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

**Directive of the States Parties to the Secretariat of the Arms Trade Treaty**

Participants to the 1st Conference of States parties to the Arms Trade Treaty agreed on the following directive, which aims at guiding the action of the Secretariat pursuant to article 18.3 of the Treaty:

1- The Secretariat shall support the States Parties by:

- Preparing, organizing and ensuring the smooth running of meetings, including sessions of the Conference of States Parties, and meetings of subsidiary bodies;
- Facilitating communication between States Parties and the circulation of information and documents, especially by creating and maintaining a list of points of contact;
- Advising and supporting the presidency and office holders of the Conference of States Parties during sessions of the Conference of States Parties and inter-sessional periods;
- Keeping records and documentation from meetings and communicate the decisions and outcomes of these meetings to the States Parties as necessary;
- Receiving, passing on and keeping the reports submitted by States Parties, in accordance with the indications given by each State Party;
- Liaising, as necessary, with the relevant international organizations on the work carried out in the framework of the Treaty.

2- In collaboration with the Management Committee, and in accordance with its terms of reference, the Secretariat shall:

- Present in writing and orally to the Conference of States Parties for approval an activity report including inter alia elements regarding the operation and finances of the secretariat;
- Prepare draft decisions concerning the administrative arrangements of the secretariat;
- Propose and present a budget covering the activities of the Secretariat for the coming year to the Management Committee for review, then to the Conference of States Parties for approval;
- Submit any candidature for the position of Head of the Secretariat to the Management Committee for evaluation to ensure a merit-based recruitment, then to the Conference of States parties for approval.

3- For the implementation of the trust fund and the sponsorship programme, the Secretariat shall:

- Provide advice to the States Parties for the implementation of the trust fund and the sponsorship programme; Report to the Conference of States Parties on the implementation of the trust fund and the sponsorship programme.

4- Regarding assistance offers and requests, the Secretariat shall:

- As set out in article 18. 3 (c) of the Treaty, facilitate the matching of offers of and requests for assistance for Treaty implementation and promote international cooperation, as requested.
- Provide, where feasible and upon request, any technical advice on the implementation of the Treaty.

5- In order to keep the States Parties, and other actors as necessary, informed the Secretariat shall:

- Set up a website presenting the ATT and the activities of the Secretariat, and offering access to any documents that have been made public.
- Develop a web-based solution for effective and secure communication and for submission and dissemination of states parties' reports.