

## 1) Revised draft provisional budget estimate for the Secretariat

Budget Source	Item <sup>ii</sup>	est. cost (USD)	Comments
ASSESSED from States Parties <sup>i</sup>	Salary P4 - 10 months 2016	179,333	UN Temporary Appointment (TA) <sup>iv</sup> for 8 months in Geneva Current interim Head of the Secretariat for the period Feb - Dec2016
	Salary P4 <sup>iii</sup> - 1 months 2016	23,428	UN Fixed Term Appointment (FTA) <sup>v</sup> used only for reference. An HR policy, rules and regulations and salary scales to be developed after the Extraordinary meeting. P4 calculated for the period for 1 month Dec 2016, P3 and P2: 1 March – 31 Dec 2016
	Salary P3 - 9 months 2016	180,179	
	Salary P2 - 9 months 2016	148,115	
	General temporary assistance (if needed)	37,000	148 days of consultancy (Junior specialist - 250 USD/day)
	Consultants / Outsourcing (as needed)	30,000	60 days of consultancy (Specialist - 500 USD/day)
	Interim administrative arrangements (UNDP)	48,789	on a cost recovery basis and within existing budget resources
	Staff international travel costs (inclusive of travel booking services, and local transportation)	33,406	Average cost of 5,000 USD/trip (3 trips for P4, 2 trips for P3, 1 trip for P2); travel booking services 306 USD (34 USD/trip (6 trips)); and local transport
	Staff training	4,200	1,400 USD/staff member
	Information technology and telecommunication services	12,500	
	Treaty website including further development and maintenance	15,000	
	Accounting and financial administration (including related to the collection of contributions)	24,000	Assessed as per Financial Rules, but outsourced (provided on in-kind basis by Switzerland for 2016) (balance unspent funds against 2017 assessment)
	Audit fees	4,750	
	Human resources administration	24,000	
	Legal services (related to procurement, personnel matters etc.)	5,000	
Insurance	10,825		
Miscellaneous, if any (please specify)	5,000		
<b>Subtotal ASSESSED</b>	<b>785,525</b>	<b>Total of which 30% is assessed as per Financial Rule 5, 70% assessed as per Financial Rule 6</b>	
IN-KIND by host <sup>vi</sup>	Office premises (inclusive of building management)	123,762	Covered by the host state (2015-2016) - 2015: office premises=42,146 CHF; 2016: Office Premises= 76,606 CHF, Archival space = 6,000 CHF
	Office furniture, equipment and supplies (acquisition, rental and maintenance)	99,206	Covered by the host state, through host organization
	Guarding and security of premises	0	Covered by the host state, through host organization
	Information technology and telecommunication services	70,833	2015: optical fibre installation = 2,200 CHF, IT line rent = 400 CHF, IT purchases = 6,000 CHF, IT set up WMO = 1,500 CHF; 2016: IT maintenance and support = 19,500 CHF, IT line rent = 4,800 CHF, network installation = 2,200 CHF, on premises mail server and licences = 19,800 CHF, firewall installation = 13,200 CHF, mobile phone purchases = 1,800 CHF)
	Treaty website including further development and maintenance	2,976	2016: website maintenance = 3,000 CH)
	Accounting and financial administration (including related to the collection of contributions)	65,865	2015: DCAF overhead = 5,607 CHF, 2016: DCAF overhead = 31,202 CHF, financial services = 29,583 CHF
	Human resources administration	27,282	2016: HR 27,500 CHF
	Personnel support services	68,306	2015: Assistant salary + social costs = 3,826 CH; 2016: Assistant salary + social costs = 65,026 CHF (6 months – 100% + 6 months 50%)
<b>Subtotal IN-KIND</b>	<b>458,230</b>		
VOLUNTARY	N/A	N/A	
<b>Subtotal VOLUNTARY</b>	<b>-</b>		
<b>TOTAL</b>	<b>785,525</b>		

## 2) Revised draft provisional budget estimate for the Conference

Budget source	Type <sup>ii</sup>	Item	est. cost (USD)	Comments
ASSESSED from participating States <sup>vii</sup>	Extraordinary meeting 29 Feb 2016	Conference venue <sup>viii</sup>	-	Plenary room for approx. 500 participants, interpretation equipment, offices, tables and chairs
		IT Support <sup>viii</sup>	5,232	Sound, audio-visual equipment, wifi, PCs and copy machines <sup>xiii</sup>
		Other <sup>viii</sup>	3,687	Logistics, registration and organisational services and layout <sup>xiv</sup>
		Translation into French/Spanish	4,365	Background documents estimated at 10,000 words
		Interpretation (En, Fr, Sp)	5,258	6.30 working hours per day x 2 pax per language <sup>xv</sup>
		Miscellaneous	992	
		GMS 8%	1,563	
	<b>Subtotal Extraordinary meeting</b>		<b>21,097</b>	
	2CSP <sup>ix</sup>	Conference venue <sup>x</sup>	-	Free of charge for 2016 (if held in Switzerland as the seat of the Secretariat)
		Documentation <sup>x</sup>	15,000	Translation
		In-session Interpretation <sup>x</sup>	62,500	Interpretation equipment & human resources (interpreters)
		Conference equipment and supplies <sup>x</sup>	3,000	Photocopy paper, basic office supplies
		IT Support <sup>x</sup>	70,000	IT equip. (computers/printers, document reproduction, website and online registration system, streaming, wifi)
	<b>Subtotal 2CSP</b>		<b>150,500</b>	
Management Committee <sup>x</sup>	Travel (if needed)	10,000		
	Facilitation of meetings	5,000	Conference space	
<b>Subtotal Management Committee</b>		<b>15,000</b>		
ASSESSED when not hosted	2CSP <sup>ix</sup>	Design and printing	1,500	Banners, posters, invitations, logo, badges, name plates, participants kits
		Security	4,000	
		Medical support	500	
		Decoration	800	
		Miscellaneous	1,000	
	Staff	10,000	Conference manager, local support staff	
<b>Subtotal 2CSP</b>		<b>17,800</b>		
<b>Subtotal ASSESSED</b>			<b>204,397</b>	
IN-KIND by host (when hosted)	2CSP	Conference venue	-	
		Catering	-	Lunches, coffee breaks, reception
		Design and printing	-	Banners, posters, invitations, logo, badges, name plates, participants kits
		Transport	-	Buses/cars, for airport, opening ceremony etc.
		Security	-	
		Medical support	-	
		Decoration	-	
		Miscellaneous	-	
Staff	-	Conference manager, local support staff		
<b>Subtotal IN-KIND</b>			<b>-</b>	
VOLUNTARY	2CSP	Sponsorship programme <sup>xi</sup>	249,000	Sponsorship programme, to support participation of delegates from developing countries <sup>xii</sup>
<b>Subtotal VOLUNTARY</b>			<b>249,000</b>	
<b>TOTAL</b>			<b>204,397</b>	Total does not include voluntary contributions towards the sponsorship programme

**Footnotes:**

- i Financial rules for the ATT - Rule 6
- ii Budget lines in accordance with the questionnaire circulated by facilitators on financial issues
- iii Assumed P4 as a provisional measure to be reviewed at the CSP2
- iv Proforma cost estimate of TA appointment (contract for maximum duration of 364 days) which includes:
  - (i) Salary (net salary portion, post adjustment);
  - (ii) Recurring costs [Dependency allow., Contrib. to UNJSPF, Contrib. to med. ins., Rental supplements, SOLA(or AHA), Danger Pay, Personal security measures (where applicable)];
  - (iii) Centrally Managed Costs through Reserve accounting (Security, ICT, MAIP and Appendix D);
  - (iv) Non Recurring costs (Relocation grant and Assignment allowance, Med. evacuation, Reimb. for income tax, Commutation of accrued Annual leave balances end of TA (w/applicable)).  
For UN salary levels please see [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)
- v Proforma cost estimate of FTA appointment. (contract for fixed term renewable time periods) which includes:
  - (i) Salary (net salary portion, post adjustment);
  - (ii) Recurring costs [Dependency allow. and other relevant benefits and allowances, Contrib. to UNJSPF, Contrib. to med. ins., Rental supplements, SOLA (or AHA), Danger Pay, Personal security measures (where applicable)];
  - (iii) Centrally Managed Costs through Reserve accounting (Security, ICT, MAIP and Appendix D);
  - (iv) Non Recurring costs (Relocation grant and Assignment allowance, Med. evacuation, Reimb. for income tax, Commutation of accrued Annual leave balances end of TA (w/applicable)).  
For UN salary levels please see [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)
- vi Costing provided by Switzerland.
- vii Financial rules for the ATT - Rule 5
- viii Prices provided by CICG and/or Switzerland in CHF, budget presented in USD with UN Exchange rate for Jan 2016
- ix Based on CSP1 real cost in combination with estimates of experience of expenses from UNDP for a 5-day meeting
- x As per Financial Rule 5.3 (ATT/CSP1/2015/WP.3/Rev.1)
- xi As per Financial Rule 5.5 (ATT/CSP1/2015/WP.3/Rev.1)
- xii Currently 83 delegates (approx. 3,000 USD/ delegate-economy flight ticket, accommodation, insurance, applicable per diem
- xiii Sound/amplification system, audio-visual infrastructure/ equipment, sound/video recording, wifi, projector and screen, laptop + mouse, flat TV monitor, sound operator, 2 small printers/scanners, 1 copy machine
- xiv Lectern, flagpole holder, country plates holders, registration desk, parking, water service, security, first aid, hostess, badges, online registration system support
- xv If additional language requested (Ar, Ch, Ru) as per Rules of Procedure, cost will increase by 2,650 CHF per language