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Arms Trade Treaty
Third Conference of States Parties
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ATT PROVISIONAL BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2018

INTRODUCTION

1. Article 17 (3) of the Arms Trade Treaty (ATT) provides that the Conference of States Parties shall, at each ordinary session, adopt a budget for the financial period until the next ordinary session.
2. The preparation and management of the ATT budgets are governed by the ATT Financial Rules. Rule 4 of the Financial Rules provides that the Secretariat shall prepare and, following a review by the Management Committee, submit budget estimates to States Parties 90 days before the opening of the Conference where the budget is to be adopted. Rule 4 further provides that the budget estimates must also include the actual income figures for the previous year.
3. The budget estimates submitted for adoption by the Conference of States Parties should cover the budget estimates for the Conference and the Secretariat. Financial considerations for the Conference and the Secretariat budgets are set out in Rule 5 and 6, respectively.
4. The 2018 budget estimates were prepared in accordance with the requirements of the ATT Financial Rules.

2017 FINANCIAL YEAR INCOME FIGURES

5. Rule 4 provides that the budget estimates presented for adoption by the Conference of States Parties must include the actual income figures for the previous period, which in this instance is the 2017 financial year.
6. The basis for the 2017 financial incomes is the 2017 budget which was adopted by the Second Conference of States Parties. In this regard, the total ATT budget for 2017, inclusive of the Secretariat (USD 911,792.00) and the Conference (USD 196,002.00), is USD 1,107,794.00. It is against this total that the States' assessed financial contributions to the ATT 2017 budget were calculated using the financial formula prescribed in the Financial Rules.
7. In October 2016, the ATT Secretariat issued 121 assessment notices to all relevant States in accordance with Rule 5 and 6. As of 31 May 2017, the total assessed financial contributions received from 57 States is USD 780,218.88 which constitutes 74.58% of the total expected income. The total outstanding financial contributions from the rest of the assessed States is USD 265,975.70.

8. In March 2017, in accordance with Financial Rule 8, the President of the Third Conference of States Parties wrote to all the States with outstanding financial contributions reminding them of this fact.

2018 BUDGET CONSIDERATIONS

9. The preparation of the 2018 budget estimates considered a number of factors pertinent to the operations of the Arms Trade Treaty and these include:

- a. Historical information in relation to previous ATT income and expenditure.
- b. The Secretariat's Staff Rules and Regulations as the basis for the calculation of staff and related costs.
- c. The Secretariat's structure comprising of 3 x staff members.
- d. The previous Conferences of States Parties' decisions.
- e. The quantum of the Swiss government's in-kind contribution to the ATT.
- f. The outlook of the ATT work and the estimated costs for the 2018 calendar year.

BUDGET ADMINISTRATION

10. After adoption by the Third Conference of States Parties, the budget will be managed by the Secretariat according to the decisions of the Conference and the provisions of the ATT Financial Rules. Accordingly, the Secretariat will notify all States of their assessed financial contributions to the 2018 budget by 16 October 2017.

ATT Secretariat: Provisional Budget Estimates 2018

Budget ⁱ Source	Item ⁱⁱ	est. cost (USD)	Comments
ASSESSED from States Parties	Salary P4 ⁱⁱⁱ - 12 months 2018	234,764	<i>ATT Staff Rules and Regulations used as a reference</i>
	Salary P3 ⁱⁱⁱ - 12 months 2018	177,163	<i>ATT Staff Rules and Regulations used as a reference</i>
	Salary P2 ⁱⁱⁱ - 12 months 2018	139,965	<i>ATT Staff Rules and Regulations used as a reference</i>
	General temporary assistance (if needed)	37,000	<i>148 days of consultancy (Junior specialist - estimated 250 USD/day)</i>
	Consultants / Outsourcing (if needed)	15,000	<i>30 days of consultancy (Specialist - estimated 500 USD/day)</i>
	Staff international travel costs (inclusive of air travel, ground transportation, accommodation and daily allowances)	50,000	<i>Estimated costs of 5,000 USD/trip (5 trips for P4, 4 trips for P3, 1 trip for P2)</i>
	Staff training	4,500	<i>1,500 USD/staff member</i>
	Utilization of IT & telecommunication services (cell phone calls, fixed line calls, photocopies)	12,500	
	Secretariat website	40,000	<i>Maintenance and incremental enhancement</i>
	Audit fees	8,000	
	Legal services (related to procurement, personnel matters etc.)	8,000	
	Insurance	10,825	
	Miscellaneous (stationery, toner, etc.)	7,000	
Subtotal ASSESSED		744,717	Total of which 30% is assessed as per Financial Rule 5, 70% assessed as per Financial Rule 6
IN-KIND by host ^{iv} (Switzerland)	Office premises (inclusive of building management) - 12 months	85,662	<i>Covered by the host state: Office Premises = 76,606 CHF, Archival space = 6,000 CHF</i>
	Guarding and security of premises	0	<i>Covered by the host state, through host organization</i>
	IT & telecommunication services (IT hardware, IT software, IT support (labour)) ^v	47,737	<i>IT line rent = 3,000 CHF, IT purchases = 6,000 CHF; IT maintenance and support = 34,214 CHF; Cell phone subscription = 420 CHF; Copy machine rent = 2,400 CHF</i>
	Accounting and financial administration (including related to the collection of contributions)	26,962	<i>Financial services = 26,000 CHF</i>
	Human resources administration	25,925	<i>HR services = 25,000 CHF</i>
	Personnel support services (DCAF staff member)	45,744	<i>Assistant salary + social costs = 44,112 CHF (12 months 50%)</i>
	DCAF overhead 2018	25,028	<i>Miscellaneous = 1,600 CHF; DCAF overhead = 22,535 CHF</i>
	Subtotal IN-KIND by host	257,057	
Residual Swiss ONCE-OFF START-UP CAPITAL	Office furniture, equipment (acquisition, rental and maintenance)	30,073	
Subtotal SWISS OFFER ^{vi}		287,130	
TOTAL		1,031,847	

Conference (CSP4): Provisional Budget Estimates 2018

Budget source ⁱ	Type	Item ⁱⁱ	est. cost (USD)	Comments	
ASSESSED from participating states CSP in GENEVA	CSP4 Preparatory Process	Preparatory Meeting Venue	43,000	2 Series of Working Group Meetings, 2 Informal Preparatory Meetings (=10 days)	
		Security	10,266	2 Series of Working Group Meetings, 2 Informal Preparatory Meetings (=10 days)	
		Documentation	8,000	Translation (French and Spanish)	
		In-session Interpretation	53,924	2 Series of Working Group Meetings, 2 Informal Preparatory Meetings (=10 days)	
	Subtotal Preparatory Process			115,190	
	CSP4	Conference venue	15,000	No rent if held at CICG, Geneva; Estimated Charge for Conference Services (CICG)	
		Documentation	8,000	Translation (French and Spanish)	
		In-session Interpretation	29,000	Interpretation equipment & human resources (interpreters)	
		Video recording	4,500		
		Conference equipment and supplies	3,781	Computers, copy machine and corresponding supplies	
		IT Support	7,300	IT service to support computer, printers, website, online registration	
		Conference support staff	15,500	Local support staff	
		Security	9,339	CSP Security	
		Design and printing	4,000	Banners, posters, invitations, logo, badges, name plates, participants kits	
		Decoration	1,000		
		Medical support	1,000		
	Miscellaneous	1,100			
	Subtotal CSP4			99,520	
	Management Committee	Travel (if needed)	11,000		
Facilitation of meetings (if needed)		5,500	Conference space		
Subtotal Management Committee			16,500		
Subtotal ASSESSED			231,210		
IN-KIND by host when CSP is outside of GENEVA	CSP4	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			
Subtotal IN-KIND			-		
VOLUNTARY	CSP4	Sponsorship programme ^{vii}		Sponsorship programme, to support participation of delegates from developing countries	
Subtotal VOLUNTARY			-		
TOTAL conference cost			231,210	Total does not include voluntary contributions towards the sponsorship programme	

Explanatory Notes

- i. As per ATT Financial Rule 3, the Budget covers a financial period which is equivalent to a calendar year; this budget thus includes a twelve-month outlook for the calendar year 2018.
- ii. Budget lines are as determined by Financial Rule 6 (3) in respect of the Secretariat and Financial Rule 5 (3) in respect of the Conference.
- iii. In accordance with the ATT Secretariat's Staff Rules and Regulations, this budget line item includes:
 - (a) Salary (gross salary);
 - (b) Recurring costs (e.g. dependency allowance, education grant, contribution to health Insurance, contribution to accident insurance, step increment);
 - (c) Non-recurring costs (e.g. relocation grant, home leave).
- iv. The in-kind contribution by Switzerland is based on the Agreement on the Administrative and Financial Arrangements between Switzerland and the Secretariat. Costing provided by Switzerland in CHF is converted to USD at the exchange rate of 1 CHF = 1.0369932276 USD as of 02 June 2017.
- v. The IT infrastructure support and maintenance services continue to be provided by e-DURABLE SA.
- vi. This subtotal comprises of the Swiss in-kind offer for 2018 (USD 257,057) and the balance of the once-off start-up capital of USD 30,073 carried forward from 2017.
- vii. As per Financial Rule 5 (5).
