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First Conference of States Parties
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Terms of Reference for the Management Committee

Purpose

1. The participants in the First Conference of States Parties have agreed that a management committee shall be established pursuant to Article 17.4(f) of the Arms Trade Treaty to provide oversight of certain functions of the Secretariat and of financial matters on its behalf.

Membership/Composition

2. The Management Committee shall comprise the President of the Conference of States Parties and a State Party representative designated by each UN regional group. A representative from the Secretariat should participate in an ex-officio capacity.
3. With the exception of the President of the Conference of States Parties, and of the Secretariat's representative, the mandate of the Management Committee members shall be subject to renewal every two years.

Working Methods

4. The Management Committee shall meet as necessary, at least once a year, prior to the Conference of States Parties. It shall be chaired by the President of the Conference of States Parties.
5. The Management Committee may meet at the seat of the Secretariat or elsewhere, and conduct its work with the means it deems appropriate.

Mandate

6. The Management Committee shall rely in its activities on the Treaty and on the Directive of the States Parties to the Secretariat, as well as on any guidance agreed by States Parties during the CSPs.
7. The Management Committee shall be tasked with overseeing the preparation of the administrative decisions to be taken at Conferences of States Parties. To that effect, it shall be in charge of summarizing the data useful to decision-making. It may issue recommendations, without those being regarded as binding, it being understood that decisions shall remain within the competence of the Conference of States Parties.
8. The Management Committee shall oversee in particular:

- (i) Preparation by the Secretariat of draft decisions concerning the administrative arrangements of the Secretariat;
 - (ii) Preparation by the Secretariat of draft decisions on Secretariat staff: the Management Committee shall, in particular, ensure a merit-based recruitment for the Head of the Secretariat position which is consistent with the job description after the First Conference of States Parties, taking over from the Evaluation Committee;
 - (iii) Preparation by the Secretariat of draft decisions on budget and financial issues, including cost estimates and planned budgets, audit reports and Secretariat staff salaries. The Committee shall also study reports prepared by the Secretariat on the budgetary impacts of the proposals to be submitted to the Conference of States Parties for decision.
 - (iv) Implementation of any audit observations and recommendations in accordance with Rule 9.5 of the Financial Rules.
9. The Management Committee shall ensure the proper budgetary and financial management of the Secretariat and the Treaty, so that no irregularities arise. In the event of irregularities, the Committee shall inform the States Parties without delay in order for the necessary action to be taken.
10. The work of the Management Committee shall be reviewed at the Second Conference of States Parties, which may decide any necessary improvements for its functioning. Any subsequent Conference of States Parties may decide to make further improvements.
11. The Management Committee shall report to the Conference of States Parties through its President.