

2020

# ATT SPONSORSHIP PROGRAMME : FUNDING PROPOSAL



ATT SPONSORSHIP PROGRAMME  
FUNDING PROPOSAL FOR THE SEVENTH  
CONFERENCE OF STATES PARTIES (CSP7)  
12 NOVEMBER 2020

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## SUMMARY

<b>Project title</b>	ATT Sponsorship Programme for the Seventh Conference of States Parties to the Arms Trade Treaty
<b>Main objective</b>	Enable the participation by eligible States in the Seventh Conference of States Parties to the Arms Trade Treaty, including: <ul style="list-style-type: none"><li>- the First Informal Preparatory Meeting (<i>2021 dates to be confirmed</i>)</li><li>- the Second Informal Preparatory Meeting (<i>2021 dates to be confirmed</i>)</li><li>- the Seventh Conference of States Parties to the Arms Trade Treaty in Geneva (30 August – 03 September 2021)</li></ul>
<b>Project duration</b>	November 2020 – August 2021
<b>Estimated budget</b>	<b>USD 221'584</b>

## BACKGROUND

The Arms Trade Treaty (ATT) was adopted by UN member States in April 2013 and entered into force on 24 December 2014. The aim of the Treaty is to regulate the international trade in conventional arms and to prevent and eradicate the illicit trade in conventional arms and prevent their diversion. To date there are 110 States Parties to the Treaty, 31 States that have signed the Treaty but not yet ratified the Treaty (Signatory States), and 54 States that have not yet joined the Treaty.

The ATT process involves an annual cycle whereby a Conference of States Parties (CSP) is held each year, and informal preparatory meetings are held in the intersessional period between the CSPs to facilitate the Conference deliberations and outcome. Four subsidiary bodies have been established to carry forward the substantive work involved in the implementation and universalization of the Treaty – the Working Group on Effective Treaty Implementation (WGETI), the Working Group on Transparency and Reporting (WGTR), the Working Group on Treaty Universalization (WGTU) and the Diversion Information Exchange Forum (DIEF). The Working Groups hold their meetings in conjunction with the informal preparatory meetings of CSPs and the first formal meeting of the DIEF will be organised within the timeframe and budget allocated for ATT meetings in 2021.

The ATT Secretariat was established under Article 18 of the Treaty to assist States Parties in the implementation of the Treaty and support the Treaty process. The ATT Secretariat is based in Geneva, Switzerland. The ATT Secretariat is also tasked with administering a sponsorship programme to enable delegates from States listed by OECD DAC as ODA recipients (as well as small economy States, including but not limited to small island states, not listed on the OECD-DAC list) to attend ATT meetings.<sup>1</sup>

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<sup>1</sup> See paragraph 34 of the Final Report of CSP4 held from 20-24 August 2018 ([ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1](#)) and Annex A to the Administrative Guidelines governing the ATT Sponsorship Programme (which form Annex A to the Report on the ATT Sponsorship Programme for the Period 2018/2019 ([ATT/CSP5/2019/SEC/530/SponProgRep](#))).

## AIM OF PROPOSAL

The aim of this funding proposal is to solicit voluntary financial contributions to facilitate the continued administration of the sponsorship programme by the ATT Secretariat. The proposal includes a description of the sponsorship programme the ATT Secretariat has established, the ATT Secretariat's plans for managing the sponsorship programme, the proposed budget for the sponsorship programme, and the details of how to make a voluntary contribution.

## PROJECT GOAL

The overall goal of the project is to maximize the scale and diversity of participation in ATT meetings to ensure representative and participatory discourse during the meetings and, ultimately, contribute to strengthening implementation and universalization of the Treaty. A secondary aim is to build the capacity of delegates on ATT-related issues with a view to enabling them to become 'ATT advocates' in their countries and regions.

Participation in ATT meetings by a broad range and number of State delegates will ensure representative and participatory discourse during the meetings and contribute to the successful implementation and universalization of the Treaty. It ensures States Parties are part of the decision-making process and engage in substantive discussions on Treaty implementation; it helps Signatory States build their capacity to ratify the Treaty and access information on international assistance that is available; and it helps States that have not yet joined the Treaty understand the implications and benefits of joining the Treaty.

## PROJECT DESCRIPTION

### ELIGIBILITY<sup>2</sup>

With respect to the eligibility of States, all States listed by OECD DAC as [ODA recipients](#) (see Annex A) as well as small economy States, including but not limited to small island states, not listed on the OECD-DAC list, will be eligible to apply to the ATT sponsorship programme. The application for sponsorship will require the submission of an application form as well as a *Note Verbale* issued by the State making the application.

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<sup>2</sup> The ATT sponsorship programme is limited to States. Donors who are interested in funding the participation of regional organizations, non-governmental organizations (NGOs) and civil society in the ATT process are encouraged to contact the regional organizations and/or the NGO community directly.

## SELECTION PROCESS

Applicants to the ATT sponsorship programme will be selected based on the application of the protocol to guide the selection process contained in Annex A to the Administrative Guidelines governing the ATT Sponsorship Programme, which were adopted by the Fifth Conference of States Parties (CSP5) in August 2019 (see footnote 1) and which form Annex B to this proposal.

The selection criteria of the Administrative Guidelines stipulate that the following considerations shall apply to the selection of representatives from States:

- 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.

In addition, paragraph 2 of the Selection Criteria stipulates that: '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.' However, CSP5 effectively suspended the application of this consideration until CSP6 (see paragraph 36 of the CSP5 [Final Report](#) (ATT/CSP5/2019/SEC/536/Conf.FinRep.Rev1)) and it is likely that the suspension will continue until CSP7, at least.

Following the application of the selection criteria to applicants, 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 ('donors to the ATT sponsorship programme'). 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.

## SPONSORSHIP

The ATT Secretariat will provide the following services to sponsored delegates:

- A return economy air ticket (most direct and economic route with arrival and departure in reference to conference/meeting dates)
- Travel insurance

- Accommodation inclusive of breakfast and taxes
- Allowances (per diems) for expenses (lunch (USD 30) and dinner (USD 40)) to sponsored delegates (adjusted to take into account any meals provided by the host)
- Terminal allowances (for ground transportation) to sponsored delegates for travel to and from the airport in their home country
- Terminal allowances (for ground transportation) to sponsored delegates where a meeting or Conference of States Parties is taking place in a city other than Geneva
- Other reasonable expenses, such as visa fees and airport taxes, upon submission of receipts
- If needed, providing a letter in support of a delegate's visa application

In addition, the ATT Secretariat plans to hold a 'briefing day' for sponsored delegates in advance of preparatory meetings to raise their understanding and awareness of the issues to be addressed at the upcoming meeting, build their knowledge and capacity on ATT-related issues, and conduct outreach regarding the ATT Voluntary Trust Fund (VTF), with a view to: a) enabling them to become advocates for ATT outreach and awareness raising in their own countries and regions; b) encouraging and assisting sponsored delegates' States to apply for VTF funding; and c) building their capacity to participate in meetings and convey meeting outcomes to their constituents in capital.

## ACCOUNTING AND REPORTING

The ATT Secretariat will request all sponsored delegates to complete a survey at the end of their sponsorship to provide feedback on the accessibility and efficacy of the ATT sponsorship programme. This will enable the ATT Secretariat to address any shortcomings in the design and administration of the ATT sponsorship programme and continue to make improvements in the longer-term operations of the ATT sponsorship programme. The ATT Secretariat distributed such a survey to sponsored delegates who attended previous ATT meetings to seek their feedback on the sponsorship programme. The overwhelming majority of sponsored delegates that completed the survey were more than satisfied with the administrative support provided by the ATT Secretariat, including the application process, the logistical information provided to delegates, support for visa applications, and overall level of support and organisation prior to and during the meetings.

All activities of the ATT sponsorship programme are subject to the annual audit process of the ATT Secretariat conducted in accordance with the ATT Financial Rules. The ATT Secretariat has established a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme.

The ATT Secretariat will report on the status and implementation of the ATT sponsorship programme at Conferences of States Parties and the report will be made publicly available on the ATT website. The report submitted to CSP6 is available in English, Arabic, French, Russian and Spanish here: [https://www.thearmstradetreaty.org/hyper-images/file/ATT\\_CSP6\\_Report%20on%20the%20ATT%20Sponsorship%20Programme\\_EN/ATT\\_CSP6\\_Report%20on%20the%20ATT%20Sponsorship%20Programme\\_EN.pdf](https://www.thearmstradetreaty.org/hyper-images/file/ATT_CSP6_Report%20on%20the%20ATT%20Sponsorship%20Programme_EN/ATT_CSP6_Report%20on%20the%20ATT%20Sponsorship%20Programme_EN.pdf)

## BUDGET ESTIMATE

The total budget estimate for the ATT Sponsorship Programme for CSP7 is **USD 221'584**. A detailed breakdown of associated costs is included in Annex C.

### ADMINISTRATION

Up to eight percent (8%) of sponsorship funds will be allocated to the administration of the ATT Sponsorship Programme. 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.

### BANK ACCOUNT FOR CONTRIBUTIONS

The ATT Secretariat has established a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme. The details of the bank account are as follows:

Account name:	ATT Sponsorship Programme
Account number:	0240-944156.62A
IBAN:	CH550024024094415662A
BIC:	UBSWCHZH80A
Currency:	US Dollar
Bank:	UBS

Donors interested in contributing to the ATT sponsorship programme are invited to review the standard Donor's Agreement (see Annex D) and to contact the Head of the ATT Secretariat, Mr. Dumisani DLADLA at: [dumisani.dladla@thearmstradetreaty.org](mailto:dumisani.dladla@thearmstradetreaty.org)



**DAC List of ODA Recipients**  
**Effective for reporting on 2020 flows**

Least Developed Countries	Other Low Income Countries (per capita GNI <= \$1 005 in 2016)	Lower Middle Income Countries and Territories (per capita GNI \$1 006-\$3 955 in 2016)	Upper Middle Income Countries and Territories (per capita GNI \$3 956-\$12 235 in 2016)
Afghanistan Angola <sup>1</sup> Bangladesh Benin Bhutan <sup>1</sup> Burkina Faso Burundi Cambodia Central African Republic Chad Comoros Democratic Republic of the Congo Djibouti Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Lao People's Democratic Republic Lesotho Liberia Madagascar Malawi Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Sao Tome and Principe <sup>1</sup> Senegal Sierra Leone Solomon Islands <sup>1</sup> Somalia South Sudan Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu <sup>1</sup> Yemen Zambia	Democratic People's Republic of Korea Zimbabwe	Armenia Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt El Salvador Eswatini Georgia Ghana Guatemala Honduras India Indonesia Jordan Kenya Kosovo Kyrgyzstan Micronesia Moldova Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Sri Lanka Syrian Arab Republic Tajikistan Tokelau Tunisia Ukraine Uzbekistan Viet Nam West Bank and Gaza Strip	Albania Algeria Antigua and Barbuda <sup>2</sup> Argentina Azerbaijan Belarus Belize Bosnia and Herzegovina Botswana Brazil China (People's Republic of) Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador Equatorial Guinea Fiji Gabon Grenada Guyana Iran Iraq Jamaica Kazakhstan Lebanon Libya Malaysia Maldives Marshall Islands Mauritius Mexico Montenegro Montserrat Namibia Nauru Niue North Macedonia Palau <sup>2</sup> Panama <sup>2</sup> Paraguay Peru Saint Helena Saint Lucia Saint Vincent and the Grenadines Samoa Serbia South Africa Suriname Thailand Tonga Turkey Turkmenistan Venezuela Wallis and Futuna

(1) General Assembly resolution A/RES/70/253, adopted on 12 February 2016, decided that Angola will graduate on 12 February 2021. General Assembly resolution A/73/L.40/Rev.1, adopted on 13 December 2018, decided that Bhutan will graduate on 13 December 2023 and that Sao Tomé and Príncipe and Solomon Islands will graduate on 13 December 2024. General Assembly resolution A/RES/68/18, adopted on 4 December 2013, decided that Vanuatu will graduate on 4 December 2017. General Assembly resolution A/RES/70/78, adopted on 9 December 2015, decided to extend the preparatory period before graduation for Vanuatu by three years, until 4 December 2020, due to the unique disruption caused to the economic and social progress of Vanuatu by Cyclone Pam.

(2) According to World Bank data from 10 July 2019, Antigua and Barbuda, Palau and Panama exceeded the high-income threshold in 2017 and 2018. In accordance with the DAC rules for revision of this List, if they remain high income countries until 2019, they will be proposed for graduation from the List in the 2020 review.



26 July 2019

Issued by the Management Committee

Original: English

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# **ATT SPONSORSHIP PROGRAMME**

## **ADMINISTRATIVE GUIDELINES**

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

## 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 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>3</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>3</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. 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: 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: EXAMPLE 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		
<b>Name of State</b>		
MEETING INFORMATION		
<b>Please indicate which CSP5 meetings you are applying for sponsorship to attend:</b> <i>(note: the possibility to be sponsored for all 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		
<b>Family Name<sup>4</sup></b>		
<b>First Name</b>		
<b>Middle/Other</b>		
<b>Date of Birth</b>		
<b>Gender (tick box)</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
<b>Nationality</b>		
<b>Ministry/Department/Agency</b>		
<b>Position/Job title</b>		
<b>E-mail</b>		
<b>Mobile Phone Number</b>		
<b>Work Phone Number</b>		
<b>Contact Address</b>		

<sup>4</sup> Please give the first and family names exactly as they appear in your passport

EMERGENCY CONTACT		
Name		
Phone Number		
Relationship		
TRAVEL AND INSURANCE INFORMATION		
Airport of Departure/Return		
Do you have a Schengen Visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes', when does it expire?		
If 'no', do you need a Visa Letter to assist your application for a visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes', what is the location (address or city) of the embassy/consulate that you are applying for a visa from?		
Do you need to travel to another country to obtain a visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have health insurance that will cover you on this trip?	Yes <sup>5</sup> <input type="checkbox"/>	No <input type="checkbox"/>
PASSPORT DETAILS		
Name (as in Passport)		
Passport Number <sup>6</sup>		
Date of Issue		
Date of Expiry		
Place of Issue		
Type of passport (e.g. diplomatic)		
OTHER INFORMATION		
Please describe how your work will benefit from participation in the ATT meetings:		

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<sup>5</sup> Please attach a copy of your policy

<sup>6</sup> Please attach a copy of your passport

## ANNEX C. BUDGET ESTIMATE

STATE DELEGATES			
	Description	Estimated cost per delegate (USD)	Estimated total cost for 15 delegates (USD)
First series of preparatory meetings	<b>Working Group meetings &amp; 1st CSP7 Informal Preparatory meeting</b>		
	Return economy flight	1'600	24'000
	Health insurance	50	750
	Travel insurance	30	450
	Accommodation (for 7 days)	1'120	16'800
	Per diems (lunch for 6* days; dinner for 7 days)	460	6'900
	Terminal allowances	70	1'050
	Other expenses	50	750
	<b>Briefing day</b>		
	Venue hire	0	0
	Briefing pack	5	75
	Lunch	30	450
	Coffee breaks	14	210
	<b>Subtotal</b>	<b>3'429</b>	<b>51'435</b>
Second series of preparatory meetings	<b>Working Group meetings &amp; 2nd CSP7 Informal Preparatory meeting</b>		
	Return economy flight	1'600	24'000
	Health insurance	50	750
	Travel insurance	30	450
	Accommodation (for 7 days)	1'120	16'800
	Per diems (lunch for 6* days; dinner for 7 days)	460	6'900
	Terminal allowances	70	1'050
	Other expenses	50	750
	<b>Briefing day</b>		
	Venue hire	0	0
	Briefing pack	5	75
	Lunch	30	450
	Coffee breaks	14	210
	<b>Subtotal</b>	<b>3'429</b>	<b>51'435</b>
CSP7 (30 August – 03 September 2021)	<b>Seventh Conference of States Parties</b>		
	Return economy flight	1'600	48'000
	Health insurance	50	1'500
	Travel insurance	30	900
	Accommodation (for 7 days)	1'120	33'600
	Per diems (for 7 days)	490	14'700
	Terminal allowances	70	2'100
	Other expenses	50	1'500
<b>Subtotal</b>	<b>3'410</b>	<b>102'300</b>	
<b>Total direct costs for all meetings</b>			<b>205'170</b>
<i>Administrative Support Costs (8%)</i>			<i>16'414</i>
<b>TOTAL BUDGET</b>			<b>221'584</b>

\* Lunch is provided to sponsored delegates during the Briefing Day and accordingly is deducted from the per diem.



# **ATT SPONSORSHIP PROGRAMME**

## **STANDARD DONORS' AGREEMENT**

**Agreement No: SP/xx/xx**

**Geneva, Switzerland**

## STANDARD DONORS' AGREEMENT

Between

(Name of Donor)

And

**ATT SPONSORSHIP PROGRAMME (ATT SECRETARIAT)**

Agreement No: SP/xx/xx

**WHEREAS**, the objectives of the Arms Trade Treaty (ATT), which entered into force on 24 December 2014, include the establishment of the highest possible common international standards for regulating or improving the regulation of the international trade in conventional arms, as well as the prevention and eradication of the illicit trade in conventional arms and the prevention of their diversion.

**WHEREAS**, the objectives of the ATT Sponsorship Programme include the maximization of the scale and diversity of participation in ATT meetings and conferences to ensure representative and participatory discourse during meetings and, ultimately, contribute to strengthening implementation and universalization of the Treaty.

**WHEREAS**, the administration of the ATT Sponsorship Programme was entrusted to the ATT Secretariat in August 2018 by the Fourth Conference of States Parties.

**WHEREAS**, (Name of Donor) (hereinafter referred to as the 'Donor') wishes to provide financial support to the ATT Sponsorship Programme on the basis of the Sponsorship Programme's Funding Proposal (Annex 1 to this Agreement).

**NOW, THEREFORE**, the (Name of Donor) and the ATT Secretariat (hereinafter referred to collectively as 'Contracting Parties') hereby agree as follows:

### SECTION I

#### DISBURSEMENT OF FUNDS TO THE SPONSORSHIP PROGRAMME

1. (Name of Donor) decides to make a contribution of (amount in words) (amount in figures) to the Sponsorship Programme. The contribution shall be used to support states and regional organisations in participating in ATT meetings and conferences. The Donor authorises the ATT Secretariat to use the contribution for the purpose of the Programme and in accordance with this Standard Donors' Agreement (hereinafter referred to as 'Agreement').

2. The Donor will deposit the contribution by electronic bank transfer to the following Sponsorship Programme account:

CURRENCY : USD

ACCOUNT HOLDER : Arms Trade Treaty Secretariat  
2nd Floor, WMO Building  
7 bis, Avenue de la Paix  
1211, Genève  
Switzerland

ACCOUNT NAME : ATT Sponsorship Programme

BANK : UBS SA, Rue des Noirettes 35,  
1227 Carouge

ACCOUNT NO : 0240-944156.62A

IBAN : CH550024024094415662A

BIC (SWIFT) : UBSWCHZH80A

REFERENCE : ATT SP/2020

3. **Notification of Payment.** When making a bank transfer, the Donor shall notify the ATT Secretariat of the following: (a) the amount transferred and (b) that the transfer is from (**Name of the Donor**) with reference to this Agreement. The ATT Secretariat shall promptly acknowledge receipt of funds in writing.

4. **Currency.** The value of a contribution payment, if made in a currency other than US dollars, shall be determined by applying the operational value of exchange in effect on the date of receipt of the contribution. Gains or losses on currency exchanges shall increase or decrease the contribution made. All financial accounts and statements shall be expressed in US dollars.

5. **Bank Charges and Interests.** Bank charges levied on contribution transfer shall be carried by the contribution. Any eventual bank interest accrued on the contribution made shall accrue to the Sponsorship Programme and shall be used in accordance with the Sponsorship Programme's administration protocol.

6. **Administration Costs.** Eight percent (8%) of funds contributed to the Sponsorship Programme will be allocated to the administration of the Sponsorship Programme by the ATT Secretariat in accordance with the decision of the Fourth Conference of States Parties.

7. **Funds Not Used.** Funds that are not used in one cycle of ATT meetings shall be fully accounted for and rolled over to the next cycle.

8. **Audit.** All activities of the Sponsorship Programme will be subject to the annual audit process of the ATT Secretariat conducted in accordance with the ATT Financial Rules. The costs of each annual audit shall be borne by the Sponsorship Programme.

## SECTION II

### DISBURSEMENT OF FUNDS FROM THE SPONSORSHIP PROGRAMME

9. The ATT Secretariat shall make disbursement from the Sponsorship Programme in accordance with the agreed administration protocols.

**SECTION III  
REPORTING**

10. The ATT Secretariat shall report on the status and implementation of the Sponsorship Programme at Conferences of States Parties and provide the Donor, on annual basis, with a substantive report accompanied by audited financial statements.

11. The annual report of the Sponsorship Programme shall be published on the ATT website.

**SECTION IV  
ENTRY INTO FORCE**

12. This Agreement shall come into effect upon signature by the Contracting Parties.

**SECTION V  
MODIFICATION**

13. This Agreement may be modified only by written agreement between the Contracting Parties.

**SECTION VII  
SETTLEMENT OF DISPUTES**

14. Any dispute arising between the Contracting Parties shall be resolved amicably through dialogue between the Donor, the ATT Secretariat and the President of Conference of States Parties.

**WHEREOF**, the undersigned, being duly authorised, have signed the present Agreement in English in two copies.

***For (the Donor)***

***For the ATT Secretariat***

Name :.....

Name :.....

Title :.....

Title :.....

Signature.....

Signature.....

Place :.....

Place :.....

Date :.....

Date :.....

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