
Arms Trade Treaty
Tenth Conference of States Parties
Geneva, 19 - 23 August 2024

REPORT ON THE ATT SECRETARIAT'S WORK FOR THE PERIOD 2023/2024

INTRODUCTION

1. This report is submitted by the ATT Secretariat in accordance with its reporting obligation to the Conference of States Parties contemplated in Article 18 (3) of the Arms Trade Treaty (ATT) and Section 2 of the Directive of States Parties to the ATT Secretariat issued under document ATT/CSP1/CONF/3.
2. The report covers the ATT Secretariat's work for the period immediately after the Ninth Conference of States Parties (CSP9) up to the Tenth Conference of States Parties (CSP10).

MANDATE

3. The mandate of the ATT Secretariat is to assist States Parties in the effective implementation of the Treaty. The ATT Secretariat executes this mandate by undertaking the following specific responsibilities set out in Article 18 (3) of the Treaty:
 - a. Receive, make available and distribute the reports as mandated by this Treaty;
 - b. Maintain and make available to States Parties the list of national points of contact;
 - c. Facilitate the matching of offers of and requests for assistance for Treaty implementation and promote international cooperation as requested;
 - d. Facilitate the work of the Conference of States Parties, including making arrangements and providing the necessary services for meetings under this Treaty; and
 - e. Perform other duties as decided by the Conference of States Parties.
4. In addition to the responsibilities set out above, the ATT Secretariat also performs the following responsibilities:
 - a. Administers the Voluntary Trust Fund (VTF) in accordance with its mandate from the VTF Terms of Reference and Administrative Rules. This function entails the establishment of the VTF and maintenance of all processes and activities essential for the effective and efficient functioning of the Fund.
 - b. Administers the ATT sponsorship programme in accordance with the decision of 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).

- c. Manages a dedicated project to support ATT implementation in the following priority areas: capacity building for national and regional ATTs (expert roster), capacity building for ATT reporting, and support for the database for matching needs and resources for ATT implementation. This project is funded by the European Union through Council Decision CFSP 2023/2296 of 23 October 2023.

THE ATT SECRETARIAT'S WORK IN THE REPORTING PERIOD

5. In the reporting period, the ATT Secretariat undertook the activities listed hereunder in fulfilment of its responsibilities.

6. Administrative Support

- a. To further advance the ATT transparency and reporting objectives, the ATT Secretariat managed the system for sending notifications, receiving and posting Initial and Annual reports submitted under Article 13 of the ATT, national control lists established under Article 5 (4), and national point(s) of contact notified to it under Article 5 (6) of the Treaty.
- b. Managed the system for providing reminders to States Parties with regard to forthcoming reporting deadlines.
- c. To uphold good governance and realize value for money, the ATT Secretariat implements the ATT Procurement Policy in its procurement of goods and services under the oversight of the Management Committee.
- d. Provided support to and executed directives of the Management Committee on matters falling under its oversight responsibility.
- e. Maintained interface arrangements between the ATT Secretariat and the Geneva Centre for Security Sector Governance (DCAF) with regard to matters related to human resources, IT and central support services in the context of the standing Administrative and Financial Arrangements between the ATT Secretariat and the Swiss government.
- f. Responded to telephone and email inquiries from States and the general public regarding the ATT process.

7. Financial Management

- a. In October 2023, prepared and issued invoices to States for financial contributions to the ATT 2024 budget adopted by CSP9. Alongside this effort, also updated and posted on the ATT website the ATT financial rollover register for transparency purposes.
- b. In March 2024 and pursuant to Rule 8 of the ATT Financial Rules, prepared and circulated reminders to all States with outstanding assessed contributions.
- c. Prepared a presentation to facilitate discussions during the CSP10 Informal Preparatory Meeting regarding financial contributions to ATT budgets, patterns of payment and implications for financial viability of the ATT.
- d. On a quarterly basis, updated and published on the ATT website the status of ATT financial contributions for transparency purposes.

- e. Prepared the 2025 budget estimates for the ATT Secretariat and the Eleventh Conference of States Parties (CSP11) which, following review by the Management Committee, were presented to States Parties on 24 May 2024 for consideration at CSP10.
- f. Managed the ATT budget and provided regular updates to the Management Committee and States. Furthermore, consolidated the established processes for expenditure control.
- g. Pursuant to Rule 10 of the ATT Financial Rules, facilitated the auditing of financial statements for the ATT Secretariat, the VTF and the ATT Sponsorship Programme by *PricewaterhouseCoopers*, the independent ATT auditors. It is worth noting that the ATT Secretariat has consistently achieved favourable (clean) audit outcomes in all audited workstreams mentioned above.

8. **Status of implementation of tasks allocated by CSP9**

- a. Made available on the ATT website all documents by ATT subsidiary bodies that were considered and noted by CSP9 to assist States in their ATT work.
- b. Provided substantive and administrative support to all ATT Working Groups in taking forward the implementation of their programme of work endorsed by States Parties.
- c. Continued to participate in the implementation of the outreach strategy on reporting adopted by CSP4.
- d. Further developed the project of voluntary bilateral and regional assistance with reporting (peer-to-peer), including the voluntary regional reporting champions initiative.
- e. Supported the CSP10 President's efforts to promote Treaty universalization.
- f. Supported the Co-chairs of the Working Group on Treaty Universalization (WGTU) in elaborating the draft workplan for ATT universalization efforts.
- g. Supported the Chairs of the Working Groups on Effective Treaty Implementation (WGETI) and Transparency and Reporting (WGTR) in elaborating the draft multi-year workplans for exchanges of national implementation practices.
- h. Facilitated, on interim basis, the work and session of the WGETI Sub-working Group on exchange of national implementation practices.
- i. Supported the Management Committee in its effort to review the revised ATT programme of work and to report its assessment and recommendations.

9. **Preparations for the Tenth Conference of States Parties (CSP10)**

- a. Developed and/or edited documents for the CSP10 preparatory meetings and intersessional consultations. This included the translation of the documents.
- b. Issued notices and circulated documents for the CSP10 preparatory meetings to States Parties, Signatory States and Observer States, international and regional organisations, civil society and industry.

- c. Managed the logistical arrangements and related matters including translation and interpretation services for the CSP10 preparatory meetings. This included ensuring the availability of interpretation on the livestreaming platform during the CSP10 Working Group Meetings and the hybrid platform during the CSP10 Informal Preparatory Meeting.
- d. Managed the publication of documents and communication for the CSP10 preparatory meetings and intersessional consultations on ongoing topics.
- e. Provided procedural, technical and substantive support to the CSP10 President, the vice-Presidents, the Working Groups' Co-chairs and Facilitators as well as the Management Committee.
- f. Provided administrative and substantive support to the three established ATT Working Groups and the Diversion Information Exchange Forum (DIEF).
- g. Managed the CSP10 conference services with respect to venue arrangements, participants' registration, translation of documents, interpretation services, technical services, management of side events, exhibitions and related procurement aspects. This included ensuring the availability of interpretation on the livestreaming platform used for the conference.

ATT VOLUNTARY TRUST FUND (VTF)

10. In its capacity as the Administrator of the VTF, contemplated in the VTF Terms of Reference and Administrative Rules, the ATT Secretariat undertook the following activities:

- a. Collaborated with the VTF Chairperson in undertaking VTF outreach activities.
- b. In November 2023, prepared and circulated the VTF call for contributions to the 2024 project cycle.
- c. In September 2023, prepared and circulated the VTF call for project proposals for the VTF 2024 project cycle with the deadline set for 20 January 2024.
- d. In April 2024, conducted the pre-screening exercise on the received VTF project proposals for the 2024 VTF project cycle, and in April 2024 submitted a shortlist to the VTF Selection Committee.
- e. Monitored the implementation of the projects approved during the 2019, 2020, 2021, 2022 and 2023 VTF project cycles including tracking of project performance and financial expenditure.
- f. Prepared all communication to VTF applicants advising of the VTF Selection Committee outcomes.
- g. Negotiated and signed donor agreements with various donors to the VTF.
- h. Prepared and submitted necessary reports to the VTF Selection Committee and to donors.
- i. Set up a framework for negotiation and preparation of grant agreements between the ATT Secretariat and the successful applicants under the 2024 VTF project cycle.

- j. Facilitated the transfer of grants to the grant recipients in accordance with the terms of the grant agreements.
- k. Prepared the VTF evaluation report for the completed projects that received funding in multiple VTF cycles.
- l. Maintained a bank account and financial management system dedicated to the VTF workstream to facilitate financial efficiency, transparency in accounting and favourable audit outcomes.
- m. Prepared a report to CSP10 on the status of operation of the VTF.

ATT SPONSORSHIP PROGRAMME (SP)

11. In accordance with the CSP4 decision entrusting the ATT Secretariat with the administration of the ATT Sponsorship Programme, the ATT Secretariat undertook the activities listed hereunder.
12. With respect to the management of sponsorship funds:
- a. Prepared and issued the 2024 funding proposal and call for contributions to the ATT Sponsorship Programme in November 2023.
 - b. Maintained a bank account and financial management system dedicated to the programme to facilitate financial efficiency, transparency in accounting and favourable audit outcomes.
 - c. Allocated up to 8%¹ of the sponsorship funds received to the administration of the ATT sponsorship programme.
 - d. Prepared a report to CSP10 on the status and implementation of the ATT Sponsorship Programme.
13. With respect to the selection of delegates to be sponsored, the ATT Secretariat:
- a. Advertised the ATT Sponsorship Programme and issued an invitation to apply for ATT sponsorship in December 2023 for the CSP10 Working Group Meetings in February 2024, and in May 2024 for the CSP10.
 - b. In line with the draft Administrative Guidelines, pre-screened applicants to be sponsored on the basis of the *General Principles for Selection of Delegates to be Sponsored by the ATT Sponsorship Programme*, and presented to donors a shortlist of eligible applicants for input prior to final selection and communication of the outcomes of the selection process to applicants.
14. With respect to the technical management of the ATT sponsorship programme, the ATT Secretariat has provided the following services to sponsored delegates in accordance with the *ATT Sponsorship Programme: Financial Protocol*:

¹ These funds are committed to, *inter alia*, advertising the ATT Sponsorship Programme, procuring services associated with the ATT 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 ATT Sponsorship Programme.

- a. Booked and issued flight tickets for sponsored delegates;
- b. Booked and paid for accommodation for sponsored delegates;
- c. Paid allowances (per diems) for expenses (lunch and dinner) to sponsored delegates;
- d. Paid terminal allowances (for ground transportation) to sponsored delegates;
- e. Where necessary, provided a letter in support of a delegate's visa application; and
- f. Organised and hosted a briefing day for ATT sponsored delegates to the CSP10 Working Group Meetings.

ATT IMPLEMENTATION SUPPORT PROJECT (ISP)

15. In accordance with its direction giving and management role of the ATT implementation support project, the ATT Secretariat undertook the activities listed hereunder.

16. With respect to the first activity, capacity building for national and regional ATT experts (training the trainers): Organised and facilitated a regional experts training workshop in Bangkok (Thailand) for Asia in July 2024 conducted in English language. The workshop for Latin America is planned for November 2024 and will be conducted in Spanish.

17. Concerning the second activity, capacity building for ATT reporting:

- a. Developed a draft manual on ATT reporting, which is currently being edited for final release.
- b. Organised and facilitated a regional workshop on ATT reporting for Southern African states in June 2024 conducted in English language. The workshop for Latin America and Caribbean states is planned for September 2024 and will be conducted in English and Spanish languages.

18. Regarding the third activity, operationalization of the needs and resources database for ATT implementation: Gathering and collating information on ATT implementation to be published on the database.

19. With respect to management and visibility of the project: Maintained a strategic direction and financial management system to facilitate financial efficiency, transparency, and prudent accounting to achieve favourable audit outcomes.
