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Arms Trade Treaty  
**Second Conference of States Parties**  
Geneva, 22 – 26 August 2016

## REPORT ON THE ATT MANAGEMENT COMMITTEE'S ACTIVITIES FOR 2016

### Introduction

1. This report is submitted by the Management Committee in compliance with its reporting obligations to the Conference of States Parties as contemplated in Rule 42(3) of the Rules of Procedure of the Arms Trade Treaty and Section 12 of its own Terms of Reference.
2. The Management Committee is established as a subsidiary body under Article 17(4) of the Arms Trade Treaty as well as Rule 42 of the Rules of Procedure, to provide oversight on financial matters as well as other matters related to the Secretariat with the aim of ensuring maximum accountability, efficiency and transparency.
3. The Management Committee was formally institutionalised in August 2015 by the First Conference of States Parties to operate under an adopted set of Terms of Reference, ATT/CSP1/CONF/4.

### Composition of the Management Committee

4. The Management Committee is chaired by the current President of Conference of States Parties, Ambassador E. Imohe from Nigeria, and is composed of five State Party representatives designated by United Nations regional groups and appointed by the First Conference of States Parties. As appointed in August 2015, the Committee members are Côte d'Ivoire, Czech Republic, France, Jamaica and Japan.
5. Section three of the Management Committee's Terms of Reference provides that, with the exception of the President of States Parties and a Secretariat representative, members of the Committee shall serve a period of two years with eligibility to serve a further term.

### Mandate

6. The mandate of the Management Committee is to provide oversight on financial matters as well as other matters related to the Secretariat with the aim of ensuring maximum accountability, efficiency and transparency. The Management Committee's mandate is elaborated in its Terms of Reference adopted by the First Conference of States Parties in 2015, referenced ATT/CSP1/CONF/4.

**Method of Work**

7. In carrying out its functions, the Management Committee relies on the provisions of the Treaty, its Terms of Reference, the Directive of States Parties to the Secretariat and any other decision taken by the Conference of States Parties for execution.
8. The Management Committee conducts its work, its meetings and takes decisions in accordance with the provisions of the ATT Rules of Procedures with particular reference to Rule 42 and 43.
9. The Management Committee conducts its work through formal meetings as well as exchange of documents through emails, with the Management Committee's summaries which are posted on the ATT website used as a mechanism of communicating progress of work to States Parties throughout the year.

**Management Committee's Interim Administrative Tasks**

10. As per paragraph 32 of its Final report, the First Conference of States Parties decided, as an interim measure to bridge institutional arrangements between the CSP1 and the time at which the newly appointed Head of the Secretariat takes up his duties, to entrust the Management Committee, with the support of UNDP, to assist with the administrative tasks as necessary to implement the decisions of the First Conference of States Parties. The UNDP support was to be rendered on cost recovery basis. The administrative activities listed hereunder were considered by the First Conference of States Parties as necessary to be undertaken by the Management Committee in the period up to the second ordinary session:
  - a. Further the plans for the operationalization of the Secretariat including the development of a workplan for the Secretariat;
  - b. Initiate the assessment of States Parties enabling contributions for the CSP and any subsidiary bodies it may establish and for the Secretariat;
  - c. Establish a programme for the Management Committee;
  - d. Ensure a mechanism for receiving reports under Article 13, and national control lists pursuant to Article 5.4, and national point(s) of contact pursuant to Article 5.6 as well as identifying competent national authorities in accordance with Article 5.5 of the Treaty.
  - e. The organisation of the Extraordinary Meeting early in the new year of 2016 at the seat of the Secretariat, for the duration of one (1) day to review and consider for adoption, the draft proposal concerning the administrative arrangements of the Secretariat and subsequent to this, a revision of the provisional budgets referred to.

**Management Committee Deliverables and Activities**

11. In the context of the foregoing, the Management Committee conducted a number of activities with success. For the period under review, the Management Committee held a total of 11 formal meetings in Geneva, Switzerland. The record of such formal meetings is contained in the Management Committee Summaries that are posted on the restricted part of the ATT website for information to States Parties on Management Committee activities.

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12. In the implementation of its work, as supported earlier by UNDP and later by the Interim Head of Secretariat, the Management Committee realised the following deliverables to be reviewed by the Second Conference of States Parties as per Section 11 of the Management Committee's Terms of Reference:
- a. Initiated a process for assessed financial contributions by States. This process included the issuing of notices of assessed contributions as well as the receipt of such assessed contributions. As a result of this process, sufficient funds were raised to issue the contract for the Interim Head of the Secretariat in February 2016.
  - b. Facilitated the establishment of an effective mechanism for notifying, receiving and posting of Initial and Annual Reports under Article 13 of the Arms Trade Treaty, and national control lists under Article 5.4, and national point(s) of contact under Article 5.6 of the Treaty.
  - c. Consequent upon the designation of Geneva, Switzerland as the seat of the ATT Secretariat, the Management Committee successfully negotiated two agreements with Switzerland as the Host State:
    - i. The Headquarters' Agreement between the ATT Secretariat and the Swiss Federal Council outlining the status, privileges and immunities accorded to the Secretariat as an international organization. This Agreement was adopted by consensus by the Extraordinary Meeting of 29 February 2016 as document ATT/CSP2/2016/EM/WP.1/Rev.1 and signed on 13 June 2016 by the Secretariat and the Swiss Federal Council.
    - ii. The Agreement between the Host State and the ATT Secretariat on Administrative and Financial Arrangements extended by the Host State to the Secretariat. This Agreement was adopted by silence procedure on 01 April 2016 and signed between the Secretariat and the Swiss Federal Council through exchange of letters on 13 June 2016.
  - d. Elaborated the proposal for the Secretariat's organisational structure, including the confirmation of three staff positions (i.e. P4, P3 and P2) as well as the confirmation of the staff contracts length and applicable procedure for extension. This was submitted to the Extraordinary Meeting through document ATT/CSP2/2016/EM/WP.1/Rev.2. This proposal was adopted by the Extraordinary Meeting of 29 February 2016 for implementation.
  - e. Oversaw the successful organisation of the 29 February 2016 Extraordinary Meeting to the Second Conference of States Parties in terms of logistical arrangements and related matters.
  - f. Pursuant to the Extraordinary Meeting's decision as contained in paragraph 24 of ATT/CSP2/2016/EM/6, the Management Committee oversaw the development of the Secretariat's Staff Rules and Regulations inclusive of the remuneration package and insurance policy tailored to the UN staff policy. The Secretariat Staff Rules and Regulations were ultimately adopted through silence procedure by States Parties on 25 May 2016. The adopted Secretariat's Staff Rules and Regulations form the basis of all Secretariats' staff management processes as well as staff recruitment.

- g. In accordance with paragraph 25 of the Extraordinary Meeting's final report, ATT/CSP2/2016/EM/6, the Management Committee formed part of the Evaluation Committee that ran the process for the recruitment of the permanent Head of the Secretariat.
- h. As part of its mandate arising from the Terms of Reference, the Management Committee provided oversight over the development of the Secretariat's job description and the recruitment for the other staff positions at the Secretariat.
- i. Pursuant to Rule 4 (1) of the ATT Financial Rules and Section 10 of its own Terms Reference, the Management Committee reviewed the 2017 Budget Estimates for the Secretariat and the Third Conference of States Parties and provided oversight over the general financial management in the Secretariat. The reviewed 2017 Budget Estimates have been submitted for consideration by the Second Conference of States Parties.

### **Budgetary Implications**

- 13. In execution of its mandated functions in the period under review, the Management Committee did not incur any financial expenditure to be carried by the ATT budget.

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**ANNEX**

ATT/CSP/2016/CONF.4

Management Committee Terms of Reference