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Submitted by: the ATT Secretariat

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Arms Trade Treaty  
**Fifth Conference of States Parties**  
Geneva, Switzerland, 26 – 30 August 2019

## ATT PROVISIONAL BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2020

### 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 ATT budgets is governed by the ATT Financial Rules. Rule 4 (1) of the ATT Financial Rules provides that the ATT Secretariat shall prepare and, following a review by the Management Committee, submit budget estimates to States Parties at least 90 days before the opening of the Conference at which the budget is to be adopted.
3. The budget estimates submitted for adoption by the Conference of States Parties should cover the budget estimates for the Conference and the ATT Secretariat. Financial considerations for the Conference and the ATT Secretariat budget estimates are set out in Rules 5 and 6 of the ATT Financial Rules, respectively.
4. The ATT budget estimates for the 2020 financial period were prepared in accordance with the requirements of the ATT Financial Rules.

### 2019 FINANCIAL YEAR INCOME FIGURES

5. Rule 4 (1) of the ATT Financial Rules provides that budget estimates presented for adoption by Conference of States Parties must include the actual income figures for the previous period, which in this instance is the 2019 financial year.
6. The 2019 financial income is based on the 2019 budget which was adopted by the Fourth Conference of States Parties. In this regard, the total ATT budget for 2019, inclusive of the ATT Secretariat (USD 740,149.00) and the Conference (USD 343,976.00), is USD 1,084,125.00. It is against this total that the States' assessed financial contributions to the ATT 2019 budget were calculated using the financial formula prescribed in the ATT Financial Rules.
7. In October 2018, the ATT Secretariat issued 127 assessment notices to all relevant States in accordance with Rule 5 and 6 of the ATT Financial Rules. As of 24 May 2019, the total financial contributions received from 71 States is USD 906,717.34. The total outstanding financial contributions from the other 56 States assessed for the 2019 ATT budget is USD 177,407.66.
8. In March 2019, in accordance with Rule 8 (1) of the ATT Financial Rules, the President of the Fifth Conference of States Parties wrote to all States with outstanding financial contributions

reminding them of this fact and impressing upon them the importance of paying their respective arrears.

**BUDGET ADMINISTRATION**

9. On adoption by the Fifth Conference of States Parties, the ATT budget will be managed by the ATT Secretariat according to the provisions of the ATT Financial Rules under the oversight of the Management Committee. Accordingly, the ATT Secretariat will notify all States of their assessed financial contributions to the 2020 budget in October 2019.

## ATT Secretariat: Draft Provisional Budget Estimates 2020

Budget <sup>i</sup> Source	Item <sup>ii</sup>	est. cost (USD)	Comments
<b>ASSESSED from States</b>	Total staff costs (P4, P3 and P2) <sup>iii</sup> - 12 months 2020	558,155	<i>In accordance with ATT Staff Rules and Regulations</i>
	General temporary assistance (if needed)	12,500	<i>50 days of consultancy (Junior specialist - estimated 250 USD/day)</i>
	Professional services (legal, procurement, personnel, financial)	25,000	<i>50 days of consultancy (Specialist - estimated 500 USD/day)</i>
	Staff international travel costs (inclusive of air travel, ground transportation, accommodation and daily allowances)	25,002	<i>Estimated costs of 4,167 USD/trip (3 trips for P4, 2 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)	5,000	
	Secretariat website	80,000	<i>Maintenance and incremental enhancement</i>
	Audit fees	7,000	
	Insurance	15,000	
	Miscellaneous (stationery, toner, etc.)	8,000	
<b>Subtotal ASSESSED</b>		<b>740,157</b>	<b>Total of which 30% is assessed as per Financial Rule 5, 70% assessed as per Financial Rule 6</b>
<b>IN-KIND by host state <sup>iv</sup> (Switzerland)</b>	Office premises (inclusive of building management) - 12 months	83,281	<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 support (labour)) <sup>v</sup>	46,557	<i>IT line rent = 3,240 CHF, IT purchases = 6,000 CHF; IT maintenance and support = 34,120CHF; Cell phone subscription = 420 CHF; Copy machine rent = 2,400 CHF</i>
	Accounting and financial administration (including related to the collection of contributions)	25,204	<i>Financial services = 25,000 CHF</i>
	Human resources administration	10,082	<i>HR services = 10,000 CHF</i>
	Personnel support services (DCAF staff member)	44,472	<i>Assistant salary + social costs = 44,112 CHF (12 months 50%)</i>
	DCAF overhead 2019	22,734	<i>Miscellaneous = 1,600 CHF; DCAF overhead = 20,950 CHF</i>
<b>Subtotal IN-KIND by host</b>		<b>232,331</b>	
<b>TOTAL</b>		<b>972,488</b>	

## Conference (CSP6): Draft Provisional Budget Estimates 2020

Budget source <sup>i</sup>	Type	Item <sup>ii</sup>	est. cost (USD)	Comments	
ASSESSED from participating states <b>CSP in GENEVA</b>	CSP6 Preparatory Process	Venue for Preparatory Meetings	32,665	2 x Working Group Meetings, 2 x Informal Preparatory Meetings (=8 days)	
		Security	7,985	2 x Working Group Meetings, 2 x Informal Preparatory Meetings (=8 days)	
		Documentation <sup>vi</sup>	44,000	Translation Services (Arabic, French, Russian, Spanish)	
		In-session Interpretation <sup>vii</sup>	80,000	2 x Working Group Meetings, 2 x Informal Preparatory Meetings (=8 days)	
	<b>Subtotal Preparatory Process</b>			<b>164,649</b>	
	CSP6	Conference venue	17,643	No rent if held at CICG, Geneva; Estimated charges for conference services at CICG (Technical support, rent of equipment)	
		Documentation <sup>vi</sup>	32,000	Translation Services (Arabic, French, Russian, Spanish)	
		In-session Interpretation <sup>vii</sup>	63,515	Interpretation equipment & interpreters	
		Video recording	5,500		
		Conference equipment and supplies	3,781	Computers, copy machine and corresponding supplies	
		IT Support	7,000	IT service to support computer, printers, website, online registration	
		Conference support staff	13,500	Local support staff	
		Security	15,500	CSP Security	
		Design and printing	3,025	Banners, posters, invitations, logo, badges, name plates, participants kits	
		Decoration	1,415		
		Medical support	1,000		
Miscellaneous	1,100				
<b>Subtotal CSP6</b>			<b>164,979</b>		
<b>Subtotal ASSESSED</b>			<b>329,628</b>		
IN-KIND by host when <b>CSP is outside of GENEVA</b>	CSP6	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			
<b>Subtotal IN-KIND</b>			<b>-</b>		
<b>TOTAL conference cost</b>			<b>329,628</b>		

## **Explanatory Notes**

- i. In accordance with ATT Financial Rule 3, the budget covers a financial period which is equivalent to a calendar year. Accordingly, this budget includes a twelve-month outlook for the calendar year 2019.
- 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 includes remuneration, allowance, insurance, step increment and leave.
- iv. Upon confirmation by the host State (Switzerland) of the continuation of the in-kind contribution in 2020.
- v. The IT infrastructure support and maintenance services is provided by e-Durable SA.
- vi. In accordance with Rule 49 (1) of the ATT Rules of Procedure.
- vii. In accordance with Rule 47 (1) of the ATT Rules of Procedure.

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