

Arms Trade Treaty
Sixth Conference of States Parties
 Geneva, 17 – 21 August 2020
 (By written procedure)

REPORT OF THE MANAGEMENT COMMITTEE ON THE ATT SECRETARIAT'S PERFORMANCE ON THE ADMINISTRATION OF THE SPONSORSHIP PROGRAMME

I. Introduction

1. In August 2018, the Fourth Conference of States Parties (CSP4) to the Arms Trade Treaty (ATT) decided that "the Management Committee will report on the ATT Secretariat's performance on the administration of the Sponsorship Programme at the Sixth Conference of States Parties" (ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1).

2. In order to prepare its report to CSP6 as required, the Management Committee has updated the draft matrix for evaluation (ATT/CSP5/2019/MC/411/PM1.DrMatrix), which was submitted for information purposes to the CSP5 First Informal Preparatory Meeting, by incorporating the seven principles outlined in the final Administrative Guidelines of the ATT Sponsorship Programme (ATT/CSP5/2019/SEC/530/SponProgRep, hereafter referred to as the Administrative Guidelines) adopted by CSP5.

3. The updated draft matrix for evaluation (ATT/CSP6/2020/MC/586/PM1.DrMatrix, hereafter referred to as the matrix) was circulated for information purposes to all ATT stakeholders in advance of the CSP6 First Informal Preparatory Meeting in February 2020 and presented during the meeting with comments and suggestions invited. However, no comments or suggestions were received on the matrix during or after the meeting. Following this, the Management Committee has prepared its report to CSP6 on the ATT Secretariat's performance on the administration of the Sponsorship Programme by using the evaluation matrix (see Annex A).

4. This report is structured according to the evaluation matrix, which lays out tasks to be performed by the ATT Secretariat (excerpts from the Administrative Guidelines), evaluation criteria (i.e. Participation, Inclusivity, Transparency, Objectivity, Accountability, Efficiency, and Effectiveness), and questions based on the criteria. The tasks are divided into four sections, in the order of their appearance on the evaluation matrix: Management of the Funds, Management of Application and Selection Processes, Technical Management, and Overall Management of the ATT Sponsorship Programme.

II. The ATT Secretariat's Performance

1. Management of the Funds

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Prepare funding proposals and issue calls for contributions to the sponsorship programme as necessary, but at least on an annual basis (paragraphs 7.a and 10, or at least twice on an annual basis as stipulated in paragraph 10)., and the calls include what is provided in paragraph 11 and 12 of the Guidelines.

5. The ATT Secretariat prepared funding proposals and issued calls for contributions at least on an annual basis. The proposals and calls were circulated on 18 October 2018 and 27 September 2019 to all States Parties and Signatory States covering missions in Geneva, New York, and respective capitals. In addition, the ATT Secretariat reached out to a number of potential donors to inform them about the objectives of the Sponsorship Programme, the funding proposals and encouraging them to make a contribution.

6. Funding proposals and calls for contributions were circulated sufficiently well in advance of meetings, namely at least 12 weeks prior to the first preparatory meeting of the CSP cycle, so that States could have enough time for domestic coordination and consideration and to ensure funding was available to sponsor delegates to attend all the meetings of the cycle, and as funding permits. To avoid confusion, funding proposals and calls for contributions were circulated separately from conference documents. In the short period since the ATT Secretariat assumed the responsibility of managing the ATT Sponsorship Programme, 9 states have made a total contribution of USD 523,453.37 into the Sponsorship Programme thus enhancing the scale and diversity of participation in ATT meetings.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Establish a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme (paragraph 7.b).

7. In accordance with the decision of CSP4, the ATT Secretariat established a separate bank account dedicated to the Sponsorship Programme in October 2018. The ATT Secretariat has taken other measures to facilitate transparency in the accounting and auditing of the Sponsorship Programme, including setting up an audit engagement framework with Price Waterhouse Coopers, the ATT Secretariat auditor appointed by CSP3. The first audit of the Sponsorship Programme by Price Waterhouse Coopers, covering the CSP5 cycle, will be ready by CSP6.

8. A further transparency measure adopted by the ATT Secretariat is to consistently present the financial status of the Sponsorship Programme to every ATT meeting. By so doing, states stayed informed throughout the year of the Sponsorship Programme finances, and other states who have not yet made a contribution to the Sponsorship Programme are encouraged to do so.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Allocate up to 8% of the sponsorship funds received to the administration of the ATT sponsorship programme (paragraph 7.c).

9. According to the decision by CSP4, the financial allocation to the programme administration was limited to 8 % or less of the entire funds received. In the last two years' administration cycles, the limit was fully adhered to.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

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 (paragraphs 7.d, 20 and 21).

Keep a record of received contributions to the ATT sponsorship programme and inform States Parties of the amount of funds available for each series of CSP meetings (paragraph 13).

10. The ATT Secretariat reported on the status of the ATT Sponsorship Programme during CSP5 in August 2019 (ATT/CSP5/2019/SEC/530/SponProgRep). The report provided by the ATT Secretariat was comprehensive, and a result no further questions were raised after the presentation. Instead, positive comments were made about the Sponsorship Programme and its administration. The report of the ATT Secretariat was circulated to all ATT stakeholders in advance of CSP5 and has been made publicly

available on the ATT website [[https://www.thearmstradetreaty.org/hyper-images/file/ATT_CSP5_Report on the ATT Sponsorship Programme_EN/ATT_CSP5_Report on the ATT Sponsorship Programme_EN.pdf](https://www.thearmstradetreaty.org/hyper-images/file/ATT_CSP5_Report%20on%20the%20ATT%20Sponsorship%20Programme_EN/ATT_CSP5_Report%20on%20the%20ATT%20Sponsorship%20Programme_EN.pdf)].

11. Furthermore, the ATT Secretariat provides regular reports on the status of the Sponsorship Programme to every ATT meeting. These reports reflect the funds received into the Sponsorship Programme, how such funds have been used and how many delegates have been sponsored.

2. Management of Application and Selection Processes

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Develop the application procedures for the ATT sponsorship programme, including an application form (paragraph 8.a).

12. The ATT Secretariat has developed application procedures and an application form for the ATT Sponsorship Programme. The procedures for the Sponsorship Programme are appropriate and user-friendly.

13. The ATT Secretariat has experimented with two approaches to applications. In the application form and process for the CSP5 cycle, delegates were invited to apply for *all* ATT meetings at the commencement of the cycle. In other words, they were asked to indicate if they would like to attend the first and/or second preparatory meeting, as well as CSP5 (while a clear indication was given that there was no guarantee they would be sponsored to attend all the meetings they selected as this would depend on the availability of funds). The advantages of this approach included: delegates only needed to apply once to the process not (potentially) three times; the ATT Secretariat was better able to allocate resources and available places and ensure a gender and regional balance by having an overview of who wanted to attend which meetings across the whole cycle; and it enabled some delegates to obtain extended Schengen visas knowing they would be attending more than one meeting. However, the disadvantage was that, in some instances, though a delegate indicated at the beginning of the CSP cycle that he/she wanted to attend all the meetings, by the time the second meeting or CSP arrived, the delegate's circumstances had changed and the State in question had to nominate a replacement or cancel their sponsored place altogether. In other words, it is sometimes difficult for delegates/States to predict whether a delegate will be in a position to attend an ATT meeting well in advance of the meeting.

14. For the CSP6 cycle, the ATT Secretariat adopted a different approach whereby delegates were invited to apply only for the forthcoming meeting (not all meetings). This resulted in fewer changes in the delegates who ultimately attended the meeting(s), however, it did not provide an overview of which States intended to attend which meetings, and some delegates requested the ATT Secretariat revert to the original system – whereby they could apply for all meetings in one application – as this eased the administrative burden on their side (for example, they only needed to obtain one note verbale authorizing their application for sponsorship, not three). This is an area where further consideration and additional experience may help the ATT Secretariat arrive at the optimal approach.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

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) (paragraphs 8.b).

Invite applications for sponsorship in advance of each ATT meeting where sponsorship funds are available (paragraph 15).

15. The ATT Secretariat advertised the availability of sponsorship and issued calls for applications to the ATT Sponsorship Programme at least 3 months in advance of each meeting where sponsorship was available, namely 22 November 2018, 04 February 2019, 13 May 2019, 05 November 2019 and 07 February 2020. The calls for applications were widely disseminated via email to missions in Geneva, New York, and delegates in capitals of States Parties and Signatory States. The calls for applications were also advertised on the ATT webpage dedicated to the ATT Sponsorship Programme.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

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 (paragraph 8c).

16. In comparison to the former administrator (UNDP) of the ATT Sponsorship Programme, in which the applicants were selected based on a *first-come-first-served basis*, the ATT Secretariat has successfully carried out the pre-screening of all sponsorship applications received by the due date. The ATT Secretariat applied the eligibility and selection criteria set out in the Administrative Guidelines during the pre-screening and in the preparation of the shortlist of eligible applicants.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Draft a shortlist of eligible applicants for sponsorship for each meeting where sponsorship funds are available and circulate the shortlist to States that have contributed to the ATT sponsorship programme since CSP4, in which the programme was entrusted to the ATT Secretariat (paragraph 16).

17. The ATT Secretariat shared the shortlist of eligible applicants with all donors who had made contributions by the time of the meeting in question.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

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

18. In the case of earmarked contributions, the ATT Secretariat was able to ensure that earmarked funding is spent according to earmarking conditions placed donors. In doing so, the ATT Secretariat considers the earmarking conditions set by donors through donors' agreements concluded between the donors and the ATT Secretariat. Consultation with donors prior to final selections assures donors that their conditions are complied with.

19. The ATT Secretariat communication with donors is considered adequate and consistent with the requirements of the Administrative Guidelines.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

[May request the Management Committee to appoint one of the donors to the ATT sponsorship programme to liaise with and help coordinate input from the other donors (a 'sponsorship coordinator') (paragraph 18).]

20. In the period under review, the ATT Secretariat did not request the Management Committee to appoint one of the donors to the ATT sponsorship programme to liaise with and help coordinate input from the other donors. This option remains available to the ATT Secretariat if need be.

3. Technical Management

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Provide services to sponsored delegates as listed in the Financial Protocol (Annex B), namely: flight tickets, accommodation, allowances (per diems), terminal allowances, and where necessary, provision of letter in support of a delegate's visa application (paragraph 9).

21. Based on the feedback of sponsorship recipients, the services provided by the ATT Secretariat to the sponsored delegates were delivered in a timely, effective and cost-efficient manner. The ATT Secretariat provided return economy flights to all sponsored delegates giving delegates different itinerary options where there was a negligible difference in price. The ATT Secretariat also booked accommodation for all delegates in 3-star hotels in Geneva with close proximity to meeting venues. The ATT Secretariat gave sponsored delegates their per diems in cash at the beginning of each meeting. During the preparatory meetings, the ATT Secretariat gave delegates their per diems during the 'Briefing Day for Sponsored Delegates' held on the day preceding the formal meeting (see paragraph 23). For CSP5, the ATT Secretariat arranged to be present at the hotel delegates were staying at on the Sunday afternoon before the formal meeting to distribute per diems to delegates and answer any question before the commencement of the meeting. The ATT Secretariat also reimbursed delegates in cash for expenses necessitated by their travel including visa fees, upon submission of receipts.

22. The ATT Secretariat made clear, effective and timely communications to sponsored delegates until the end of their sponsorship (see paragraph 24). Prior to the meetings, the ATT Secretariat sent all sponsored delegates a document containing logistical information for their travel to and stay during the meetings, as well as a copy of the Financial Protocol contained in Annex B of the Administrative Guidelines. The logistical information included details of the following: accommodation (where the delegates were staying including maps of the location); flights; meals; Daily Subsistence Allowance (DSA); transport (how to get to the hotel from the airport and how to get to the meeting venue from the hotel by public transport or on foot); schedule of meetings; meeting venue; documents (links to the webpage where meeting documents are available); language (information regarding interpretation and translation during the meetings); and contact details for ATT Secretariat staff members.

23. In addition, the ATT Secretariat hosted a half-day 'Briefing Day for Sponsored Delegates' prior to the preparatory meetings. During the Briefing Day, sponsored delegates received information on the ATT process, they were given copies (in their chosen language) of the documents for the meeting, they were given an overview of the sponsorship programme and their entitlements, they had the opportunity to meet the President of the Conference and hear his hopes and expectations for the meeting ahead, they were given a summary of the work of the Working Groups so far, and were provided with an overview of the aims and objectives of the forthcoming meeting and the focus areas of the Working Groups. Where possible, one or more Co-chairs of the ATT Working Groups or Facilitators of the WGETI Sub-working Groups was asked to present to the delegates during the Briefing Day. Delegates were invited to attend lunch after the Briefing Day, where they had the opportunity to meet each other and ask further questions of the ATT Secretariat staff in an informal setting.

24. The ATT Secretariat distributed a Feedback Form to sponsored delegates to obtain their impressions and comments on the organization and substantive content of the briefing day. With respect to the organization of the briefing day, the ATT Secretariat received a rating of 4.89 (with '1' being 'insufficient' and '5' being 'excellent'). In terms of the overall assessment of the event, sponsored delegates that submitted a feedback form gave a unanimous rating of '5' (with '1' being 'insufficient' and '5' being 'excellent').

25. The ATT Secretariat responded to legitimate emergencies, in case they arose with respect to sponsored delegates, in a timely and appropriate manner. For example, a delegate who was sponsored to attend the 1st CSP6 Informal Preparatory Meeting in February 2020 and required a visa to enter

Switzerland needed to travel to a neighbouring country to obtain a Schengen visa. The ATT Secretariat arranged travel and accommodation to the neighbouring country for the sponsored delegate to obtain the visa. The delegate understood that a colleague had booked an appointment at the consulate in that country on the Monday morning the week before the preparatory meeting, however, on arrival at the consulate, was informed that there was no appointment booked. The sponsored delegate contacted the ATT Secretariat immediately and the Secretariat staff liaised with the consulate in that country, explained the circumstances, and managed to secure the delegate an appointment on the Wednesday morning as well as an expedition of the issuance of a Schengen visa.

26. On another occasion, following the end of the 1st CSP6 Informal Preparatory Meeting in February 2020, a sponsored delegate travelling back home (in transit via a third country) experienced delays and flight cancellations due to the COVID-19 outbreak. The delegate ended up in quarantine in a transit State for 14 days following the imposition of travel restrictions by their own State while en route home. The ATT Secretariat staff remained in close contact with the delegate during the ordeal. They arranged last-minute accommodation in two transit States and ensured they had the financial means to pay for meals, until the delegates own agency was able to support them during the quarantine period. The support provided by the ATT Secretariat staff involved several late nights (due to the time difference) and weekend work.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Elaborate administrative details regarding the application procedures to be followed by applicants (Annex C) (paragraph 14).

27. The Application Form is clear, user-friendly, and easily accessible on the ATT website in advance of upcoming meetings.

28. As indicated above in paragraph 14, several sponsored delegates have asked the ATT Secretariat to consider reverting to the original system of allowing delegates to request sponsorship to attend *all* meetings in one application form. Other than that, the ATT Secretariat has not received other requests or suggestions to alter the format of the application form.

4. Overall Management of the ATT Sponsorship Programme

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

The ATT Secretariat is entrusted with the overall management of the ATT sponsorship programme, including managing the sponsorship funds, assisting in the selection of the delegates to be sponsored, in consultation with donors of the ATT Sponsorship Programme and technical management (paragraph 6).

29. The ATT Sponsorship Programme achieved its primary objective under paragraph 3 of the Guidelines under the administration of the ATT Secretariat (namely: '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'). To date, the ATT Secretariat has sponsored 82 delegates from 58 States to attend ATT the CSP5 cycle of meetings and the 1st CSP6 Informal Preparatory Meeting held in February 2020. In CSP5 Cycle, sponsored delegates were from Africa (43%), Americas (34%), Asia (11%), Europe (4%), and Oceania (8%), and men (56%), women (44%).

30. The ATT Secretariat distributed a General Evaluation Form to sponsored delegates who attended CSP5 to seek their feedback on the sponsorship programme as a whole. Twenty-seven sponsored delegates out of 32 that attended CSP5 completed the evaluation form (on a confidential basis). The overwhelming majority of sponsored delegates that completed the evaluation 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 organization prior to and during the Conference.

31. Several sponsored delegates expressed some discomfort with the choice of hotel and flight options/itinerary provided. Although there is limited scope to significantly change or improve upon the hotel and flight options offered to sponsored delegates, in light of the emphasis of the ATT Sponsorship Programme on cost-effectiveness and ensuring the broadest number and range of delegates can benefit from the programme, the ATT Secretariat is in the process of considering the comments and suggestions made by sponsored delegates.

32. The Sponsorship Programme funds have been administered by the ATT Secretariat in a cost-efficient manner. For example, on occasions when ATT meetings have been preceded by or followed by other meetings in Geneva where the same delegates may attend (for example the GCSP-run ATT training course held in Geneva) the ATT Secretariat has welcomed opportunities to share costs with the entity hosting the other event, where possible. In terms of any areas for improvement of the Sponsorship Programme. The Sponsorship Programme has been administered in accordance with the Financial Protocol in Annex B of the Guidelines.

TASKS TO BE PERFORMED BY THE ATT SECRETARIAT

Apply the audit provisions as per Rule 10 of the ATT Financial Rules (paragraph 19).

33. The ATT Secretariat subjects the Sponsorship Programme to an annual audit and the results of the Financial Year 2019 audit by Price Waterhouse Coopers will be available by CSP6. The Financial Year 2020 audit results will be available by CSP7.

III. Conclusion

34. On account of the evidence-based evaluation conducted, the Management Committee is of the view that the administration of the Sponsorship Programme by the ATT Secretariat meets the standards set in the Administrative Guidelines. The Management Committee is confident that the Sponsorship Programme and the broader ATT process has been well served by the ATT Secretariat and in this regard encourages the ATT Secretariat to continue to administer the Sponsorship Programme effectively, taking into consideration the seven key principles – participation, inclusivity, transparency, objectivity accountability, efficiency, and effectiveness.

ANNEX A: UPDATED DRAFT MATRIX FOR EVALUATION WITH 7 PRINCIPLES (REF: ANNEX A of ATT/CSP6/2020/MC/586/PM1.DrMatrix)

| TASKS TO BE PERFORMED BY THE ATT SECRETARIAT [Excerpts from ATT Sponsorship Programme Administrative Guidelines] | QUESTIONS BASED ON THE EVALUATION CRITERIAS [Excerpts from Draft Matrix of Evaluation] | Participatio | Inclusivity | Transparen | Objectivity | Accountabi | Efficiency | Effectivene |
|--|--|--------------|-------------|------------|-------------|------------|------------|-------------|
| Management of the Funds | | | | | | | | |
| Prepare funding proposals and issue calls for contributions to the sponsorship programme as necessary, but at least on an annual basis (paragraphs 7.a and 10, or at least twice on an annual basis as stipulated in para 10), and the calls include what is provided in para 11 and 12 of the Guidelines. | Were funding proposals prepared and calls for contributions issued at least on an annual basis? | | | ✓ | ✓ | | | |
| | Were the calls for voluntary contributions disseminated in a broad manner? | | ✓ | | | | ✓ | ✓ |
| | Has the ATT Secretariat undertaken additional exchanges with potential donors to inform the development of the sponsorship programme and its funding proposals? | | ✓ | | | ✓ | | |
| | Were funding proposals and calls for contributions circulated sufficiently in advance of meetings so that States could have enough time for domestic coordination and consideration? | | | | | | ✓ | ✓ |
| | Were funding proposals and calls for contributions circulated separately from conference documents to avoid confusion? | | | | | | | ✓ |
| Establish a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme (paragraph 7.b). | Did the ATT Secretariat establish a separate bank account dedicated to the sponsorship programme? | | | | | | | |
| | Has the ATT Secretariat taken other measures to facilitate transparency in the accounting and auditing of the sponsorship programme? | | | ✓ | | ✓ | | |

| TASKS TO BE PERFORMED BY THE ATT SECRETARIAT [Excerpts from ATT Sponsorship Programme Administrative Guidelines] | QUESTIONS BASED ON THE EVALUATION CRITERIAS [Excerpts from Draft Matrix of Evaluation] | Participatio | Inclusivity | Transparen | Objectivity | Accountabi | Efficiency | Effectivene |
|--|---|--------------|-------------|------------|-------------|------------|------------|-------------|
| Allocate up to 8% of the sponsorship funds received to the administration of the ATT sponsorship programme (paragraph 7.c). | Was the financial allocation to the programme administration limited to 8 % or below of the entire funds received? | | | ✓ | | ✓ | ✓ | ✓ |
| 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 (paragraphs 7.d, 20 and 21). Keep a record of received contributions to the ATT sponsorship programme, and inform States Parties of the amount of funds available for each series of CSP meetings (para 13). | Did the ATT Secretariat report on the status of the ATT sponsorship programme at Conferences of States Parties? Were reports provided by the ATT Secretariat comprehensive? If not, what information was missing? Were the reports of the ATT Secretariat made publicly available on the ATT website? | | | ✓ | | ✓ | | ✓ |
| Management of Application and Selection Processes | | | | | | | | |
| Develop the application procedures for the ATT sponsorship programme, including an application form (paragraphs 8.a). | Has the ATT Secretariat developed application procedures for the ATT sponsorship programme? Has the ATT Secretariat developed an application form for the ATT sponsorship programme? Are the application procedures for the sponsorship programme developed by the ATT Secretariat appropriate and user-friendly? | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| 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 | Did the ATT Secretariat advertise the availability of sponsorship and issue the calls for applications to apply to the ATT sponsorship programme at least 3 months in advance of each meeting where sponsorship was | ✓ | ✓ | ✓ | | | ✓ | ✓ |

| TASKS TO BE PERFORMED BY THE ATT SECRETARIAT [Excerpts from ATT Sponsorship Programme Administrative Guidelines] | QUESTIONS BASED ON THE EVALUATION CRITERIAS [Excerpts from Draft Matrix of Evaluation] | Participatio | Inclusivity | Transparen | Objectivity | Accountabi | Efficiency | Effectiveness |
|---|--|--------------|-------------|------------|-------------|------------|------------|---------------|
| sponsorship funds) (paragraphs 8.b). Invite applications for sponsorship in advance of each ATT meeting where sponsorship funds are available (para 15). | available? Were the calls for applications widely disseminated? | | | | | | | |
| 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 (para8c). | Was the pre-screening of all sponsorship applications received by the due date conducted in an effective, efficient and timely manner? | | ✓ | | | | ✓ | ✓ |
| | Has the ATT Secretariat applied the eligibility and selection criteria set out in the Administrative Guidelines during the pre-screening and in the preparation of the shortlist of eligible applicants? [To request the ATT Secretariat the figures of sponsored delegates by States Parties, Signatory States, States that have not yet joined the Treaty and other consideration, such as regional representation, gender and the role of the State in the ATT process.] | ✓ | ✓ | | ✓ | | | ✓ |
| Draft a shortlist of eligible applicants for sponsorship for each meeting where sponsorship funds are available, and circulate the shortlist to States that have contributed to the ATT sponsorship programme since CSP4, in which the programme was entrusted to the ATT Secretariat (para16). | Has the ATT Secretariat shared the shortlist of eligible applicants with all donors? | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Subject to any input from a donor or donors to the ATT sponsorship programme, decide on the applicants to be sponsored for each ATT meeting where sponsorship funds are available, based on the shortlist (para17). | Was the ATT Secretariat able to ensure that earmarked contributions are spent accordingly? Was the communication with donors adequate? | ✓ | | | | ✓ | | ✓ |
| [May request the Management Committee to appoint one of the donors to the ATT sponsorship programme | [If a request was made, was it made in accordance with necessity in a timely manner, and was the coordinating | | | ✓ | | | ✓ | ✓ |

| TASKS TO BE PERFORMED BY THE ATT SECRETARIAT [Excerpts from ATT Sponsorship Programme Administrative Guidelines] | QUESTIONS BASED ON THE EVALUATION CRITERIAS [Excerpts from Draft Matrix of Evaluation] | Participatio | Inclusivity | Transparen | Objectivity | Accountabi | Efficiency | Effectivene |
|---|---|--------------|-------------|------------|-------------|------------|------------|-------------|
| to liaise with and help coordinate input from the other donors (a 'sponsorship coordinator') (para 18).] | donor allowed to play the role adequately] | | | | | | | |
| Technical Management | | | | | | | | |
| Provide services to sponsored delegates as listed in the Financial Protocol (Annex B), namely: flight tickets, accommodation, allowances (per diems), terminal allowances, and where necessary, provision of letter in support of a delegate's visa application (para 9). | Based on the feedback of sponsorship recipients, were the services provided by the ATT Secretariat to the sponsored delegates delivered in a timely, effective and cost-efficient manner? | | | ✓ | | | ✓ | ✓ |
| | Did the ATT Secretariat made clear, effective and timely communications to sponsored delegates until the end of their sponsorship? | ✓ | | | | | ✓ | ✓ |
| | Did the ATT Secretariat respond to any legitimate emergencies, in case they arose with respect to sponsored delegates, in a timely and appropriate manner? | | | | | | ✓ | ✓ |
| Elaborate administrative details regarding the application procedure to be followed by applicants (Annex C) (para 14). | Is the Application Form (Annex C) clear and user-friendly? Is it easily accessible on the ATT website? | ✓ | | ✓ | | | ✓ | ✓ |
| Overall Management of the ATT Sponsorship Programme | | | | | | | | |
| The ATT Secretariat is entrusted with the overall management of the ATT sponsorship programme, including managing the sponsorship funds, assisting in the selection of the delegates to be sponsored, in consultation with donors to the ATT Sponsorship Programme and technical management (para 6). | Did the ATT sponsorship programme achieve its primary objective under paragraph 3 of the Guidelines under the administration of the ATT Secretariat (namely: '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')? | | | | | | | ✓ |
| | Have the sponsorship funds been administered by the ATT Secretariat in a cost-efficient way? | | | | | | | ✓ |

| TASKS TO BE PERFORMED BY THE ATT SECRETARIAT [Excerpts from ATT Sponsorship Programme Administrative Guidelines] | QUESTIONS BASED ON THE EVALUATION CRITERIAS [Excerpts from Draft Matrix of Evaluation] | Participatio | Inclusivity | Transparen | Objectivity | Accountabi | Efficiency | Effectivene |
|--|---|--------------|-------------|------------|-------------|------------|------------|-------------|
| | Are there any areas of the sponsorship programme that require improvement? If any, are there specific recommendations? | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Has the sponsorship programme been administered in accordance with the Financial Protocol in Annex B of the Guidelines? | | | | | | | ✓ |
| Apply the audit provisions as per Rule 10 of the ATT Financial Rules (para 19). | Has the ATT Secretariat subjected the sponsorship programme to an annual audit? | | | ✓ | | ✓ | | |
