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Arms Trade Treaty  
**First Conference of States Parties**  
Cancun, 24-27 August 2015

### **Terms of Reference the Management Committee**

#### **Purpose**

1. The participants in the First Conference of States Parties have agreed that a management committee shall be established as a subsidiary body, pursuant to Article 17.4 (f) of the Arms Trade Treaty and Rule 42 of the Rules of Procedure, to provide oversight on financial matters as well as on other matters related to the secretariat with the aim of ensuring maximum accountability, efficiency and transparency.

#### **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 when appropriate in an ex-officio capacity. A representative of signatory States may be invited, when appropriate, by the Conference, to attend, as observer, the meetings of the Management Committee.
3. With the exception of the President of the Conference of States Parties, and of the Secretariat's representative, members of the Management Committee shall serve for two years and are eligible to serve a further term.

#### **Working Methods**

4. The Management Committee shall be chaired by the current President of the Conference of States Parties. It shall meet as necessary, at least once a year, prior to the Conference of States Parties.
5. The Management Committee may meet at the seat of the Secretariat, elsewhere or virtually (e.g. by videoconference).

**Mandate**

6. In carrying out its functions, the Management Committee shall rely on the provisions of the Treaty and on the Directive of the States Parties to the Secretariat agreed pursuant to a decision of the First Conference of States Parties, as well as on any guidance agreed by States Parties during the CSPs.
7. It may issue recommendations for decision by 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, support the Head of the Secretariat in ensuring a merit-based recruitment of the secretariat staff, which is consistent with the job description after the First Conference of States Parties;
  - (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 10.5 of the Financial Rules.
9. The Management Committee shall safeguard the proper budgetary and financial management of the Secretariat and the Treaty: In doing so, it shall investigate any irregularity, inform and make recommendation to States Parties without delay in order for the necessary action to be taken.
10. The Management Committee shall provide oversight of financial matters including management of draft budget estimates, operating budgets, and expenditures, to ensure predictability and sustainability in the cash flow.
11. 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.
12. The Chair of the Management Committee shall report to the Conference of States Parties.