

# **ATT SPONSORSHIP PROGRAMME**

## **DRAFT ADMINISTRATIVE GUIDELINES**

**Adopted: ATT Fifth Conference of States Parties**

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**DRAFT ADMINISTRATIVE GUIDELINES FOR THE ATT SPONSORSHIP PROGRAMME**

1. In accordance with the terms of the relevant decision taken by the Fourth Conference of States Parties to the Arms Trade Treaty (CSP4) to entrust the ATT Secretariat with the administration of the ATT sponsorship programme (see paragraph 34 of the [Final Report](#) of CSP4 held from 20-24 August 2018 (ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1)), the following draft guidelines have been developed to govern the administration of the ATT sponsorship programme.

**Purpose and Scope of the Sponsorship Programme**

2. The ATT sponsorship programme is established to facilitate participation in ATT meetings.
3. The primary objective of the ATT sponsorship programme is to maximize the scale and diversity of participation of experts from States in ATT meetings to ensure representative and participatory discourse and decision-making during the meetings and, ultimately, contribute to strengthening implementation and universalization of the Treaty.
4. The following principles will apply to the operations/administration of the ATT sponsorship programme:
  - Participation
  - Inclusivity (including gender equality considerations)
  - Transparency
  - Objectivity
  - Accountability
  - Efficiency
  - Effectiveness

**Organisation and responsibilities**

5. The ATT sponsorship programme shall be administered by the ATT Secretariat.

***ATT Secretariat***

6. The ATT Secretariat is entrusted with the overall management of the ATT sponsorship programme, including managing the sponsorship funds, the selection of the delegates to be sponsored in consultation with donors to the ATT sponsorship programme, and technical management.
7. With respect to the management of sponsorship funds, the ATT Secretariat will:
  - a. Prepare funding proposals and issue calls for contributions to the sponsorship programme as necessary, but at least on an annual basis;
  - b. Establish a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme;

- c. Allocate up to 8%<sup>1</sup> of the sponsorship funds received to the administration of the ATT sponsorship programme; and
  - d. Report comprehensively 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.
8. With respect to the selection of delegates to be sponsored, the ATT Secretariat will:
- a. Develop the application procedures for the ATT sponsorship programme, including an application form;
  - b. 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); and
  - c. Select applicants to be sponsored on the basis of the *General Principles for Selection of Delegates to be Sponsored by the ATT Sponsorship Programme* (Annex A), and inform donors of such selection through the circulation of a shortlist for their consideration prior to taking the final decision.
9. With respect to the technical management of the ATT sponsorship programme, the ATT Secretariat will provide the following services to sponsored delegates in accordance with the *ATT Sponsorship Programme: Financial Protocol* (see Annex B):
- a. Booking and issuing flight tickets for sponsored delegates;
  - b. Booking and paying for accommodation for sponsored delegates;
  - c. Paying allowances (per diems) for expenses (lunch and dinner) to sponsored delegates;
  - d. Paying terminal allowances (for ground transportation) to sponsored delegates; and
  - e. Where necessary, providing a letter in support of a delegate's visa application.

## **Operation of the ATT Sponsorship Programme**

### ***Contributions***

10. The ATT Secretariat will issue a call for voluntary contributions to the ATT sponsorship programme as required, and at least twice on an annual basis.
11. States Parties or other entities may donate to the ATT sponsorship programme throughout the year and may make pledges at a dedicated segment of each ordinary session of the Conference of States Parties.
12. Although there is a preference for as little earmarking of voluntary contributions as possible, States Parties or other entities may earmark their contributions to the ATT Sponsorship Programme.

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<sup>1</sup> These funds will be committed to, *inter alia*, advertising the sponsorship programme, procuring services associated with the sponsorship programme including the engagement of a travel agency, hiring additional (temporary) staff to assist sponsored delegates with their participation in meetings, and communication costs associated with the sponsorship programme.

13. The ATT Secretariat will keep a record of received contributions to the ATT sponsorship programme, and will inform States Parties of the amount of funds available for each series of CSP meetings.

### **Applications**

14. Administrative details regarding the application procedure to be followed by applicants shall be elaborated by the ATT Secretariat (see Annex C).

15. The ATT Secretariat will invite applications for sponsorship in advance of each ATT meeting where sponsorship funds are available.

16. The ATT Secretariat shall draft a shortlist of eligible applicants for sponsorship for each meeting where sponsorship funds are available and shall circulate the shortlist to States that have contributed to the ATT sponsorship programme since it was entrusted to the ATT Secretariat by CSP4 ('donors to the ATT sponsorship programme').

17. Subject to any input from a donor or donors to the ATT sponsorship programme, the ATT Secretariat shall decide on the applicants to be sponsored for each ATT meeting where sponsorship funds are available, based on the shortlist.

18. At the request of the ATT Secretariat, the Management Committee may appoint one of the donors to the ATT sponsorship programme to liaise with and help coordinate input from the other donors (a 'sponsorship coordinator').

### **Auditing and Reporting**

19. The audit provisions as per Rule 10 of the ATT Financial Rules shall be applicable to the ATT sponsorship programme *mutatis mutandis*.

20. The ATT Secretariat shall report to the Conference of States Parties on the operations of the ATT sponsorship programme, including its financial status.

### **Final Provisions**

21. These Guidelines will be re-evaluated by the Conference of States Parties as appropriate.

22. In the event of a termination of the activities of the ATT sponsorship programme, outstanding bills shall be paid and the remaining donations shall be refunded.

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**ANNEX A. DRAFT GENERAL PRINCIPLES FOR SELECTION OF DELEGATES TO BE SPONSORED BY THE  
ATT SPONSORSHIP PROGRAMME**

**Eligibility Criteria**

1. States may apply for sponsorship to attend an ATT meeting.
2. Applicants must fulfil all the application requirements developed in accordance with the Guidelines in order to be eligible for sponsorship.
3. Applicants must ensure that any sponsorship funding received from the ATT sponsorship programme does not duplicate funding received from other sources. In case of violation of this principle, future sponsorship may be withdrawn for up to two years.

**Selection Criteria**

1. The following considerations shall apply to the selection of representatives from States on the OECD-DAC list as ODA recipients (as well as small economy States, including but not limited to small island states, not listed on the OECD-DAC list):
  - Equitable regional representation considerations;
  - Gender equality considerations, taking efforts to ensure the overall equal representation of women and men in ATT meetings;
  - ATT Status (i.e. whether the applicant is a State Party, Signatory State, or a State that has not yet joined the Treaty), with due regard for ATT implementation and universalization priorities as determined by CSPs; and
  - Expertise and role of applicant, including whether the applicant State is a member or office-holder of any committee or subsidiary body.
2. If there are insufficient funds available to sponsor all the applicants that are eligible to be selected for sponsorship following the application of the above considerations, priority will be given to applicants from States who are in compliance with their financial obligations under the ATT.

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**ANNEX B. ATT SPONSORSHIP PROGRAMME: DRAFT FINANCIAL PROTOCOL**

This protocol establishes guidelines for the determination of the financial entitlements of sponsored delegates.

**Travel****Flights**

1. Return, economy class flight from the closest airport of the delegate's country of residence to Geneva, or other location if a meeting or Conference of States Parties is taking place in a city other than Geneva. Flights will be booked and paid for by the ATT Secretariat. The ATT Secretariat will book the most cost-effective economy class round trip.
2. Sponsored delegates will receive an electronic ticket (e-ticket) for their travel.
3. Sponsored delegates will be responsible for all costs resulting from changes they make (e.g. changes to the arrival and/or departure date(s)), including cancellations, once the tickets have been purchased. Such costs will be deducted from the sponsored delegate's per diem allowance.
4. Under very exceptional circumstances (such as a medical emergency or death in the delegate's family), the ATT Secretariat may cover the cost of changes made to a ticket.
5. Under no circumstances will the ATT Secretariat cover expenses that result from changes in travel arrangements that it has not authorised, that arise as a consequence of the delegates fault or negligence (e.g. missing a flight), or those unrelated to participation in the relevant meeting or Conference.

**Ground transportation**

6. Where meetings are held in Geneva:
  - a. Sponsored delegates will receive a *terminal allowance* to facilitate their travel to and from the airport in their home country. The terminal allowance will be calculated as follows: sponsored delegates will be reimbursed for the costs of their travel to the airport in their home country, upon submission of a receipt, and will receive the equivalent amount in USD cash to facilitate their return journey from the airport in their home country to their home;
  - b. Sponsored delegates will obtain a free transportation card at the vending machine in the baggage collection area in Geneva airport; and
  - c. Sponsored delegates will receive a free transport card from the hotel booked by the ATT Secretariat covering the duration of their stay.
7. Where meetings are held outside Geneva:
  - a. Sponsored delegates will receive a *terminal allowance* to facilitate their travel to and from the airport in their home country. The terminal allowance will be calculated as follows: sponsored delegates will be reimbursed for the costs of their travel to the airport in their home country, upon submission of a receipt, and will receive the equivalent amount in USD cash to facilitate their return journey from the airport in their home country to their home;

- b. Sponsored delegates will receive an additional *terminal allowance* to facilitate their travel to and from the airport in the country where the meeting is being held ('host country'). This will be determined according to the city where the meeting is being held and the transport options available; and
  - c. Where the hotel accommodation is not within walking distance (1 km, approximately 15 minutes) of the meeting venue or where a sponsored delegate has a disability, sponsored delegates will receive an additional stipend to cover the costs of travelling to and from the meeting venue by public transport (determined according to venue location and local pricing).
8. The costs of any additional travel undertaken by the sponsored delegate during his/her stay that do not relate directly to participation in the ATT meeting will be borne by the sponsored delegate.

### **Insurance**

The ATT Secretariat will cover the bare/basic minimum required for travel and medical insurance in accordance with Schengen visa requirements.

### **Travel**

1. The ATT Secretariat will obtain travel insurance for each sponsored delegate.

### **Medical**

2. The ATT Secretariat will obtain basic medical insurance for each sponsored delegate.
3. The ATT Secretariat does not cover life insurance for sponsored delegates. Therefore, it is the responsibility of all sponsored delegates to ensure that they obtain adequate insurance prior to their travel to Geneva or other location if a meeting or Conference of States Parties is taking place in a city other than Geneva.
4. The ATT Secretariat will not take responsibility for any claims that may result from inadequate or insufficient insurance coverage.

### **Visas**

1. Sponsored delegates are responsible for applying for all necessary visas (including transit visas) for travel in a timely manner.
2. ATT Secretariat will provide sponsored delegates with a letter confirming his/her participation in the relevant meeting.
3. Sponsored delegates will be reimbursed in USD cash for the cost of their visa upon provision of an original receipt (which can be in the form of the visa itself) to the ATT Secretariat.
4. Where there is no relevant embassy/consulate in the country of residence of the sponsored delegate, the ATT Secretariat will reimburse the reasonable/direct costs associated with obtaining a visa from the nearest/most cost-effective relevant embassy/consulate.

**Airport Fees**

1. Sponsored delegates will be reimbursed in USD cash for the cost of any airport fees/taxes upon provision of an original receipt to the ATT Secretariat.

**Accommodation**

1. Accommodation will consist of a standard room, single occupancy, breakfast included.
2. Accommodation will be booked and paid for directly by the ATT Secretariat.
3. Accommodation will include the night prior to the start of the meeting/Conference and will end the day after the last day of the meeting, unless the flight itinerary differs from these dates.
4. Any additional expenses (telephone calls, mini-bar, room service, laundry etc) incurred by the sponsored delegate during his/her stay must be paid in full by the sponsored delegate upon check out.

**Per diems*****Scope***

1. Per diems are intended to cover the costs of meals and other necessities during the sponsored delegate's travel to and participation in the ATT meeting.
2. Hotel accommodation, including breakfast, will be paid directly by the ATT Secretariat.

***During travel/transit***

3. Sponsored delegates will receive an allowance of USD 40 per 24 hours of travel.

***During the meeting/Conference***

4. Sponsored delegates will receive a daily allowance of 70 USD per day for expenses (lunch (USD 30) and dinner (USD 40)) (adjusted to take into account any meals provided by the host or meal vouchers provided by the ATT Secretariat).

***Payment***

5. Sponsored delegates will receive 100% their per diems in USD cash on the morning of the first day of attendance.

**Administrative provisions**

6. Sponsored delegates can obtain reimbursement for expenses and daily allowances referred to in this protocol on condition that the following principles and procedures are observed:
  - a. The sponsored delegate should, in principle, provide original versions of all available receipts. Photocopies or scanned copies are acceptable only in well-justified circumstances (e.g. return train tickets and other expenses incurred for the return trip etc.).

- b. Where reimbursement or daily allowance is made in cash, the sponsored delegate will attest to having received the full amount of reimbursement or daily allowance by personally signing the form specified by the ATT Secretariat.
- c. The ATT Secretariat reserves the right to reject claims that are not in line with the provisions of this protocol.
- d. The ATT Secretariat reserves the right to completely or partly reject claims in cases of no-show, unjustified early departure or any other form of absence of the sponsored delegate from relevant ATT activity.

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## ANNEX C. ATT SPONSORSHIP PROGRAMME: DRAFT APPLICATION FORM

## CSP5 PREPARATORY MEETINGS AND CONFERENCE IN 2019

Please submit the following documents to the ATT Secretariat at e-mail: [info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org) by **07 December 2018**:

1. *Note Verbale* signed by the relevant Government institution;
2. Completed application form;
3. Copy of the applicant's passport; and
4. Copy of applicant's health insurance policy (if applicant has one).

Please type or use BLOCK LETTERS

STATE INFORMATION		
Name of State		
MEETING INFORMATION		
Please indicate which CSP5 meetings you are applying for sponsorship to attend: <i>(note: the possibility to be sponsored for <u>all</u> meetings is subject to funding availability)</i>		
1. <b>29 January – 01 February 2019</b> Working Group Meetings and First CSP5 Informal Preparatory Meeting (Geneva)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. <b>02 – 05 April 2019</b> Working Group Meetings and Second CSP5 Informal Preparatory Meeting (Geneva)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. <b>26 – 30 August 2019</b> Fifth Conference of States Parties to the Arms Trade Treaty (Geneva)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PERSONAL INFORMATION		
Family Name <sup>2</sup>		
First Name		
Middle/Other		
Date of Birth		
Gender (tick box)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Nationality		
Ministry/Department/Agency		
Position/Job title		
E-mail		
Mobile Phone Number		

<sup>2</sup> Please give the first and family names exactly as they appear in your passport

<b>Work Phone Number</b>		
<b>Contact Address</b>		
<b>EMERGENCY CONTACT</b>		
<b>Name</b>		
<b>Phone Number</b>		
<b>Relationship</b>		
<b>TRAVEL AND INSURANCE INFORMATION</b>		
<b>Airport of Departure/Return</b>		
<b>Do you have a Schengen Visa?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If 'yes', when does it expire?</b>		
<b>If 'no', do you need a Visa Letter to assist your application for a visa?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If 'yes', what is the location (address or city) of the embassy/consulate that you are applying for a visa from?</b>		
<b>Do you need to travel to another country to obtain a visa?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you have health insurance that will cover you on this trip?</b>	Yes <sup>3</sup> <input type="checkbox"/>	No <input type="checkbox"/>
<b>PASSPORT DETAILS</b>		
<b>Name (as in Passport)</b>		
<b>Passport Number<sup>4</sup></b>		
<b>Date of Issue</b>		
<b>Date of Expiry</b>		
<b>Place of Issue</b>		
<b>Type of passport (e.g. diplomatic)</b>		
<b>OTHER INFORMATION</b>		
<b>Please describe how your work will benefit from participation in the ATT meetings:</b>		

<sup>3</sup> Please attach a copy of your policy

<sup>4</sup> Please attach a copy of your passport