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Arms Trade Treaty

**Ninth Conference of States Parties**

Geneva, Switzerland, 21 – 25 August 2023

## **ATT PROVISIONAL BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2024**

### **INTRODUCTION**

1. Article 17 (3) of the Arms Trade Treaty (ATT) provides that a Conference of States Parties shall, at each ordinary session, adopt a budget for the financial period until the next ordinary session.
2. The preparation and management of ATT budgets are governed by the ATT Financial Rules. Rule 4 (1) of the ATT Financial Rules determines that the ATT Secretariat shall prepare and, following a review by the Management Committee, submit budget estimates to States Parties at least 90 days before the opening of the Conference at which the budget is to be adopted.
3. The budget estimates submitted for adoption by a Conference of States Parties should cover budget estimates for the Conference and the ATT Secretariat. Financial considerations for the Conference and the ATT Secretariat budget estimates are set out in Rules 5 and 6 of the ATT Financial Rules, respectively.
4. The ATT budget estimates for the 2024 financial period were prepared in accordance with the requirements of the ATT Financial Rules.

### **ECONOMIC SITUATION**

5. The ATT budget estimates are presented and adopted in US dollars (USD), the ATT currency of budgeting and accounting. However, the adopted ATT budget is expended in transactions based on the Swiss Franc (CHF). This results in ATT budgets being exposed to the fluctuation of the USD – CHF rate of exchange. The USD – CHF rate of exchange has remained constant for a number of years<sup>1</sup>. However, from the 2020/2021 period the USD has lost some value against the CHF<sup>2</sup>. This situation has a bearing on the outlook of the 2024 draft budget estimates.

### **2023 FINANCIAL YEAR INCOME FIGURES**

6. Rule 4 (1) of the ATT Financial Rules provides that budget estimates presented for adoption by a Conference of States Parties must include the actual income figures for the previous period, which in this instance is the 2023 financial year.
7. The 2023 financial income is based on the 2023 budget adopted by the Eighth Conference of States Parties. In this regard, the total ATT budget for 2023, inclusive of the ATT Secretariat component

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<sup>1</sup> 1 CHF = 1.0081708946 USD

<sup>2</sup> 1 CHF = 1.080613789 USD (used for ATT 2023 budget)

(USD 789,514.00) and the Conference component (USD 412,444.00), is USD 1,201,958.00. It is against this amount that assessed financial contributions to the ATT 2023 budget were calculated using the formula prescribed in the ATT Financial Rules.

8. In October 2022, the ATT Secretariat issued 132 assessment notices to all relevant States in accordance with Rules 5 and 6 of the ATT Financial Rules. As of 31 May 2023, the total financial contributions received from 78 States is USD 1,101,992.99. The total outstanding financial contributions from the other 54 States assessed for the 2023 ATT budget is USD 99,965.01.

9. In March 2023, in accordance with Rule 8 (1) of the ATT Financial Rules, the President of the Ninth Conference of States Parties wrote to all States with outstanding financial contributions reminding them of this fact and impressing upon them the importance of paying their respective arrears.

#### **BUDGET ADMINISTRATION**

10. On adoption by the Ninth Conference of States Parties, the ATT budget will be managed by the ATT Secretariat in accordance with the provisions of the ATT Financial Rules and under the oversight of the Management Committee. Accordingly, the ATT Secretariat will notify all States of their assessed financial contributions to the 2024 budget in October 2023.

#### **CONCLUSION**

11. Pursuant to Rule 4 (1) of the ATT Financial Rules, the ATT Secretariat hereby submits to States Parties the 2024 draft budget estimates for consideration and adoption at the Ninth Conference of States Parties (CSP9).

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## ATT Secretariat: Provisional Budget Estimates 2024

Budget <sup>i</sup> Source	Item <sup>ii</sup>	est. cost (USD)	Comments
<b>ASSESSED from States</b>	Total staff costs (P4, P3 and P2) <sup>iii</sup> - 12 months 2024	625'986	<i>In accordance with ATT Staff Rules and Regulations</i>
	General temporary assistance (if needed)	11'250	<i>45 days of consultancy (Junior specialist - estimated 250 USD/day)</i>
	Professional services (legal, procurement, personnel, financial)	20'000	<i>40 days of consultancy (Specialist - estimated 500 USD/day)</i>
	Staff international travel costs (inclusive of air travel, ground transportation, accommodation and daily allowances)	20'000	<i>Estimated costs of 4,000 USD/trip (2 trips for P4, 2 trips for P3, 1 trip for P2)</i>
	Staff training	4'000	
	Utilization of IT & telecommunication services (cell phone calls, fixed line calls, photocopies)	5'000	
	Secretariat website	78'669	<i>Maintenance and incremental enhancement</i>
	Audit fees	17'290	
	Insurance	7'000	
	Miscellaneous (stationery, toner, etc.)	7'500	
<b>Subtotal ASSESSED</b>		<b>796'695</b>	<b>Total of which 30% is assessed as per Financial Rule 5, 70% assessed as per Financial Rule 6</b>
<b>IN-KIND by host state <sup>iv</sup> (Switzerland)</b>	Office premises (inclusive of building management) - 12 months	94'541	<i>Covered by the host state: Office Premises = 80,768 CHF, Archival space = 6,720 CHF</i>
	IT & telecommunication services (IT hardware, IT support (labour)) <sup>v</sup>	54'220	<i>IT line rent = 3,240 CHF, IT purchases = 6,000 CHF; IT maintenance and support = 38,055 CHF; Cell phone subscription = 480 CHF; Copy machine rent = 2,400 CHF</i>
	Accounting and financial administration (including related to the collection of contributions)	57'273	<i>Financial services = 53,000 CHF</i>
	Human resources administration	10'806	<i>HR services = 10,000 CHF</i>
	Personnel support services (DCAF staff member)	51'869	<i>Assistant salary + social costs = 48,000 CHF (12 months 50%)</i>
	DCAF overhead 2024	20'430	<i>Miscellaneous = 1,600 CHF; DCAF overhead = 17,306 CHF</i>
<b>Subtotal IN-KIND by host</b>		<b>289'139</b>	
<b>TOTAL</b>		<b>1'085'833</b>	

## Conference (CSP10): Provisional Budget Estimates 2024

Budget source <sup>i</sup>	Type	Item <sup>ii</sup>	est. cost (USD)	Comments	
ASSESSED from participating states CSP in GENEVA	CSP10 Preparatory Process	Venue for Preparatory Meetings	22'509	1 x Working Group Meetings (4 days), 1 x Informal Preparatory Meetings (2 days) (= 6 days)	
		Hybrid Preparatory Meetings	25'805	Copy right fee of 10% for publication of meeting recordings incl. interpretation on ATT website; equipment and technicians to conduct hybrid meetings	
		Security	6'419	1 x Working Group Meetings (4 days), 1 x Informal Preparatory Meetings (2 days) (= 6 days)	
		Documentation <sup>vi</sup>	36'000	Translation Services (Arabic, Chinese, French, Russian, Spanish)	
		In-session Interpretation <sup>vii</sup>	79'749	1 x Working Group Meetings (4 days), 1 x Informal Preparatory Meetings (2 days) (= 6 days)	
	Subtotal Preparatory Process			170'482	
	CSP10	Conference venue	18'911	No rent if held at CIGG, Geneva; Estimated charges for conference services at CIGG (Technical support, rent of equipment)	
		Hybrid Preparatory Meetings	21'504	Copy right fee of 10% for publication of meeting recordings incl. interpretation on ATT website; equipment and technicians to conduct hybrid meetings	
		Video recording	5'403	subject to decision on meeting format	
		Documentation <sup>vi</sup>	40'000	Translation Services (Arabic, Chinese, French, Russian, Spanish)	
		In-session Interpretation <sup>vii</sup>	69'700	Interpretation equipment & interpreters	
		Conference equipment and supplies	2'702	Computers, copy machine and corresponding supplies	
		IT Support	3'000	IT service to support computer, printers, website, online registration	
		Conference support staff	13'500	Local support staff	
		Security	15'500	CSP Security	
		Design and printing	3'400	Banners, posters, invitations, logo, badges, name plates, participants kits	
		Decoration	1'415		
		Medical support	1'000		
		Miscellaneous	1'100		
Subtotal CSP10			197'135		
Subtotal ASSESSED			367'617		
IN-KIND by host when CSP is outside of GENEVA	CSP10	Conference venue	-		
		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			-		
TOTAL conference cost			367'617		

**Explanatory Notes**

- i. In accordance with ATT Financial Rule 3, the budget covers a financial period which is equivalent to a calendar year (January-December). Accordingly, this budget includes a twelve-month outlook for the calendar year 2024.
- ii. Budget lines are as determined by Financial Rule 6 (3) in respect of the Secretariat and Financial Rule 5 (3) in respect of the Conference.
- iii. In accordance with the ATT Secretariat's Staff Rules and Regulations, this budget line includes remuneration and insurance.
- iv. The current in-kind contribution by the Host State (Switzerland) will terminate in December 2023. The Host State has indicated that the in-kind contribution will be continued for the next two years (2024 and 2025). This is subject to final confirmation by the Host State. Costing of in-kind contribution is provided by Switzerland in CHF and converted to USD at the exchange rate of 1 CHF = 1.080613789 USD as of 24 February 2022.
- v. The IT infrastructure support and maintenance services is provided by e-Durable SA.
- vi. In accordance with Rule 49 (1) of the ATT Rules of Procedure.
- vii. In accordance with Rule 47 (1) of the ATT Rules of Procedure.