

The Arms Trade Treaty
7bis avenue de la Paix
2nd Floor, WMO Building
CH-1211 Geneva
08 October, 2018

To : Representatives of States Parties to the Arms Trade Treaty.
: Representatives of Signatory States to the Arms Trade Treaty.
: Representatives of Observer States to the Arms Trade Treaty.
: Representatives of International and Regional Organizations.
: Representatives of Civil Society, NGOs and Industry.

Dear Distinguished Representatives,

ANNOUNCEMENT PERTAINING TO THE CSP5: ATT OFFICE HOLDERS AND SCHEDULE OF MEETINGS

1. In my capacity as the President of the Fifth Conference of States Parties (CSP5) to the Arms Trade Treaty (ATT) and with the support of the CSP5 Vice-Presidents, we write to inform you of the appointment of the Chairs of the ATT Working Groups as well as the Chairperson of the Voluntary Trust Fund (VTF) Selection Committee, and to notify you of the schedule of meetings for the CSP5 informal preparatory process and the CSP itself.

ATT Working Group Chairs

2. The Working Group on Effective Treaty Implementation (WGETI), Working Group on Transparency and Reporting (WGTR), and the Working Group on Treaty Universalization (WGTU) will be chaired as follows:

- a. WGETI: Ambassador Sabrina DALLAFIOR, of Switzerland with a possibility to appoint facilitators for the various topics under this Working Group.
- b. WGTR: Ms. Katya CORTÉS MARTÍNEZ, of Mexico; and Mr. Tom NIJS, of Belgium.
- c. WGTU: Ambassador Nobushige TAKAMIZAWA, of Japan; and Ambassador Jānis KĀRKLIŅŠ, of Latvia.

3. We would like to take this opportunity to thank fellow Co-Chairs for undertaking to carry forward the important work of the ATT Working Groups, and we are confident that meaningful progress will be made by all the Working Groups under their capable stewardship.

Chairman of the VTF Selection Committee

4. During the first meeting of the VTF Selection Committee members appointed during CSP4, the VTF Selection Committee members selected Ambassador Peter BEERWERTH of Germany to serve as Chairman of the VTF Selection Committee until CSP5, and Ambassador Dell HIGGIE of New Zealand to serve as Chairman of the VTF Selection Committee from CSP5 to CSP6.

Schedule of Meetings

5. Following existing practice, the Bureau suggests to prepare for CSP5 by organizing two (2) informal preparatory meetings in the intersessional period before CSP5 and by holding the meetings of the Working Groups to coincide with the informal preparatory meetings in order to facilitate and maximize participation in the meetings.

6. The dates and venues of the Working Group and informal preparatory meetings, as well as CSP5, are as follows:

#	Meeting	Dates	Venue
1.	Working Group meetings and 1 st CSP5 Informal Preparatory Meeting	29 January – 01 February 2019	WMO Building, Geneva
2.	Working Group meetings and 2 nd CSP5 Informal Preparatory Meeting	02 – 05 April 2019	CICG, Geneva
3.	Fifth Conference of States Parties to the ATT (CSP5)	26 – 30 August 2019	CICG, Geneva

7. A detailed schedule, including the timings of the Working Group meetings, is attached.

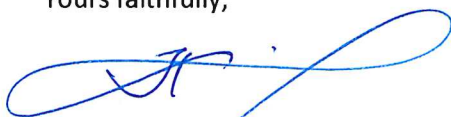
8. Consultations on the issues listed below as determined by CSP4 will be organized during the informal preparatory process:

- a. Protocols governing the administration of the ATT sponsorship programme including a protocol to guide the selection process.
- b. Matrix for the evaluation of the ATT Secretariat's performance on the administration of the sponsorship programme at CSP6.
- c. Options to address problems related to financial liquidity, including the feasibility of establishing a reserve fund.
- d. Proposal to address the problem of assessed financial contributions in accordance with the Financial Rules.
- e. Regional representation in the context of the Terms of Reference of the Management Committee.
- f. Proposal on possible expansion of Management Committee membership.

9. The Bureau looks forward to working with you all in the weeks and months ahead towards a successful CSP5 and to sharing further details of its work plan and vision for the Conference as they unfold.

The Bureau avails itself of this opportunity to renew the assurance of its highest consideration.

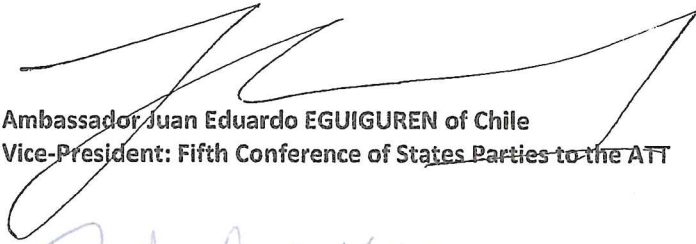
Yours faithfully,



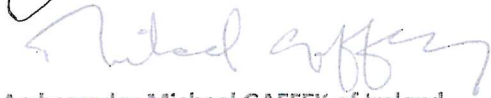
Ambassador Jānis KĀRKLINŠ
President: Fifth Conference of States Parties to the ATT



Ambassador Eloi LAOUROU of Benin
Vice-President: Fifth Conference of States Parties to the ATT



Ambassador Juan Eduardo EGUIGUREN of Chile
Vice-President: Fifth Conference of States Parties to the ATT



Ambassador Michael GAFFEY of Ireland
Vice-President: Fifth Conference of States Parties to the ATT

Ambassador Jangkeun LEE of the Republic of Korea
Vice-President: Fifth Conference of States Parties to the ATT



SCHEDULE OF ATT CSP5 MEETINGS*

S/N	DATE	EVENT	VENUE
1.	29-30 January 2019	Meeting of the Working Group on Effective Treaty Implementation	Geneva, Switzerland Venue: WMO Building
2.	30 January 2019	Meeting of the Working Group on Treaty Universalization	Geneva, Switzerland Venue: WMO Building
3.	31 January 2019	Meeting of the Working Group on Transparency and Reporting	Geneva, Switzerland Venue: WMO Building
4.	01 February 2019	CSP5 First Informal Preparatory Meeting	Geneva, Switzerland Venue: WMO Building
5.	02-03 April 2019	Meeting of the Working Group on Effective Treaty Implementation	Geneva, Switzerland Venue: CICG
6.	03 April 2019	Meeting of the Working Group on Treaty Universalization	Geneva, Switzerland Venue: CICG
7.	04 April 2019	Meeting of the Working Group on Transparency and Reporting	Geneva, Switzerland Venue: CICG
8.	05 April 2019	CSP5 Second Informal Preparatory Meeting	Geneva, Switzerland Venue: CICG
9.	26-30 August 2019	ATT Fifth Conference of States Parties (CSP5)	Geneva, Switzerland Venue: CICG

* The dates of the meetings are fixed, however, the order and duration of the Working Group meetings may be subject to change.

SCHEDULE OF WG MEETINGS & 1st CSP5 INFORMAL PREPARATORY MEETING: 29 January – 01 February 2019

	Tuesday, 29 January	Wednesday, 30 January	Thursday, 31 January	Friday, 01 February	
10:00 – 13:00	WGETI	WGETI	WGTR	1 st CSP5 Informal Preparatory Meeting	10:00 – 13:00
13:00 – 15:00	Break	Break	Break	Break	13:00 – 15:00
15:00 – 18:00	WGETI	WGTR	WGTR	1 st CSP5 Informal Preparatory Meeting	15:00 – 18:00

WGETI - Working Group on Effective Treaty Implementation
 WGTR - Working Group on Transparency and Reporting
 WGTRU - Working Group on Treaty Universalization

SCHEDULE OF WG MEETINGS & 2nd CSP5 INFORMAL PREPARATORY MEETING: 02 – 05 April 2019

	Tuesday, 02 April	Wednesday, 03 April	Thursday, 04 April	Friday, 05 April	
10:00 – 13:00	WGETI	WGETI	WGTR	2 nd CSP5 Informal Preparatory Meeting	10:00 – 13:00
13:00 – 15:00	Break	Break	Break	Break	13:00 – 15:00
15:00 – 18:00	WGETI	WGTR	WGTR	2 nd CSP5 Informal Preparatory Meeting	15:00 – 18:00

WGETI - Working Group on Effective Treaty Implementation
 WGTR - Working Group on Transparency and Reporting
 WGTU - Working Group on Treaty Universalization