



27 August 2015

Submitted by: **Secretariat**

Original: English

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

Draft Provisional Budgets for financial year 2016

Background

As provided by Article 17 of the Arms Trade Treaty, the Conference of States Parties shall adopt financial rules for itself as well as governing the funding of any subsidiary bodies it may establish as well as financial provisions governing the functioning of the Secretariat. It also provides that the Conference of States Parties (CSP) shall adopt, at each ordinary session, a budget for the financial period until the next ordinary session and a budget for the Secretariat.

Following a decision by the Conference on 26 August 2015, the **Financial Rules** for the Conference of States Parties and the Secretariat, as contained in document ATT/CSP1/2015/WP.3/Rev.1, were adopted.

According to Rule 4.1 of the Financial Rules, the Secretariat shall prepare and, following review by the Management Committee, submit the budget estimates, as well as providing the actual income figures for each financial period to all States Parties at least 90 days before the opening of the meeting of the Conference of States Parties at which the budget is to be adopted.

On 26 August 2015, the Conference of States Parties adopted the **Directive of the States Parties to the Secretariat** of the Arms Trade Treaty contained in document ATT/CSP1/2015/WP.2/Rev.2. Among the mandates entrusted to the Secretariat, it shall, in collaboration with the Management Committee, and in accordance with its terms of reference: prepare draft decisions concerning the administrative arrangements of the Secretariat; and 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;

As per decision by the Conference of States Parties, the **Terms of Reference** for the Management Committee contained in document ATT/CSP1/2015/WP.5/Rev.2, were adopted.

The above mentioned Terms of Reference provide that, in carrying out its functions, the Management Committee shall rely on the provisions of the Treaty and the Directive of the States Parties to the Secretariat, as well as any further guidance agreed by States Parties during the CSP1.

Among its functions, the Management Committee may issue recommendations for decision by the Conference of States Parties. The Management Committee shall oversee in particular:

- (i) Preparation by the Secretariat of draft decisions concerning the administrative arrangements of the Secretariat;
- (ii) Preparation by the Secretariat of draft decisions on Secretariat staff: the Management Committee shall, in particular, support the Head of the Secretariat in ensuring a merit-based recruitment of the secretariat staff, which is consistent with the job description after the First Conference of States Parties.;
- (iii) Preparation by the Secretariat of draft decisions on budget and financial issues, including cost estimates and planned budgets, audit reports and Secretariat staff salaries. The Management Committee shall also study reports prepared by the Secretariat on the budgetary impacts of the proposals to be submitted to the Conference of States Parties for decision.

Budget for the financial year 2016

Subsequent to the decision by the Conference of States Parties to designate Geneva as the seat of the Secretariat, and taking into account that the Secretariat is not fully operational and the members of the Management Committee have not yet been appointed, the provisional Secretariat has prepared draft provisional budgets for the 2016 financial year, for the Secretariat and the Conference cost estimate for its second session, as well as made provisions for potential expenditures foreseen in 2015.

Notwithstanding the above-mentioned provisions for the consideration of the Conference, the Provisional Secretariat has been guided by the provisions outlined in Financial Rules as contained in ATT/CSP1/2015/WP.3/Rev.1, Rule 5 and 6, and in particular Rule 5.3-5, and 6.3-4, in order to cost the budget.

In recognition of the need for the Head of the Secretariat in collaboration with the Management Committee to further develop and negotiate a proposal, with the Host Country, concerning the administrative arrangements of the Secretariat, and a budget covering the activities of the Secretariat for the coming year, for approval as per paragraph 2 of the Directive of States Parties to the Secretariat as contained in ATT/CSP1/2015/WP.2/Rev.2, the President suggests, for consideration by State Parties to hold an extraordinary meeting to review and consider, for adoption, a draft proposal concerning the administrative arrangements of the Secretariat and subsequent to this, a revision of the provisional budgets presented below.

For this purpose, the following parameters have been used for the provisional budget of the Secretariat, using as reference UNDP experience of expenses and responses by Switzerland to the questionnaire concerning the seat of the Secretariat:

- a) 3 International Staff subject to confirmation to States and support staff as necessary.
- b) Proforma cost of UN temporary appointment contract according to the Salary levels as contained in the facilitators report (ATT/CPS1/2015/WP.10 para.3)
- c) Travel estimates
- d) Provisions for outsourcing of certain services.
- e) Assumptions for office premises, office furniture, equipment and supplies, Guarding and Security of premises, as covered by Host State.
- f) Provisions for voluntary contributions.
- g) Assessed budget sources in accordance to the Financial Rules 6 as contained in ATT/CSP1/2015/WP.3/Rev.1

With regard to the provisional budget of the Conference second session, including a cost estimate for CSP2,

- h) When annual regular sessions of the CSP are held at the seat of the Secretariat, the Conference venue will be covered by the Host State, as contained in the offer by Switzerland to host the Secretariat.
- i) Assessed budget sources in accordance to the Financial Rules 5 as contained in ATT/CSP1/2015/WP.3/Rev.1
- j) Provisions for voluntarily funded sponsorship programme.

Implementation

As an interim measure, to bridge the institutional arrangements between the CSP1 and the time at which the newly appointed Head of the Secretariat takes up his duties, the President suggests for the consideration of States Parties, to entrust the Management Committee, with the support of UNDP Geneva, to assist with the administrative tasks as necessary, in support of the work of the Conference whilst developing and negotiating the institutional arrangements for the Secretariat.

Further that, the interim arrangement will conclude upon the adoption of the proposal concerning the future administrative arrangements of the Secretariat and the adoption of revised budgets at an extraordinary meeting. The interim administrative arrangements will be covered on a recovery cost basis.

1) Draft provisional budget estimate for the Secretariat

Contributions	Type ⁱ	Total Estimated Cost (USD)	Comments	
ASSESSEDⁱⁱ by States Parties	Salaries P4 ⁱⁱⁱ - 12 months 2016 ^{iv}	215,198	<i>UN Temporary Appointment (TA) for 12 months in Geneva (the actual cost will be less and the salary component of this will be commensurate with the number of staff and months hired).</i>	
	Salaries P3 ⁱⁱⁱ - 12 months 2016	178,525		
	Salaries P2 ⁱⁱⁱ - 12 months 2016 (if needed)	154,649		
	Salary for P4 ⁱⁱⁱ - 2 months 2015	35,900		
	General temporary assistance (if needed)	37,000		<i>148 days of consultancy (Junior specialist -250 USD/day)</i>
	Consultants / Outsourcing (as needed)	30,000		<i>60 days of consultancy (Specialist-500 USD/day)</i>
	Interim administrative arrangements (UNDP)	37,800		<i>50% of full time equivalent* X months of admin. support (assumption of 5 months = 35,000 USD and 8% GMS)</i>
	Staff international travel costs (inclusive of travel booking services, and local transportation)	33,406	<i>Average cost of 5,000 USD/trip (3 trips for P4, 2 trips for P3, 1 trip for P2); travel booking services 306 USD (34 USD/trip (6 trips)); and local transport</i>	
	Staff training	4,200	<i>1,400 USD/staff member</i>	
	Information technology and telecommunication services	12,500	<i>Assessed, but outsourced (and potentially provided on in-kind basis)</i>	
	Treaty website including further development and maintenance	15,000		
	Accounting and financial administration (including related to the collection of contributions)	24,000		
	Audit fees	4,750		
	Human resources administration	24,000		
	Legal services (related to procurement, personnel matters etc.)	5,000		
Insurance	10,825			
Miscellaneous, if any (please specify)	5,000			
Subtotal ASSESSED		827,753	Total of which 30% is assessed as per Financial Rule 5 and 70% assessed as per Financial Rule 6	
IN-KIND^v by host	Office premises (inclusive of building management)		<i>Covered by the host state</i>	
	Office furniture, equipment and supplies (acquisition, rental and maintenance)		<i>Covered by the host state, through a host organization</i>	
	Guarding and security of premises		<i>Covered by the host state, through a host organization</i>	
	Subtotal IN-KIND		-	
VOLUNTARY	N/A	N/A		
	N/A	N/A		
	N/A	N/A		
	Subtotal VOLUNTARY		-	
TOTAL		827,753		

2) Draft provisional budget estimate for the Conference

Contributions	Type ⁱⁱ	Detail	Estimated cost (USD)	Comments
ASSESSED ^{vi} by participating states	2CSP ^{vii}	Conference venue ^{viii}	-	Free of charge for 2016 (if held in Switzerland-the seat of the Secretariat)
		Documentation ^{viii}	15,000	Translation
		In-session Interpretation ^{viii}	62,500	Interpretation equipment & human resources (interpreters)
		Conference equipment and supplies ^{viii}	3,000	Photocopy paper, basic office supplies
		IT Support ^{viii}	70,000	IT equipment (computers, printers, documents reproduction, website and online registration system, streaming, wifi)
	Subtotal 2CSP		150,500	
	Management Committee	Travel ^{ix} (if needed)	10,000	
	Facilitation of meetings ^{ix}	5,000	Conference space	
	Subtotal Management Committee		15,000	
ASSESSED (when not hosted)	2CSP	Design and printing	1,500	Banners, posters, invitations, logo, badges, name plates, participants kits
		Security	4,000	
		Medical support	500	
		Decoration	800	
		Miscellaneous	1,000	
		Staff	10,000	Conference manager, local support staff
	Subtotal 2CSP		(17,800)	
Subtotal ASSESSED			183,300	
IN-KIND by host (when hosted)	2CSP	Conference venue ^{viii}	-	
		Catering	-	Lunches, coffee breaks, reception
		Design and printing	-	Banners, posters, invitations, logo, badges, name plates, participants kits
		Transport	-	Buses/cars, for airport, opening ceremony etc.
		Security	-	
		Medical support	-	
		Decoration	-	
		Miscellaneous	-	
		Staff	-	Conference manager, local support staff
Subtotal IN-KIND			-	
VOLUNTARY	2CSP	Sponsorship programme ^x	249,000	Sponsorship programme, to support participation of delegates from developing countries - 83 delegates (approx. 3,000 USD/ delegate-economy flight ticket, accommodation, insurance, applicable per diem).
Subtotal VOLUNTARY			249,000	
TOTAL			183,300	<i>Total is not including the possible voluntary contribution towards the sponsorship programme</i>

ⁱ Budget lines in accordance with the questionnaire circulated by facilitators on financial issues

ⁱⁱ Average based on responses from the questionnaires by candidates and additional estimates based on experience of expenses from UNDP. Brought in accordance with provisions under draft financial rules for the ATT - Rule 6.3 and 6.4

ⁱⁱⁱ The proforma cost is an annual estimate of first year TA appointment for the duration of 364 days. Annual proforma includes:

(i) Salary (net salary portion, post adjustment);

(ii) Recurring costs [Dependency allow., Contrib. to UNJSPF, Contrib. to med. ins., Rental supplements, SOLA(or AHA), Danger Pay, Personal security measures (where applicable)];

(iii) Centrally Managed Costs through Reserve accounting (Security, ICT, MAIP and Appendix D);

(iv) Non Recurring costs (Relocation grant and Assignment allowance, Med. evacuation, Reimb. for income tax, Commutation of accrued Annual leave balances end of TA (where applicable)). For UN salary levels please see http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

^{iv} Assumed P4 as a provisional measure to be reviewed at the CSP2

^v Average based on the response from the questionnaire by the candidate and additional estimates based on experience of expenses from UNDP. Brought in accordance with provisions under draft financial rules for the ATT - Rule 6.3 and 6.4

^{vi} Average based on the response from the questionnaire by the candidate and additional estimates based on experience of expenses from UNDP. Brought in accordance with provisions under draft financial rules for the ATT - Rule 5

^{vii} Based on real cost CSP1 in combination with estimates based on experience of expenses from UNDP for a 5-day meeting

^{viii} As per Financial Rule 5, para 3.a (ATT/CSP1/2015/WP.3/Rev.1)

^{ix} As per Financial Rule 5 (ATT/CSP1/2015/WP.3/Rev.1)

^x As per Financial Rule 5.5 (ATT/CSP1/2015/WP.3/Rev.1)