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Submitted by: Facilitators on Financial Rules, **Ghana/Australia**

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

**ATT Secretariat costing spreadsheet**  
**Explanatory note by Facilitators on Financial rules, Ghana/Australia**

Ghana and Australia, in their capacity as facilitators on financial issues in the preparatory process for the First Conference of States Parties of the Arms Trade Treaty (ATT 1CSP), sent a spreadsheet to each of the three candidates to host the Secretariat (Austria, Switzerland and Trinidad and Tobago) on 3 August, seeking from each of them indicative costings for the period 1 January to 31 December 2016 for the administrative expenses of the permanent Secretariat, and for the Conference of States Parties to be held in the seat of the Secretariat. This was in order to assist the development of a draft budget for adoption at 1CSP for the subsequent financial period, to enable States Parties to comply with the requirements of Article 17.3 of the Treaty.

A response was received from each of the three candidates, and is attached herewith for the information of participants in ATT 1CSP.

**Indicative budget for the Arms Trade Treaty Secretariat for the period 1 January 2016 to 31 December 2016****Austria**Location : Vienna**Administrative expenses of the Secretariat**

<b>ITEM</b>	<b>AMOUNT (USD) charged to States Parties</b>
Salaries for 3-5 permanent staff members <sup>[i]</sup>	\$ 246,597.00 yearly
General temporary assistance (if needed)	\$ 24,000.00 yearly
Consultants / Outsourcing	between \$ 20.00 and \$ 120.00 depending on the kind of service
Staff international travel costs <sup>[ii]</sup>	\$ 120.00/275.00 Europe, \$ 435.00 New York, \$ 520.00 Buenos Aires, \$ 515.00 Johannesburg, \$ 480.00 Amman, \$ 640.00 Tokyo
Staff local transport (i.e. taxis)	\$ 27.00 airport taxi, \$ 400.00 yearly ticket local public transport (underground, tram, bus), CAT (City Airport Train) : \$ 12 single/with return: \$ 18.70
Staff training	\$ 40.00 - \$ 120.00 depending on the kind of training
Office premises (inclusive of building management)	between \$ 19.80 /sqm and \$ 25.85 /sqm., i.e. for 100 sqm \$ 1,980.00-2,585.00; Office Centre/180sqm : \$ 2,830.00
Guarding and security of premises	\$ 24.00 per hour - Vienna is an extremely safe city, therefore security guards are not necessary
Office furniture, equipment and supplies (acquisition, rental and maintenance)	in kind contribution by host country
Information technology and telecommunication services	in kind contribution by host country
Treaty website maintenance	monthly between \$ 54.00 and \$ 87.00
Accounting and financial administration (including related to the collection of contributions)	\$ 49.00 per h / \$ 66.00 per h
Audit fees	\$ 120.00 - \$ 150.00 per hour
Human resources administration	\$ 25.00 - \$ 50.00
Legal services (related to procurement, personnel matters etc)	\$ 50.00 - \$ 250.00 per hour
Travel booking services	none on internet, with travel agencies \$ 34.00 plus segment fee for certain airlines (LH,Swiss, Austrian \$ 3.50)

Insurance	\$ 550.00 per year for third party liability and office content together
Miscellaneous, if any (please specify)	
<b>SUB TOTAL</b>	\$ -

**Costs for Conference of States Parties held in the seat of the Secretariat**

ITEM	AMOUNT (USD) charged to states in attendance
Venue hire (inclusive of internet, side event rooms, business centre, etc.)	\$ 11,000.00 - 17,550.00 per day
Equipment/Office supplies (microphones, sound system, badges, state plates, etc.)	\$ 11,000.00 per day (for everything including metal detectors)
Information technology equipment	\$ 1,500.00 per day
Printing and translation of documentation	translation \$ 1.82 per line of text , printing \$ 0.033 each/1,000 copies bl/white, \$ 0.22 each/1,000 copies colour
Interpretation services and related equipment	\$ 770.00 salary for one interpreter, \$ 355.00 for interpretation box, \$ 5.80 headset, audio-equipment \$ 700.00
Conference support staff (registration, plenary, liaison with interpreters, ushers, etc.)	\$ 25.85 liaison, \$ 28,60 printing badges, \$ 43.00 usher
Secretariat activities related to the organisation of the CSP	See Secretariat costings
Transportation, if any (e.g. VIPs to and from the airport in the host country)	in-kind contribution by host state
Security & Medical support	in-kind contribution by host state
Decoration/Entertainment (as required/appropriate)	in-kind contribution by host state
Reception (as required/appropriate)	in-kind contribution by host state
Coffee breaks & lunches for the days of the conference as necessary	in-kind contribution by host state
<b>SUB TOTAL</b>	\$ -
<b>GRAND TOTAL</b>	\$ -

**Endnotes:**

[i] Indicative table drawn from the UN salary grades and scale at Step I level. Salaries indicated for the Professional categories comprise the base salary (no dependents rates) and post adjustment for each duty station. Salaries indicated for the General Service categories, which are recruited and paid on a local basis, have been converted to USD for the purposes of comparison (exchange rates effective 15 July 2015: ICSC/CIRC/PAC/487).

The Conference of States Parties could give consideration to annual salary increases to account for inflation. As the ATT Secretariat will be independent from the UN system, there will be no entitlement or necessity for other benefits provided under the UN Human Resources policy such as educational grants for dependent children, rental subsidies etc, unless the Conference of States Parties decides otherwise.

Position	Port of Spain net salary	Vienna net salary
Head of the Secretariat (P-4 100%)	USD 101,758.00	USD 115,417.00
Deputy Head (P-3 100%)	USD 84,581.00	USD 95,933.00
Senior Officer (G-5 100%)	USD 26,191.00	USD 47,185.00
Junior Assistant (G-3 100%)	USD 19,635.00	USD 35,247.00

[ii] Depending on whether any CSPs will be held away from the seat of the Secretariat, and whether travel to promote international cooperation and/or universalisation is considered as one of the core duties of the Secretariat (e.g. travel to attend regional workshops on ATT ratification and implementation).



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

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## ATT Secretariat costing spreadsheet Explanatory note by Switzerland

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Switzerland commends Ghana and Australia for their valuable work with regard to ATT financial issues and for their tireless efforts for the benefit of the Treaty.

Switzerland welcomes the initiative to prepare a draft budget and to present States Parties with additional information on matters related thereto. We are convinced that this is an essential step towards a successful first Conference of States Parties and, ultimately, a crucial step towards Treaty implementation. Therefore, Switzerland wishes to fully support Ghana and Australia in their endeavor.

We have closely studied the spreadsheet provided to us and have attempted to fill in as much information as possible. However, in spite of our best efforts, indications remain incomplete. The reasons are the following:

First, the budget depends heavily on the Secretariat's structure - which has yet to be determined by States Parties. Costs related to salaries are an example in this regard. The reference to the UN salary scale is useful, but, in order to estimate total salary costs, additional information is required, inter alia, on the number of staff, the level of staff as well as the affiliation of the ATT Secretariat (entities independent of the UN are not bound to the UN salary scale). In particular, these costs depend on whether or not States Parties chose a solution based on outsourcing of support services.

Second, based on recent discussions among States Parties, we feel that there is a certain interest in a solution based on the outsourcing of support services. Geneva is particularly well suited for such solutions, and Switzerland stands ready to facilitate such a solution. However, the exact nature and extent of the support provided by a host organization would have to be negotiated between States Parties and the host organization. Switzerland, as host state, is ready to support and facilitate such an agreement but cannot speak for third parties.

Third, some of the information required depends on States Parties and their future activities under the Treaty. In particular, costs related to printing and translation of documents depend on the number and length of documentation submitted by States Parties and the Secretariat.

Indications contained in the spreadsheet are based on our offer for hosting the Secretariat which has been described in more detail in the questionnaire submitted by the facilitator on the Secretariat (France) to the three candidates for hosting the

ATT Secretariat. The main aspects of Switzerland's offer, as they relate to budget estimates, are the following:

- Switzerland stands ready to make available appropriate office space, according to needs, 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 a consequence, States Parties will not be charged with costs related to office premises in 2016.
- 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. Therefore, States Parties will not be charged with office furniture, equipment and supplies.
- Switzerland stands ready to facilitate a solution enabling the Secretariat to cooperate with a host organization. In such a case, 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. However, such support could cover the following items on the spreadsheet: guarding and security of premises, information technology and telecommunication services, treaty website maintenance, accounting and financial administration, audit fees, human resources administration, legal services, travel booking services, insurance. Switzerland would be willing to assume the costs related to these services in 2016 and ensuing years<sup>1</sup>.
- Geneva offers excellent conference infrastructure that would be available to the ATT Secretariat. In particular, the International Conference Centre of Geneva (CICG) can accommodate conferences with up to 2,200 participants in rooms of varying capacities and configurations. The CICG can be used free of charge. In other words, costs for venue hire would not be charged to States Parties.

In sum, Switzerland confirms its willingness to facilitate a solution that generates substantial cost savings for States Parties. This is particularly the case if States Parties chose a solution based on outsourcing of support services. In such a case, States Parties would mainly be charged with the salaries of P-staff and related expenses as well as costs related to conference services. Costs for 2016 related to start-up infrastructure and support services would be fully covered by Switzerland.

Switzerland stands ready to provide additional information and looks forward to continuing the collaboration with Ghana and Australia regarding financial issues related to the ATT.

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<sup>1</sup> Subject to approval of respective budgets by the Swiss parliament.

## Indicative budget for the Arms Trade Treaty Secretariat for the period 1 January 2016 to 31 December 2016

Location : Geneva

### Administrative expenses of the Secretariat

ITEM	AMOUNT (USD) charged to States Parties
Salaries for 3-5 permanent staff members <sup>[i]</sup>	depends on structure and size of Secretariat [*]
General temporary assistance (if needed)	depends on structure and size of Secretariat
Consultants / Outsourcing	depends on structure and size of Secretariat
Staff international travel costs <sup>[iii]</sup>	depends on location of CSPs held outside Geneva and on mandate of Secretariat
Staff local transport (i.e. taxis)	depends on structure and size of Secretariat
Staff training	depends on structure and size of Secretariat
Office premises (inclusive of building management)	covered by host state [†]
Guarding and security of premises	covered by host organization [‡]
Office furniture, equipment and supplies (acquisition, rental and maintenance)	covered by host organization [‡]
Information technology and telecommunication services	covered by host organization [‡]
Treaty website maintenance	covered by host organization [‡]
Accounting and financial administration (including related to the collection of contributions)	covered by host organization [‡]
Audit fees	covered by host organization [‡]
Human resources administration	covered by host organization [‡]
Legal services (related to procurement, personnel matters etc)	covered by host organization [‡]
Travel booking services	covered by host organization [‡]
Insurance	covered by host organization [‡]
Miscellaneous, if any (please specify)	depends on structure and size of Secretariat
<b>SUB TOTAL</b>	0.00

**Costs for Conference of States Parties held in the seat of the Secretariat [v]**

<b>ITEM</b>	<b>AMOUNT (USD) charged to states in attendance</b>
Venue hire (inclusive of internet, side event rooms, business centre, etc.)	free of charge
Equipment/Office supplies (microphones, sound system, badges, state plates, etc.)	depends on number and length of meetings
Information technology equipment	depends on number and length of meetings
Printing and translation of documentation	depends on number of documents and number of languages
Interpretation services and related equipment	depends on number and length of meetings
Conference support staff (registration, plenary, liaison with interpreters, ushers, etc.)	partially covered [**]
Secretariat activities related to the organisation of the CSP	See Secretariat costings
Transportation, if any (e.g. VIPs to and from the airport in the host country)	expected in-kind contribution by host state
Security & Medical support	expected in-kind contribution by host state
Decoration/Entertainment (as required/appropriate)	expected in-kind contribution by host state
Reception (as required/appropriate)	expected in-kind contribution by host state
Coffee breaks & lunches for the days of the conference as necessary	expected in-kind contribution by host state
<b>SUB TOTAL</b>	0.00
<b>GRAND TOTAL</b>	0.00

**Endnotes:**

[i] Indicative table drawn from the UN salary grades and scale at Step I level. Salaries indicated for the Professional categories comprise the base salary (no dependents rates) and post adjustment for each duty station. Salaries indicated for the General Service categories, which are recruited and paid on a local basis, have been converted to USD for the purposes of comparison (exchange rates effective 15 July 2015: ICSC/CIRC/PAC/487).

The Conference of States Parties could give consideration to annual salary increases to account for inflation. As the ATT Secretariat will be independent from the UN system, there will be no entitlement or necessity for other benefits provided under the UN Human Resources policy such as educational grants for dependent children, rental subsidies etc, unless the Conference of States Parties decides otherwise.

Position	Geneva net salary	Port of Spain net salary	Vienna net salary
Head of the Secretariat (P-4 100%)	USD 141,369	USD 101,758	USD 115,417
Deputy Head (P-3 100%)	USD 117,506	USD 84,581	USD 95,933
Senior Officer (G-5 100%)	USD 79,128	USD 26,191	USD 47,185
Junior Assistant (G-3 100%)	USD 66,282	USD 19,635	USD 35,247

[ii] Depending on whether any CSPs will be held away from the seat of the Secretariat, and whether travel to promote international cooperation and/or universalisation is considered as one of the core duties of the Secretariat (e.g. travel to attend regional workshops on ATT ratification and implementation).

#### **Explanatory notes by Switzerland:**

[\*] Costs related to salaries depend on the Secretariat's structure and size. The reference to the UN salary scale is useful, but, in order to estimate total salary costs, additional information is required, inter alia on the number of staff, the level of staff as well as the affiliation of the ATT Secretariat (entities independent of the UN are not bound to the UN salary scale). In particular, these costs depend on whether or not States Parties chose a solution based on outsourcing of support services. In accordance with decisions of States Parties, it would be possible to establish, in Geneva, a Secretariat hosted by an organization that provides most of the support functions. As a consequence, most G functions would not be necessary, with consequent cost savings.

[†] Switzerland stands ready to make available appropriate office space, according to needs, in a new administrative building close to UN headquarters, free of charge, for a period of 4 years. The initial period of 4 years is renewable.

[‡] Switzerland stands ready to facilitate a solution enabling the Secretariat to cooperate with a host organization. In such a case, 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. Switzerland would be willing to assume the costs related to the provision of these services (subject to provision of respective budgets by the Swiss parliament).

[\*\*] As regards costs related to conference services, it is difficult to make accurate estimates. Geneva offers excellent conference infrastructure that would be available to the ATT Secretariat. In particular, the International Conference Centre of Geneva (CICG) can accommodate conferences with up to 2,200 participants in rooms of varying capacities and configurations. The CICG can be used free of charge, i.e. States Parties would not be charged with costs related to venue hire. Furthermore, the ATT Secretariat could potentially have access to UN meeting rooms, free of charge, should States parties rely on the UN for the provision of conference services. As regards costs related to conference servicing, some of these costs might be covered by Secretariat partners, e.g. the host organization might provide some of the conference support staff for free. That is, costs related to conference services depend on the Secretariat's structure and potential collaborations with other organizations.

**Submission by the Republic of Trinidad and Tobago**  
**Indicative budget for the Arms Trade Treaty Secretariat for the period 1 January 2016 to 31 December 2016**

**Location: Port of Spain****Administrative expenses of the Secretariat**

ITEM	AMOUNT (USD) charged to States Parties
Salaries for 3-5 permanent staff members <sup>[i]</sup> <i>(See Explanatory Note)</i>	\$ 232,165.00
General temporary assistance (if needed)	\$ 50,000.00
Consultants / Outsourcing (may include legal services)	\$ 60,000.00
Staff international travel costs <sup>[ii]</sup> <i>(See Explanatory Note)</i>	\$ 77,500.00
Staff local transport (i.e. taxis) <i>(See Explanatory Note)</i>	\$ 5,000.00
Staff training	\$ 10,000.00
Office premises (inclusive of building management) <i>(See Explanatory Note)</i>	\$ -
Guarding and security of premises <i>(See Explanatory Note)</i>	\$ 20,000.00
Office furniture, equipment and supplies (acquisition, rental and maintenance) <i>(See Explanatory Note)</i>	\$ 20,000.00
Information technology and telecommunication services	\$ 25,000.00
Treaty website maintenance <i>(See Explanatory Note)</i>	\$ 3,800.00
Accounting & financial administration (including related to the collection of contributions) <i>(See Explanatory Note)</i>	\$ 48,000.00
Audit fees <i>(See Explanatory Note)</i>	\$ 9,500.00
Human resources administration <i>(See Explanatory Note)</i>	\$ 48,000.00
Legal services (related to procurement, personnel matters etc)	See consultants
Travel booking services	\$ -
Insurance	\$ 20,000.00
Miscellaneous, if any (please specify) <i>(See Explanatory Note)</i>	\$ 10,000.00
<b>SUB TOTAL</b>	<b>\$ 638,965.00</b>

**Costs for Conference of States Parties held in the seat of the Secretariat**

ITEM	AMOUNT (USD) charged to states in attendance
Venue hire (inclusive of internet, side event rooms, business centre, etc.)	\$ 9,250.00
Equipment/Office supplies (microphones, sound system, badges, state plates, etc.)	\$ 55,000.00

Information technology equipment	\$ 3,400.00
Printing and translation of documentation	\$ 5,800.00
Interpretation services and related equipment	\$ 30,000.00
Conference support staff (registration, plenary, liaison with interpreters, ushers, etc.) <i>(See Explanatory Note)</i>	\$ -
Secretariat activities related to the organisation of the CSP	See Secretariat costings
Transportation, if any (e.g. VIPs to and from the airport in the host country) <i>(See Explanatory Note)</i>	Expected in-kind contribution by host state
Security & Medical support <i>(See Explanatory Note)</i>	Expected in-kind contribution by host state
Decoration/Entertainment (as required/appropriate)	Expected in-kind contribution by host state
Reception (as required/appropriate)	Expected in-kind contribution by host state
Coffee breaks & lunches for the days of the conference as necessary	Expected in-kind contribution by host state
<b>SUB TOTAL</b>	\$ 103,450.00
<b>GRAND TOTAL</b>	\$ 742,415.00

**Endnotes:**

[i] Indicative table drawn from the UN salary grades and scale at Step I level. Salaries indicated for the Professional categories comprise the base salary (no dependents rates) and post adjustment for each duty station. Salaries indicated for the General Service categories, which are recruited and paid on a local basis, have been converted to USD for the purposes of comparison (exchange rates effective 15 July 2015: ICSC/CIRC/PAC/487).

The Conference of States Parties could give consideration to annual salary increases to account for inflation. As the ATT Secretariat will be independent from the UN system, there will be no entitlement or necessity for other benefits provided under the UN Human Resources policy such as educational grants for dependent children, rental subsidies etc, unless the Conference of States Parties decides otherwise.

Position	Geneva net salary	Port of Spain net salary	Vienna net salary
Head of the Secretariat (P-4 100%)	USD 141,369	USD 101,758	USD 115,417
Deputy Head (P-3 100%)	USD 117,506	USD 84,581	USD 95,933
Senior Officer (G-5 100%)	USD 79,128	USD 26,191	USD 47,185
Junior Assistant (G-3 100%)	USD 66,282	USD 19,635	USD 35,247

[ii] Depending on whether any CSPs will be held away from the seat of the Secretariat, and whether travel to promote international cooperation and/or universalisation is considered as one of the core duties of the Secretariat (e.g. travel to attend regional workshops on ATT ratification and implementation).

## Submission by the Republic of Trinidad and Tobago

### Explanatory Notes:

Conversion rate: US Dollar to Trinidad and Tobago Dollar - **USD1.00 - TT\$6.35.**

**Salaries for 3-5 permanent staff members:** The figure of USD232,165.00 is based on salaries for 4 permanent members of staff based on the indicative table provided at Endnote [i].

**Staff international travel costs:** The total estimated cost for travel is USD57,500 (airfare) and USD20,000 (per diem). The breakdown of the estimated cost for airfare per region is as follows:

Europe - USD1,890 x 2 officials x 5 trips = USD18,900.

New York/Latin America - USD709 x 2 officials x 5 trips = USD7,090.

Africa/Asia - USD3,150 x 2 officials x 5 trips = USD31,500.

**Staff local transport:** The Government of the Republic of Trinidad and Tobago will provide a vehicle for use by the Secretariat during the first 10 years of its operation. The vehicle will be returned to the Government and replaced with a new one at the end of every third year during that period.

**Office premises (inclusive of building management):** The Government of the Republic of Trinidad and Tobago will meet the cost of furnished office space for a period of 15 years plus 50% of the cost of utilities for 5 years.

**Guarding and security of premises:** It is envisaged that the Secretariat will occupy a floor/floors within a designated building. Accordingly, the cost of security will be shared among occupants of the building and the Government of Trinidad and Tobago will assume this cost. The budget estimate of 20,000 is therefore intended to cover, if the Secretariat so desires, internal security, in addition to the building security that would be provided.

**Office furniture, equipment and supplies:** Trinidad and Tobago's offer includes the provision of office furniture (desks, chairs, storage) and videoconferencing equipment. The estimate of USD20,000 therefore refers to equipment and supplies.

**Treaty website maintenance:** This estimate includes the initial website development cost.

**Accounting and financial administration:** The estimate of USD48,000 reflects the salary for one Accountant (34,000) and an Assistant Accountant/ Accounting Clerk (14,000).

**Audit Fees:** The estimate is based on an annual audit of the accounts of the Secretariat conducted by external auditors.

**Human resources administration:** The estimate of USD48,000 reflects the salary for one Human Resource Executive (34,000) and a Human Resource Assistant (14,000).

**Miscellaneous:** This budget cost will account for the upkeep (fuel and maintenance) of the Secretariat's vehicle(s).

**Conference support staff:** This budget item will be covered under budget item "General Temporary Assistance".

**Transportation, if any and Security and Medical support:** In the event of Conferences of States Parties held at the seat of the Secretariat, Trinidad and Tobago, as the seat of the Secretariat, envisages the possibility of matters such as transportation, security and medical support (and similar items that directly impact on the conduct of the meeting) forming part of the matters for negotiation in the context of a Headquarters Agreement.