

2018

ATT SPONSORSHIP PROGRAMME : FUNDING PROPOSAL



ATT SPONSORSHIP PROGRAMME
FUNDING PROPOSAL FOR THE FIFTH
CONFERENCE OF STATES PARTIES (CSP5)
OCTOBER 2018

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SUMMARY

Project title	ATT Sponsorship Programme for the Fifth Conference of States Parties to the Arms Trade Treaty
Main objective	Enable the participation by eligible States and regional organisations (ROs) in the Fifth Conference of States Parties to the Arms Trade Treaty, including: <ul style="list-style-type: none">- the First Informal Preparatory Meeting (29 January – 01 February 2019)- the Second Informal Preparatory Meeting (02 - 05 April 2019)- the Fifth Conference of States Parties to the Arms Trade Treaty in Geneva (26 – 30 August 2019)
Project duration	October 2018 – August 2019
Estimated budget	USD 247'054

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 97 States Parties to the Treaty, 38 States that have signed the Treaty but not yet ratified the Treaty (Signatory States), and 59 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. Three subsidiary bodies in the form of Working Groups 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) and the Working Group on Treaty Universalization (WGTU). These Working Groups hold their meetings in conjunction with the informal preparatory meetings of CSPs.

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 to attend ATT meetings.¹

¹ See paragraph 34 of the Final Report of CSP4 held from 20-24 August 2018 (ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1).

AIM OF PROPOSAL

The aim of this funding proposal is to solicit voluntary financial contributions to facilitate the establishment and administration of a sponsorship programme by the ATT Secretariat. The proposal includes a description of the sponsorship programme the ATT Secretariat will establish, 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

ELIGIBILITY²

With respect to the eligibility of States, all States listed by OECD DAC as [ODA recipients](#) (see Annex A) 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* signed by the relevant Government institution.

With respect to the eligibility of regional organizations (ROs), ROs that can demonstrate meaningful engagement in the implementation and/or universalization of the ATT will be eligible to apply to the ATT

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

sponsorship programme. The application for sponsorship will require the submission of an application form as well as a formal letter signed by the relevant RO.

SELECTION PROCESS

Applicants to the ATT sponsorship programme will be selected based on the application of the protocol to guide the selection process being developed by the ATT Secretariat and the ATT Management Committee.

With respect to applicants from States, the protocol will take into account, inter alia, the ATT status of applicants to the sponsorship programme, the record of the applicant State's participation in past meetings and the ATT process more broadly, regional considerations and other ATT implementation and universalization priorities.

With respect to ROs, the protocol will take into account the record of the applicant RO's participation in past meetings and the ATT process more broadly, regional considerations and other ATT implementation and universalization priorities.

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 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.

All activities of the ATT sponsorship programme will be subject to the annual audit process of the ATT Secretariat conducted in accordance with the 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.

BUDGET ESTIMATE

The total budget estimate for the ATT Sponsorship Programme for CSP5 is **USD 247'054**. A detailed breakdown of associated costs is included in Annex B.

ADMINISTRATION

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 C) and to contact the Head of the ATT Secretariat, Mr. Dumisani DLADLA at: dumisani.dladla@thearmstradetreaty.org

DAC List of ODA Recipients
Effective for reporting on 2018, 2019 and 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 ¹ Bangladesh Benin Bhutan 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 Senegal Sierra Leone Solomon Islands Somalia South Sudan Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu ¹ Yemen Zambia	Democratic People's Republic of Korea Zimbabwe	Armenia Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt El Salvador Georgia Ghana Guatemala Honduras India Indonesia Jordan Kenya Kosovo Kyrgyzstan Micronesia Moldova Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Sri Lanka Swaziland Syrian Arab Republic Tajikistan Tokelau Tunisia Ukraine Uzbekistan Viet Nam West Bank and Gaza Strip	Albania Algeria Antigua and Barbuda ² Argentina Azerbaijan Belarus Belize Bosnia and Herzegovina Botswana Brazil China (People's Republic of) Colombia Cook Islands ³ Costa Rica Cuba Dominica Dominican Republic Ecuador Equatorial Guinea Fiji Former Yugoslav Republic of Macedonia Gabon Grenada Guyana Iran Iraq Jamaica Kazakhstan Lebanon Libya Malaysia Maldives Marshall Islands Mauritius Mexico Montenegro Montserrat Namibia Nauru Niue Palau ² Panama 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 five years after the adoption of the resolution, i.e. on 12 February 2021. General Assembly resolution A/RES/68/18 adopted on 4 December 2013, decided that Vanuatu will graduate four years after the adoption of the resolution 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) Antigua and Barbuda exceeded the high-income threshold in 2015 and 2016, and Palau exceeded the high-income threshold in 2016. 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.

(3) The DAC agreed to defer decision on graduation of Cook Islands until more accurate GNI estimations are available. A review of Cook Islands will take place in the first quarter of 2019.

STATE DELEGATES			
	Description	Estimated cost per delegate (USD)	Estimated total cost for 15 delegates (USD)
First series of preparatory meetings (29 Jan – 01 Feb 2019)	Working Group meetings & 1st CSP5 Informal Preparatory meeting		
	Return economy flight	1'400	21'000
	Travel and medical insurance	40	600
	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
	Briefing day (28 January 2019)		
	Venue hire	0	0
	Briefing pack	5	75
	Lunch	30	450
	Coffee breaks	14	210
	Subtotal	3'189	47'835
	Second series of preparatory meetings (02 – 05 April 2019)	Working Group meetings & 2nd CSP5 Informal Preparatory meeting	
Return economy flight		1'400	21'000
Travel and medical insurance		40	600
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
Briefing day (01 April 2019)			
Venue hire		0	0
Briefing pack		5	75
Lunch		30	450
Coffee breaks		14	210
Subtotal		3'189	47'835
CSP5 (26 – 30 August 2019)		Fifth Conference of States Parties	
	Return economy flight	1'400	42'000
	Travel and medical insurance	40	1'200
	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
	Subtotal	3'170	95'100
Total for States			190'770

REPRESENTATIVES OF REGIONAL ORGANIZATIONS			
	Description	Estimated cost per delegate (USD)	Estimated total cost for 3 delegates (USD)
First series of preparatory meetings (29 Jan – 01 Feb 2019)	Working Group meetings & 1st CSP5 Informal Preparatory meeting		
	Return economy flight	1'400	4'200
	Travel and medical insurance	40	120
	Accommodation (for 7 days)	1'120	3'360
	Per diems (lunch for 6* days; dinner for 7 days)	460	1'380
	Terminal allowances	70	210
	Other expenses	50	150
	Briefing day (28 January 2019)		
	Venue hire	0	0
	Briefing pack	5	15
	Lunch	30	90
	Coffee breaks	14	42
	Subtotal	3'189	9'567
Second series of preparatory meetings (02 – 05 April 2019)	Working Group meetings & 2nd CSP5 Informal Preparatory meeting		
	Return economy flight	1'400	4'200
	Travel and medical insurance	40	120
	Accommodation (for 7 days)	1'120	3'360
	Per diems (lunch for 6* days; dinner for 7 days)	460	1'380
	Terminal allowances	70	210
	Other expenses	50	150
	Briefing day (01 April 2019)		
	Venue hire	0	0
	Briefing pack	5	15
	Lunch	30	90
	Coffee breaks	14	42
	Subtotal	3'189	9'567
CSP5 (26 – 30 August 2019)	Fifth Conference of States Parties		Estimated total cost for 5 delegates (USD)
	Return economy flight	1'400	7'000
	Travel and medical insurance	40	200
	Accommodation (for 7 days)	1'120	5'600
	Per diems (for 7 days)	490	2'450
	Terminal allowances	70	350
	Other expenses	50	250
	Subtotal	3'170	15'850
Total for ROs			34'984
	External audit by PWC		3'000
TOTAL DIRECT COSTS			228'754
	Administrative Support Costs (8%)		18'300
TOTAL BUDGET			247'054

* 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/2018

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 :.....
