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Submitted by: **provisional Secretariat**

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Provisional Secretariat of the Arms Trade Treaty Report of activities

This report describes the activities of the provisional Secretariat of the Arms Trade Treaty carried out since the entry into force, on 24 December 2014. In accordance with Article 18, awaiting the establishment of a Secretariat to assist States Parties in the effective implementation of the Treaty, and pending the first meeting of the Conference of States Parties the provisional Secretariat is responsible for the administrative functions covered under the Treaty.

Administrative support and procurement

1. The designation to appoint Mexico as provisional Secretariat was confirmed by the First Preparatory Meeting towards the First Conference of States Parties of the Arms Trade Treaty (CSP1), in Port of Spain, Trinidad & Tobago (23-24 February 2015) ref. ATT/CSP1/2015/PM.1/3.
2. The provisional Secretariat has provided administrative support to the Chair of the preparatory process and to the host countries of preparatory meetings in making the necessary preparations and supporting the implementation of all relevant recommendations and decisions made during formal and informal meetings, in accordance with Article 18.1 of the Treaty.
3. The provisional Secretariat has carried out its duties with the support from the United Nations Development Program (UNDP), particularly in tasks related to the logistical and administrative arrangements for:
 - The First Preparatory Meeting (Port of Spain, 23-24 February 2015)
 - The Informal Preparatory Meeting (Vienna, 20-21 April 2015)
 - The Final Preparatory Meeting (Geneva, 6-8 July 2015)
 - The First Conference of States Parties (Cancun, 24-27 August 2015)
4. For each of the formal and informal meetings of the preparatory process, the provisional Secretariat has provided support for:
 - Convening Friends of the Chair meetings: in Geneva, 14 January 2015; Port of Spain, 23 February 2015; Geneva, 19 March 2015; Vienna, 20 April 2015 and in Geneva, 9 June 2015.

- Convening informal intersessional working meetings and consultations upon request of facilitators (facilitation meetings):
 - Rules of Procedure (Mexico): in Geneva, 30 January 2015 and in New York, 6 February 2015 respectively.
 - Drafting Committee on the Rules of Procedure: in Geneva, 31 March – 1 April and on 11-12 June 2015.
 - Reporting (Sweden): in Geneva, 10 June, and in New York on 24 June 2015
 - Secretariat (France): in Geneva, 30 January, 7 April and 29 June 2015, and in New York on 2 July 2015.
 - Financial Rules (Australia/Ghana): in New York, 1 April, 2 July and 30 July 2015, and in Geneva on 8 April 2015.
 - Drafting and issuing communications to States Parties, Signatory States, the United Nations and its specialized agencies, international and regional intergovernmental organizations, and representatives of civil society, including NGOs and industry
 - Establishing an accreditation process commensurate with the evolving discussions among States in the preparatory process
 - Processing meetings registrations
 - Editing and formatting meeting documents and reports, processing and distributing working papers and providing pre-session translation services (En/Sp/Fr) of conference documents submitted by hosts (agenda), Chairperson and facilitators¹
 - Drafting, circulating and finalizing procedural reports documenting meeting proceedings of formal preparatory meetings in Port of Spain and in Geneva, e.g. ATT/CSP1/2015/PM.1/3 and ATT/CSP1/2015/PM.2/5.
 - Providing procedural, technical and substantive advice to the Chairperson as well as to the host countries of meetings in the preparatory process, e.g. Trinidad and Tobago, Austria and Switzerland.
5. In accordance with the decision of the Final Preparatory Meeting (Geneva, 6-8 July 2015), the provisional Secretariat transmitted to the Evaluation Committee all the applications received for the post of Head of the Secretariat by 31 July for their further consideration.
6. In preparation for the CSP1, the provisional Secretariat has identified the venue and established conference needs. With the support of UNDP, procurement has been done for the provision of translation and interpretation services, documentation center, Wi-Fi, IT, and streaming as well as other necessary conference equipment and office supplies.

Website

¹ French translations have been possible thanks to the in-kind support of the Government of France

7. The provisional Secretariat maintains an official website, available in English and Spanish, which intends to act as the primary tool for the dissemination of information related to the preparatory process towards the CSP1.²
8. The website provides up-to-date information on meetings, relevant documents and status of ratifications and accessions. The website also contains a restricted area accessible only to States Party and signatory State users. Responding to requests, to date³, credentials have been provided to focal points in 26 States Parties and signatory States.
9. The provisional Secretariat has also created a twitter account as a tool for participants with the purpose to broadcast relevant information prior to and during the CSP1⁴

Resource mobilization

10. In addition to Mexico's human resource and other in-kind contributions, UNDP has managed the administration of additional financial and in-kind contributions raised in support of the provisional Secretariat from the following contributors:

Contributor	Amount in USD	Total in USD
the United Kingdom	100,000 USD	100,000
Sweden	11,600 USD	11,600
Mexico	15,000 USD	15,000
Germany	15,000	15,000
UNDP	part time in-kind staff contribution	part time in-kind staff contribution
Total		126,600

Mexico, in its capacity as Chair of the preparatory process and designated provisional Secretariat wishes to warmly thank the contributors for their support to the provisional Secretariat.

11. These funds have primarily covered procurement cost for the website thearmstradetreaty.org; pre-session translation of documents into Spanish and French during the preparatory process; pre-session translation into Spanish and Arabic in preparation for the CSP1; human resources and equipment for conference IT including headsets, microphones and booths for interpretation into (En/Sp/Fr/Ar/) during the CSP1; in situ translation capacity (Sp/Fr/Ar) during the CSP1, travel, documentation center including copy facilities for the CSP1, streaming, Wi-Fi, and office expendables incl. paper for the CSP1.

Sponsorship programme

12. At the request of the Chair of the preparatory process and financed with voluntary contributions a sponsorship programme has been established by UNDP with the objective to support the participation of State representatives from eligible States Parties and signatory States listed as ODA recipient states by OECD DAC. On an ad hoc basis, at the request of certain donors, support has also been provided for the participation of

² Provisional Secretariat website <http://thearmstradetreaty.org/>

³ 12 Aug 2015

⁴ Provisional Secretariat twitter account https://twitter.com/ATT_PS?lang=es

civil society representatives. Requested to follow the same eligibility criteria, the Control Arms has undertaken the selection process in identifying the civil society representatives to benefit from the support.

13. The sponsorship programme⁵ has covered the following informal consultations and formal and informal preparatory meetings:
 - a. the first informal consultation in Mexico, 8-10 September 2014 supporting the attendance of 20 state representatives from Africa, Asia, Eastern Europe and Latin America,
 - b. the second informal consultation in Berlin supporting the participation of 39 state delegates from 39 countries and 22 representatives from civil society,
 - c. the first formal preparatory meeting in Port of Spain, 23-24 February 2015, to which 40 state representatives and 20 NGO representatives were supported,
 - d. the informal preparatory meeting in Vienna, 20-21 April supporting the participation of 29 state delegates and 15 NGO representatives.
 - e. The final preparatory meeting in Geneva, 6-8 July 2015 to which 47 state delegates and 3 NGO representatives were sponsored, and
 - f. the CSP1 in Cancun, with a budget to facilitate the participation of 83 state delegates, e.g. one from each eligible state and 30 NGO eligible representatives.
14. The following eleven states have contributed financially with the approx. amount of USD 1,147,000 to the sponsorship programme: Australia, Austria, Ireland, Germany, Mexico, the Netherlands, Norway, Sweden, Switzerland, Trinidad and Tobago and the United Kingdom.

Mexico, in its capacity as designated provisional Secretariat and UNDP wishes to warmly thank the contributors for their generous support to the sponsorship programme.

Conclusions

15. Mexico has carried out its role as provisional Secretariat with commitment and responsibility with the aim to ensure the fulfillment of the mandate stated by the Treaty regarding the celebration of the CSP1.
16. Thus the main objective of this report is to provide a “state of the play” on the provisional Secretariat’s activities as well as an exercise of transparency and confidence building measure to the States that agreed on Mexico’s designation.
17. The abovementioned, considering that the role of Mexico as provisional Secretariat will come to an end at the final day of the CSP1.

⁵ Incl. of last minute cancelations that have entailed cost

ANNEX**List of Documents circulated by the Provisional Secretariat**

First Preparatory Meeting Port of Spain, 23-24 February 2015	
Name	Classification
<i>Draft Rules of Procedure</i>	(ATT_CSP1_2015_PM 1_WP 1)
<i>Art 13.3</i>	(ATT_CSP1_2015_PM.1_OP.1_Art. 13.3)
<i>Secretariat</i>	(ATT_CSP1_2015_PM.1_WP.3)
<i>Reporting Templates</i>	(ATT_CSP1_2015_PM.1_WP.4)
<i>Draft provisional agenda</i>	(ATT_CSP1_2015_PM 1_1)
<i>Procedural report</i>	(ATT_CSP1_2015_PM.1_3)
<i>List of participants</i>	(ATT_CSP1_2015_PM.1_2_Rev.1)

Informal Preparatory Meeting Vienna, 20-21 April 2015	
Name	Classification
<i>Rules of Procedure</i>	(ATT_CSP1_2015_IM.1_WP.1)
<i>Secretariat</i>	(ATT_CSP1_2015_IM.1_WP.2)
<i>Secretariat</i>	(ATT_CSP1_2015_IM.1_WP.3)
<i>Financial Rules</i>	(ATT_CSP1_2015_IM.1_WP.4)
<i>Reporting</i>	(ATT_CSP1_2015_IM.1_WP.5)

Final Preparatory Meeting Geneva, 6-8 July 2015	
Name	Classification
<i>Provisional Agenda</i>	(ATT_CSP1_2015_PM.2_1)
<i>Revised Provisional Agenda</i>	(ATT_CSP1_2015_PM.2_1_Rev.1)
<i>Rules of Procedure</i>	(ATT_CSP1_2015_PM.2_WP.1)
<i>Rules of Procedure</i>	(ATT_CSP1_2015_PM.2_WP.1_Add.1)
<i>Secretariat</i>	(ATT_CSP1_2015_PM.2_WP.2)
<i>Financial Rules</i>	(ATT_CSP1_2015_PM.2_WP.3)
<i>Reporting</i>	(ATT_CSP1_2015_PM.2_WP.4)
<i>Evaluation Committee</i>	(ATT_CSP1_2015_PM.2_WP.5)
<i>Secretariat</i>	(ATT_CSP1_2015_PM.2_WP.6)

List of translated documents

<u>1st Round of Informal Consultations, Mexico City, 8-9 September, 2014</u>	Chair Summary (Fr) ⁶	
<u>2nd Round of Informal Consultations, Berlin, 27-28 November, 2014</u>	Draft Rules of Procedure	(Fr) ⁶
	Draft Secretariat ²	(Fr)
	Draft Reporting ²	(Fr)
	Provisional Secretariat Proposal (Mexico) ²	(Fr)
	Chairs Report	(Fr/SP)
<u>First Preparatory Meeting, Port of Spain, 23-24 February, 2015</u>	Provisional Agenda	ATT/CSP1/2015/PM.1/1 (Fr/Sp)
	Rules of Procedure	ATT/CSP1/2015/PM.1/WP.1 ⁶ (Fr/Sp)
	Secretariat	ATT/CSP1/2015/PM.1/WP.3 ⁶ (Fr/Sp)
	Reporting	ATT/CSP1/2015/PM.1/WP.4 ⁶ (Fr/Sp)
	Art. 13.3	ATT/CSP1/2015/PM.1/PO.1_Art. 13.3 ⁶ (Fr)
	Provisional Secretariat ATT	(Fr/Sp)
<u>Informal Preparatory Meeting, Vienna, 20-21 April, 2015</u>	Secretariat (France)	ATT/CSP1/2015/IM.1/WP.2 ⁶ (Fr)
	Secretariat (France)	ATT/CSP1/2015/IM.1/WP.3 ⁶ (Fr)
	Financial Rules (Ghana/Australia)	ATT/CSP1/2015/IM.1/WP.4 ⁶ (Fr)
	Reporting (Sweden)	ATT/CSP1/2015/IM.1/WP.5 ⁶ (Fr)
<u>Final Preparatory Meeting, Geneva, 6-8 July, 2015</u>	Provisional Agenda Revised	ATT/CSP1/2015/PM.2/1/Rev.1 (Sp)
	Rules of Procedure (Mexico)	ATT/CSP1/2015/PM.2/WP.1 ⁶ (Fr/Sp)
	Rules of Procedure (Mexico) Addendum	ATT/CSP1/2015/PM.2/WP.1/Add.1 ⁶ (Fr)
	Secretariat (France)	ATT/CSP1/2015/PM.2/WP.2 ⁶ (Fr/Sp)
	Secretariat (France)	ATT/CSP1/2015/PM.2/WP.6 ⁶ (Fr)
	Secretariat (France)	ATT/CSP1/2015/PM.2/WP.7 ⁶ (Fr)
	Financial Rules (Ghana/Australia)	ATT/CSP1/2015/PM.2/WP.3 ⁶ (Fr/Sp)
	Reporting (Sweden)	ATT/CSP1/2015 PM.2/WP.4 ⁶ (Fr/Sp)
	Communication (Chairperson)	ATT/CSP1/2015/PM.2/WP.5 ⁶ (Fr/Sp)

⁶ French translations have been possible thanks to the in-kind support of the Government of France