circle?

50. Consistent with the obligations it has assumed under the 1946 Convention on the Privileges and Immunities of the United Nations, the Government of the Republic of Trinidad and Tobago, in a Headquarters Agreement to be negotiated with the ATT Secretariat, will facilitate the extension of diplomatic-type privileges and immunities to specified senior

officials of the Organization. It should be noted that similar privileges and immunities have been extended to other international organisations operating in Trinidad and Tobago.

51. The Government will also facilitate:

- a) National treatment access for spouses and dependants State tertiary education institutions; and
- b) Permission for spouses and dependants of officials of the Organization to work in Trinidad and Tobago during the officials' assignment in Trinidad and Tobago.

52. Members of staff of the Secretariat may also access public medical care in Trinidad and Tobago.

5- Other remarks

53. As the southernmost islands of the Caribbean archipelago, Trinidad and Tobago is strategically situated between North and South America and looks across the Atlantic Ocean to West Africa. International flights connect Trinidad and Tobago, either directly or through third cities, with major gateways in Europe and the Americas, thus making it possible for representatives of States Parties and signatory States from all regions to attend meetings at the seat of the Secretariat. At present, the following air carriers operate in Trinidad and Tobago:

- American Airlines
- British Airways
- Caribbean Airlines
- CONDOR
- Copa Airlines
- Conviasa Airlines
- GOL Airlines
- JetBlue
- Liat
- Monarch
- Surinam Airways
- United Airlines
- Virgin Atlantic
- West Jet Airlines

54. Many of the listed airlines are members of airline networks such as Star Alliance and **oneworld®** alliance and therefore provide access to Trinidad and Tobago from all regions via airline partners and affiliates such as:

- | | |
|----------------------|------------------------|
| ▪ airberlin | ▪ Adria Airways JP |
| ▪ Cathay Pacific | ▪ Aegean Airlines A3 |
| ▪ Finnair | ▪ Air China CA |
| ▪ Iberia | ▪ Air India AI |
| ▪ Japan Airlines | ▪ Air New Zealand NZ |
| ▪ LAN | ▪ ANA NH |
| ▪ TAM | ▪ Asiana Airlines OZ |
| ▪ Malaysia Airlines | ▪ Austrian OS |
| ▪ Qantas | ▪ Avianca AV |
| ▪ Qatar Airways | ▪ Avianca in Brazil O6 |
| ▪ Royal Jordanian | ▪ Brussels Airlines SN |
| ▪ S7 Airlines | ▪ Croatia Airlines OU |
| ▪ SriLankan Airlines | ▪ EGYPTAIR MS |

- | | |
|----------------------------|--------------------------|
| ▪ Scandinavian Airlines SK | ▪ Ethiopian Airlines ET |
| ▪ Shenzhen Airlines ZH | ▪ EVA Air BR |
| ▪ Singapore Airlines SQ | ▪ LOT Polish Airlines LO |
| ▪ South African Airways SA | ▪ Lufthansa LH |
| ▪ SWISS LX | ▪ THAI TG |
| ▪ TAP Portugal TP | ▪ Turkish Airlines TK |

55. Special arrangements are also in place for the processing of diplomatic passports upon arrival at the port of entry which significantly decreases the processing time for delegates arriving for meetings. With respect to Conferences of States Parties held at the seat of the Secretariat, the Government of the Republic of Trinidad and Tobago will make arrangements to facilitate the arrival and departure processes for delegations.

56. Trinidad and Tobago considers that a Secretariat that is “*adequately staffed*” and which operates within a “*minimized structure*”, two central provisions of Article 18 of the Treaty, are not mutually exclusive objectives but are expected to be complementary, provided that the States Parties implement an appropriate structure with proper systems, conducive to efficiency and effectiveness, for the conduct of the work of the Secretariat. Accordingly, the efficiency and effectiveness of the work of the Secretariat can be enhanced by a structure and with systems that allow for the conduct of the Secretariat’s business wherever the essential services and the enabling environment exist, taking into account the contribution that technological advances can make to the realization of the objective of a “*minimized structure*” for the Secretariat.

57. Having distinguished itself as a global player in several fields such as energy, ICT services, engineering and financial services, Trinidad and Tobago possesses the attributes of an international city without the corresponding high costs of living normally associated with such locations. Trinidad and Tobago has also become known as the financial capital of the Caribbean by virtue of its strong and buoyant economy, sound infrastructure and transportation networks, highly-skilled workforce and low costs of doing business. Furthermore, the effective use of technology and telecommunications in the conduct of multilateral diplomacy renders nugatory any notion that, as a small country, Trinidad and Tobago may be limited in its ability to adequately service the needs of international organisations operating in its territory. Port of Spain is not a large city in comparison with others, but, having regard to modern technological advances available locally, it does possess the essential services as well as a business environment favourable to the conduct of business by inter-governmental organisations.

58. Trinidad and Tobago therefore remains confident that Port of Spain offers the ideal location within which an independent ATT Secretariat can function at an optimal level so as to contribute, in no small measure, to the effective implementation of the Treaty and to its universalisation.

July 31st 2015