
Arms Trade Treaty

Sixth Conference of States Parties

Geneva, Switzerland, 17 – 21 August 2020

(By written procedure)

**ATT PROVISIONAL BUDGET ESTIMATES FOR THE
FINANCIAL YEAR 2021**

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 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 2021 financial period were prepared in accordance with the requirements of the ATT Financial Rules.

2020 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 2020 financial year.
6. The 2020 financial income is based on the 2020 budget adopted by the Fifth Conference of States Parties. In this regard, the total ATT budget for 2020, inclusive of the ATT Secretariat component (USD 740,157.00) and the Conference component (USD 329,628.00), is USD 1,069,785.00. It is against this amount that assessed financial contributions to the ATT 2020 budget were calculated using the formula prescribed in the ATT Financial Rules.
7. In October 2019, the ATT Secretariat issued 122 assessment notices to all relevant States in accordance with Rules 5 and 6 of the ATT Financial Rules. As of 18 May 2020, the total financial contributions received from 71 States is USD 880,244.77. The total outstanding financial contributions from the other 51 States assessed for the 2020 ATT budget is USD 189,540.22.

8. In March 2020, in accordance with Rule 8 (1) of the ATT Financial Rules, the President of the Sixth 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 Sixth Conference of States Parties, this ATT budget will be managed by the ATT Secretariat according to the provisions of the ATT Financial Rules and under the oversight of the Management Committee. Accordingly, the ATT Secretariat will notify all States of their assessed financial contributions to the 2021 budget in October 2020.

ATT Secretariat: Provisional Budget Estimates 2021

Budget ⁱ Source	Item ⁱⁱ	est. cost (USD)	Comments
ASSESSED from States	Total staff costs (P4, P3 and P2) ⁱⁱⁱ - 12 months 2021	570'237	<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)	20'000	<i>40 days of consultancy (Specialist - estimated 500 USD/day)</i>
	Staff international travel costs (inclusive of air travel, ground transportation, accommodation and daily allowances)	20'835	<i>Estimated costs of 4,167 USD/trip (2 trips for P4, 2 trips for P3, 1 trip for P2)</i>
	Staff training	0	
	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	
Subtotal ASSESSED		738'572	Total of which 30% is assessed as per Financial Rule 5, 70% assessed as per Financial Rule 6
IN-KIND by host state ^{iv} (Switzerland)	Office premises (inclusive of building management) - 12 months	87'271	<i>Covered by the host state: Office Premises = 80,564 CHF, Archival space = 6,000 CHF</i>
	Guarding and security of premises	0	
	IT & telecommunication services (IT hardware, IT support (labour)) ^v	49'254	<i>IT line rent = 3,240 CHF, IT purchases = 6,000 CHF; IT maintenance and support = 36,795 CHF; Cell phone subscription = 420 CHF; Copy machine rent = 2,400 CHF</i>
	Accounting and financial administration (including related to the collection of contributions)	45'368	<i>Financial services = 45,000 CHF</i>
	Human resources administration	10'082	<i>HR services = 10,000 CHF</i>
	Personnel support services (DCAF staff member)	40'327	<i>Assistant salary + social costs = 40,000 CHF (12 months 50%)</i>
	DCAF overhead 2021	17'222	<i>Miscellaneous = 1,600 CHF; DCAF overhead = 15,482 CHF</i>
Subtotal IN-KIND by host		249'523	
TOTAL		988'096	

Conference (CSP7): Provisional Budget Estimates 2021

Budget source ⁱ	Type	Item ⁱⁱ	est. cost (USD)	Comments	
ASSESSED from participating states CSP in GENEVA	CSP7 Preparatory Process	Venue for Preparatory Meetings	32'665	<i>2 x Working Group Meetings, 2 x Informal Preparatory Meetings (=8 days)</i>	
		Security	7'985	<i>2 x Working Group Meetings, 2 x Informal Preparatory Meetings (=8 days)</i>	
		Documentation ^{vi}	44'000	<i>Translation Services (Arabic, French, Russian, Spanish)</i>	
		In-session Interpretation ^{vii}	80'000	<i>2 x Working Group Meetings, 2 x Informal Preparatory Meetings (=8 days)</i>	
	Subtotal Preparatory Process			164'649 ^{viii}	
	CSP7	Conference venue	17'643	<i>No rent if held at CICG, Geneva; Estimated charges for conference services at CICG (Technical support, rent of equipment)</i>	
		Documentation ^{vi}	32'000	<i>Translation Services (Arabic, French, Russian, Spanish)</i>	
		In-session Interpretation ^{vii}	63'515	<i>Interpretation equipment & interpreters</i>	
		Video recording	5'500		
		Conference equipment and supplies	3'781	<i>Computers, copy machine and corresponding supplies</i>	
		IT Support	7'000	<i>IT service to support computer, printers, website, online registration</i>	
		Conference support staff	13'500	<i>Local support staff</i>	
		Security	15'500	<i>CSP Security</i>	
		Design and printing	3'025	<i>Banners, posters, invitations, logo, badges, name plates, participants kits</i>	
		Decoration	1'415		
Medical support		1'000			
Miscellaneous	1'100				
Subtotal CSP7			164'979 ^{viii}		
Subtotal ASSESSED			329'628 ^{viii}		
IN-KIND by host when CSP is outside of GENEVA	CSP7	Conference venue	-		
		Catering	-	<i>Lunches, coffee breaks, reception</i>	
		Design and printing	-	<i>Banners, posters, invitations, logo, badges, name plates, participants kits</i>	
		Transport	-	<i>Buses/cars, for airport, opening ceremony etc.</i>	
		Security	-		
		Medical support	-		
		Decoration	-		
		Miscellaneous	-		
Staff	-	<i>Conference manager, local support staff</i>			
Subtotal IN-KIND			-		
TOTAL conference cost			329'628		

Explanatory Notes

- i. In accordance with ATT Financial Rule 3, the budget covers a financial period which is equivalent to a calendar year (January-December). Accordingly, this budget includes a twelve month outlook for the calendar year 2021.
- 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, allowances and insurance.
- iv. The current in-kind contribution by the Host State (Switzerland) will terminate in December 2021. Costing of in-kind contribution is provided by Switzerland in CHF and converted to USD at the exchange rate of 1 CHF = 1.0081708946 USD as of 22 May 2018.
- 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.
- viii. This figure will be adjusted according to the financial option decided by CSP6 regarding the proposed Diversion Information Exchange Forum.