
MANAGEMENT COMMITTEE'S REPORT ON THE ATT SECRETARIAT'S PERFORMANCE ON THE ADMINISTRATION OF THE SPONSORSHIP PROGRAMME: DRAFT MATRIX OF EVALUATION

Background

1. The Arms Trade Treaty (ATT) sponsorship programme was administered by the United Nations Development Programme (UNDP) since the Extraordinary Meeting of the Second Conference of States Parties 'decided to request the support of UNDP, on cost recovery basis, and within existing budgetary resources, to assist the Head of Secretariat and the Management Committee until regular staff is in place, with preparations for CSP2, including conference services, and the necessary procurement and the administration of a sponsorship programme' (see paragraph 26 of the [Final Report](#) of the Second Conference of States Parties Extraordinary Meeting held on 29 February 2016 (ATT/CSP2/2016/EM/6)).

2. The Second Conference of States Parties (CSP2) 'decided to retain the current ATT sponsorship programme arrangements for annual sessions, and any other meetings as decided by the Conference, under UNDP administration with a view to review these arrangements during the Fourth Conference of States Parties' (see paragraph 24 of the [Final Report](#) of CSP2 held from 22-26 August 2016 (ATT/CSP2/2016/5)).

3. Following the review of arrangements for the ATT sponsorship programme pursuant to the decision of the CSP2, the Management Committee recommended to the Fourth Conference of States Parties (CSP4) that the administration of the ATT sponsorship programme should be transferred from UNDP to the ATT Secretariat at the end of CSP4.

4. In this regard, the CSP4 'decided that, in view of the Secretariat's changed circumstances and other findings presented by the Management Committee, the administration of the ATT sponsorship programme should be entrusted to the ATT Secretariat from the Fourth Conference of States Parties, with the understanding that: 1) this will not curtail the Secretariat's ability to fulfil its functions in full; and 2) the Management Committee will report on the ATT Secretariat's performance on the administration of the sponsorship programme at the Sixth Conference of States Parties' (see paragraph 34 of the [Final Report](#) of CSP2 held from 20-24 August 2018 (ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1)).

Methodology

5. In accordance with its mandate set out by the CSP4, the Management Committee developed a draft matrix of evaluation, which will be used to evaluate the performance of Secretarial tasks in relation to the ATT sponsorship programme in general, with a view to preparing the Management Committee's report to the Sixth Conference of States Parties (CSP6).

6. The performance evaluation in general will focus on the ATT Secretariat's role in the process as set out in the [Draft] Administrative Guidelines, particularly: the management of the sponsorship funds, the selection of delegates to be sponsored and the technical management of the programme.

7. The matrix of evaluation will use three primary and four secondary evaluation criteria to evaluate the ATT Secretariat's performance on the administration of the sponsorship programme:

- a) Primary criteria: effectiveness, efficiency and accountability.
- b) Secondary criteria: coherence, coordination and partnerships, sustainability and impact.

Next steps

8. The draft matrix of evaluation was developed by the Management Committee on the basis of the Draft Administrative Guidelines for the ATT sponsorship programme, which are provisionally applied. The draft matrix will be introduced at the First CSP5 Informal Preparatory Meeting and those delegations interested in providing feedback or comment are invited to do so. The Management Committee will modify the draft matrix of evaluation taking into account the comments received and after adoption of the Draft Administrative Guidelines at CSP5 in order to fully align with their provisions. The Management Committee will use the final matrix as the basis of the report to be submitted to CSP6.

ANNEX A: DRAFT MATRIX OF EVALUATION

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT	QUESTIONS BASED ON THE EVALUATION CRITERIAS
Management of the sponsorship funds	
<ul style="list-style-type: none"> • Prepare funding proposals and issue calls for contributions [with the Management Committee sponsorship coordinator] to the sponsorship programme as necessary, but at least on an annual basis (paragraphs 7.a, 11 and 13). • Establish a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme (paragraph 7.b). • Allocate up to 8% of the sponsorship funds received to the administration of the ATT sponsorship programme (paragraph 7.c). • Report comprehensively [with the Management Committee sponsorship coordinator] on the status and implementation of the ATT sponsorship programme at Conferences of States Parties and ensure the report is publicly available on the ATT website (paragraphs 7.d, 15, 20 and 21). 	<i>Primary criteria</i>
	<i>Secondary criteria</i>
	<ul style="list-style-type: none"> • Were these sponsorship programme related activities implemented in an effective, efficient and timely manner by the ATT Secretariat? • If the ATT Management Committee considers that the funding proposals prepared by the ATT Secretariat are comprehensive and clear for potential donors. • Was the call for voluntary contributions disseminated in a broad manner? • Has the ATT Secretariat undertaken additional exchanges with potential donors to inform the development of the sponsorship programme and its funding proposals? • Has the sponsorship funds been administered by the ATT Secretariat in the most cost-efficient way? • What measures have been taken by the ATT Secretariat in order to facilitate transparency in the accounting and auditing of the sponsorship programme? Are these measures sufficient to ensure accountability? • How effectively and in which manner has the ATT Secretariat anticipated and dealt with challenges and constraints?
	<ul style="list-style-type: none"> • Assessment of the impact and sustainability of the ATT Secretariat partnerships in the mobilization of resources and fundraising for the sponsorship programme. • Were there any missed opportunities?

Selection of delegates to be sponsored	
<ul style="list-style-type: none"> • Develop the application procedures for the ATT sponsorship programme, including an application form (paragraphs 8.a and 16). • Advertise the ATT sponsorship programme and issue an invitation to apply to the ATT sponsorship programme in advance (preferably 3 months ahead of meeting) of each ATT meeting (subject to the availability of sponsorship funds) (paragraphs 8.b and 17). • Present a proposal for consideration by the Management Committee on the basis of the General Principles for Selection of Delegates to be Sponsored and inform donors of such proposal prior to the decision of the allocation by the Management Committee (paragraphs 8.c and 18). 	<i>Primary criteria</i>
	<ul style="list-style-type: none"> • Are the application procedures for the sponsorship programme developed by the ATT Secretariat appropriate and user-friendly? Were they well-organized? • Did the ATT Secretariat issue the advert and the invitation to apply to the ATT sponsorship programme in an efficient and timely way? Were they widely disseminated? Did the ATT Management Committee consider that the information contain therein was clear and sufficient? • Was the pre-screening of all sponsorship applications received by the due date conducted in an effective, efficient and timely manner? • How effective has been the ATT Secretariat in applying the selection criteria set out in the [Draft] Administrative Guidelines during the pre-screening and in the preparation of the shortlist of eligible applicants? • If the ATT Management Committee considers that the information provided by the ATT Secretariat with regards to the sponsorship applications, including the reasons why applicants were or were not shortlisted, was clear and comprehensive? • Does the ATT Management Committee consider that the interaction between the ATT Secretariat and the applicants during and after the selection process has been satisfactory? • Has the ATT Secretariat inform donors of the the shortlist of eligible applicants in an inclusive and transparent manner?
	<i>Secondary criteria</i>
	<ul style="list-style-type: none"> • To request the ATT Secretariat the figures of sponsored delegates by States Parties, Signatory States, States that have not yet joined the Treaty and other consideration, such as regional representation, gender the role of the State in the ATT process. • To what extend the ATT Secretariat was able to ensure that earmarked contributions have been spent accordingly? Was the communication with donors adequate?

Technical management	
<ul style="list-style-type: none"> Provision of services to sponsored delegates in accordance with the ATT Sponsorship Programme - Financial Protocol, namely: flight tickets, accommodation, allowances (per diems), terminal allowances, and where necessary, provision of letter in support of a delegate's visa application (paragraph 9). 	<i>Primary criteria</i>
	<ul style="list-style-type: none"> If the ATT Management Committee considers that the services provided by the ATT Secretariat to the sponsored delegates were delivered in a timely, effective and cost-efficient manner? How clear, effective and timely were the communications between the ATT Secretariat and the sponsored delegates until the end of their sponsorship? How efficient and rapid was the ATT Secretariat to response to the sponsored delegates concerns and other emerging issues? To what extent did the ATT Secretariat manage to ensure that the benefits of the sponsorship programme continue after the occurrence of unforeseen circumstances?
	<i>Secondary criteria</i>
<ul style="list-style-type: none"> To request the ATT Secretariat the figures to understand costs accrued per sponsored person for comparative purposes. What is the participants' assessment of the sponsorship programme operated by the ATT Secretariat? (Feedbacks of the survey completed by the sponsored delegates at the end of their sponsorship). 	
Overall management of the ATT sponsorship programme	
<ul style="list-style-type: none"> The ATT Secretariat is entrusted with the overall management of the ATT sponsorship programme, including managing the sponsorship funds, assisting in the selection of the delegates to be sponsored, and technical management (paragraph 6). 	<i>Primary criteria</i>
	<ul style="list-style-type: none"> In overall, did the ATT Secretariat accomplish its intended outcomes? Were there any major internal and/or external factors influencing these outcomes? What were the unexpected circumstances the ATT Secretariat yielded in relation to the administration of the sponsorship programme? How the occurrence of these unforeseen circumstances has affected the ATT Secretariat's performance on the administration of the sponsorship programme? How optimally did the ATT Secretariat use its human resources in the administration of the

	<p>sponsorship programme?</p> <ul style="list-style-type: none"> • What were the critical gaps, if any, in the ATT Secretariat's performance? Is there any room for improvement?
	<i>Secondary criteria</i>
	<ul style="list-style-type: none"> • Have the principles set out in paragraph 4 of the [Draft] Administrative Guidelines been fully applied by the ATT Secretariat in the operations and administration of the sponsorship programme? • What is the overall assessment of the donors on the manner in which the sponsorship programme and funds are operated by the ATT Secretariat? • What are the main advantages and/or disadvantages of the way the ATT Secretariat has performed its tasks related to the sponsorship programme? Did these advantages or disadvantages have an impact on the quality of the sponsorship programme that has been delivered thus far? • How well does the ATT Secretariat follow-up to determine the long-term sustainability of its operations and outcomes of the sponsorship programme?
