
Arms Trade Treaty

Fifth Conference of States Parties

Geneva, 17 – 21 August 2020

(By written procedure)

REPORT ON THE ATT SPONSORSHIP PROGRAMME FOR THE PERIOD 2019/2020

INTRODUCTION

1. This report has been prepared by the ATT Secretariat as administrator of the ATT Sponsorship Programme, in accordance with the decision of the Fourth Conference of States Parties (CSP4) to the Arms Trade Treaty (ATT).
2. The report covers the operations of the ATT Sponsorship Programme for the period immediately after the Fifth Conference of States Parties (CSP5) up to the Sixth Conference of States Parties (CSP6).
3. The first part of the report provides an overview of the background to the ATT Sponsorship Programme. The second part of the report provides an update on the financial status of the ATT Sponsorship Programme, as at 15 July 2020. The third part of the report provides an overview of the sponsorship applications received and approved by the ATT Sponsorship Programme.

BACKGROUND

4. The Fourth Conference of States Parties (CSP4) decided to entrust the ATT Secretariat with the administration of the ATT Sponsorship Programme from CSP4 (see paragraph 34 of the Final Report of CSP4 held from 20-24 August 2018 (ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1)). CSP4 also

‘directed the Secretariat and the Management Committee to elaborate the necessary protocols governing the administration of the ATT sponsorship programme by the ATT Secretariat, in consultation with States Parties and Signatory States, including a protocol to guide the selection process of the ATT sponsorship programme in order to ensure transparency, efficiency and impartiality in the work of the programme’ (paragraph 34 of the Final Report).

5. In accordance with this directive, the ATT Secretariat and the Management Committee elaborated *Draft Administrative Guidelines for the ATT Sponsorship Programme* that included a description of the purpose of the ATT Sponsorship Programme and its operations, as well as Annexes setting out the general principles to be applied to the selection of applicants and financial protocols governing the use of funds.
6. CSP5 considered and adopted the Draft Administrative Guidelines for the ATT Sponsorship Programme, while subjecting paragraph 2 on selection criteria of Annex A of the Draft Administrative Guidelines to the provisions of paragraph 36 of the CSP5 Final Report.

STATUS OF SPONSORSHIP FUNDING

7. The ATT Secretariat opened a bank account dedicated to the ATT Sponsorship Programme in October 2018 and issued a call for contributions to the ATT Sponsorship Programme on 18 October 2018 and on 27 September 2019 in an effort to raise funds for the Sponsorship Programme.

8. As at 15 July 2020, the ATT Secretariat had received voluntary contributions from nine (9) donor states namely Australia, Canada, Germany, Ireland, the Netherlands, Portugal, the Republic of Korea, Sweden and Switzerland. To date, a total of **USD 523,453** in sponsorship funds has been received into the sponsorship fund (see Annex A).

9. The ATT Sponsorship Programme sponsored 23 delegates to attend the first series of Working Group meetings and the First CSP6 Informal Preparatory Meeting held from 04 – 07 February 2020. Ultimately, three (3) delegates that were sponsored to attend the February meetings did not participate. Two delegates withdrew in advance of the meetings due to unforeseen circumstances (with one citing medical health condition) and the third withdrew due to Government restrictions on travel related to COVID-19. The total cost of sponsoring the 23 sponsored delegates to attend the February meetings was USD 63,895. The average cost of sponsoring each delegate was USD 2,778. A breakdown of the costs involved is included in Annex B.

10. The second series of Working Group meetings and the Second CSP6 Informal Preparatory Meeting were scheduled to take place from 14 – 17 April 2020. However, as announced by the President of CSP6 in his letter of 18 March 2020, the ATT meetings scheduled to take place in April 2020 were cancelled due to the COVID-19 outbreak. Accordingly, no sponsorship programme was implemented/needed to sponsor delegates to attend the meeting.

11. Similarly, following the decision to hold CSP6 through written procedure, in the absence of a face-to-face meeting in Geneva, no sponsorship programme was implemented for CSP6.

SPONSORSHIP APPLICATIONS FOR THE CSP6 CYCLE

12. The ATT Secretariat issued its first call for applications to the Sponsorship Programme for the CSP6 cycle on 05 November 2019. The call for applications was issued to States, who were invited to apply for the first series of meetings for the CSP6 cycle by 05 December 2019. The ATT Secretariat issued its second call for applications to the Sponsorship Programme on 07 February 2020 with a deadline of 02 March 2020. Following the cancellation of the second series of meetings due to be held in April 2020, the call for applications to the Sponsorship Programme was withdrawn.

13. As part of the application process, States were asked to nominate one delegate only to be sponsored and were required to submit a completed application form, a *note verbale* confirming the nomination of the delegate, and a copy of the passport for the nominated delegate.

14. By the deadline for each of the CSP6 cycle meetings, the ATT Secretariat received a total of 37 applications to attend the first series of meetings (taking place from 04 to 07 February 2020); and 31 applications to attend the second series of meetings (taking place from 14 to 17 April 2020), prior to the cancellation of the April meetings.

15. The selection process involved the following steps: first, the ATT Secretariat prepared a shortlist of applicants who were *eligible* to receive sponsorship (i.e. has complied with the application requirements and submitted their applications by the relevant deadline). Second, the ATT Secretariat applied the selection criteria contained in Annex A of the Administrative Guidelines adopted by CSP5,

to the list of eligible applicants to establish a shortlist of applicants *recommended* for sponsorship. Third, the ATT Secretariat communicated the shortlist to all donors to ensure the list of delegates to be sponsored was consistent with donors' conditionalities. The ATT Secretariat then communicated the outcomes of the selection process to all applicants and commenced logistical preparations for their attendance at the respective meetings.

SUPPORT TO SPONSORED DELEGATES

16. In addition to arranging flights, accommodation and *per diems*, as contemplated in the financial protocols associated with the Administrative Guidelines, the ATT Secretariat also held a briefing for sponsored delegates for half a day on the day before the First CSP6 Preparatory Meeting (03 February 2020). The agenda for the briefing is included in Annex C.

17. The briefing provided an opportunity to meet and greet the sponsored delegates in advance of the meetings; gave an overview of the Sponsorship Programme and what delegates' entitlements are under the programme; gave the sponsored delegates an overview of the Treaty and the work ahead for the approaching meeting; provided them with an overview of the Voluntary Trust Fund and its application process; allowed the delegates to meet with the President of the Conference; and ensured delegates received their full *per diems* at the beginning of the week as well as a package of all documents pertaining to the approaching meeting.

OVERVIEW OF SPONSORED DELEGATES

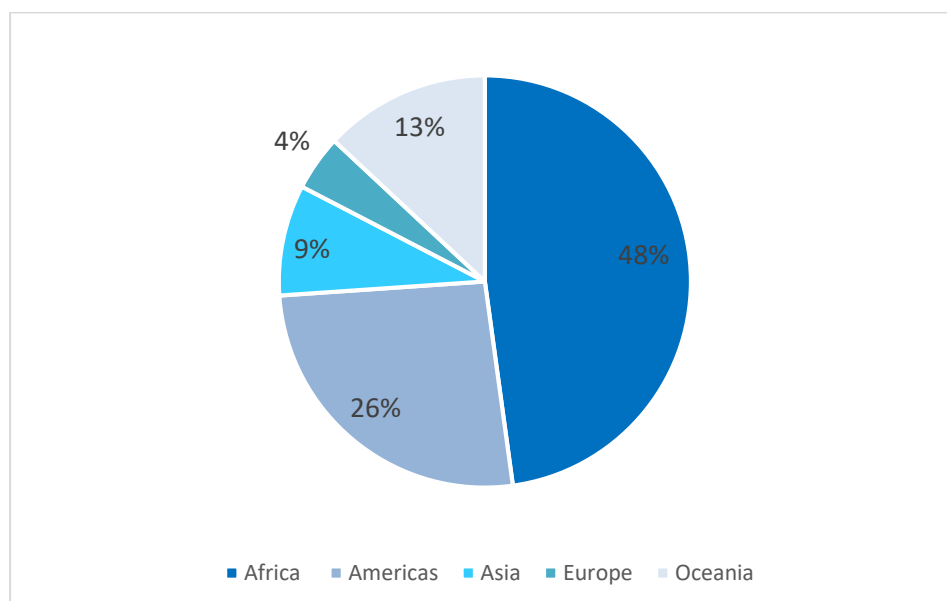
18. The criteria applied to the selection of applicants for sponsorship included consideration of OECD-DAC status; equitable regional representation; gender equality considerations; ATT status; and expertise and role of applicant, including whether the applicant State is a member or office-holder of any committee or subsidiary body. An analysis of these considerations is provided below and an overview comparing the number of applicants within each category compared to the number of sponsored delegates within each category is provided in Annex D.

OECD-DAC analysis

19. Most of the States that received sponsorship to attend the first series of meetings for the CSP6 cycle appear on the DAC List of ODA Recipients for 2018-2020. Eleven (11) of the 23 States that received sponsorship are LDCs (48%); 4 are LMIC&T (17%); and eight (8) are UMIC&T (35%).

Regional overview

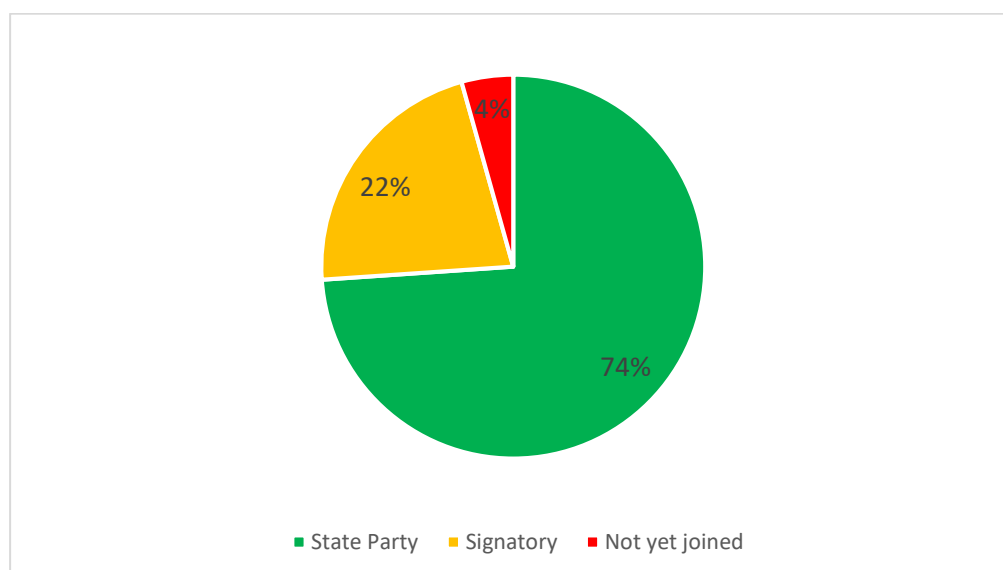
Chart 1. States that Received Sponsorship: by Region



20. Chart 1 provides an overview of all delegates that were sponsored to attend the first series of meetings for the CSP6 cycle according to region. **A total of 23 delegates received sponsorship from the ATT Sponsorship Programme in the CSP6 cycle.** As illustrated by Chart 1, 11 of those States are from Africa (48%); six (6) (26%) are from the Americas; two (2) (9%) are from Asia; one (1) (4%) is from Europe; and three (3) (13%) are from Oceania.

ATT status

Chart 2. States that Received Sponsorship: by ATT Status



21. Chart 2 illustrates that of the 23 States that received sponsorship funding to attend the first series of meetings during the CSP6 cycle, 17 are States Parties to the ATT (74%); five (5) are Signatories (22%) and only one (1) has not yet joined the Treaty (4%).

Gender considerations

22. Of the 37 applicants to the first series of meetings for the CSP6 cycle, 29 were male (76%) and 8 were female (24%). Of the 23 representatives that were sponsored to attend the meetings, 17 were male (74%) and 6 were female (26%).

Role of applicant

23. Two of the delegates sponsored to attend the meetings – Mr. Rob Wensley of South Africa and Ms. Steal Petrovic of Serbia – were facilitators of Sub-Working Groups of the Working Group on Effective Implementation.

FEEDBACK FROM SPONSORED DELEGATES

24. The ATT Secretariat distributed a Feedback Form to sponsored delegates to obtain their impressions and comments on the organization and substantive content of the briefing day held in advance of the first series of meetings for the CSP6 cycle in February 2020 (see Annex E). With respect to the organization of the briefing day, the ATT Secretariat received a rating of 4.69 (with '1' being 'insufficient' and '5' being 'excellent').

25. In terms of the substantive content of the briefing day, out of the 14 responses received: a) 13 delegates indicated that the knowledge and information provided during the briefing day met their expectations (with one delegate leaving the question blank); and b) 11 delegates indicated that the knowledge and information provided during the briefing day would be useful/applicable in their participation in the meetings (with two delegates responding that it would be 'mostly' useful/applicable one delegate leaving the question blank). In terms of the overall assessment of the event, ATT Secretariat received a rating of 4.71 (with '1' being 'insufficient' and '5' being 'excellent').

26. In addition to the feedback sought from sponsored delegates on the briefing day, the ATT Secretariat distributed a General Evaluation Form to sponsored delegates who attended the first series of meetings for the CSP6 cycle, to seek their feedback on the Sponsorship Programme as a whole (see Annex F). Thirteen of the twenty sponsored delegates that attended the February meetings completed the evaluation form (on a confidential basis).

27. The overwhelming majority of sponsored delegates that completed the evaluation were more than satisfied with the administrative support provided by the ATT Secretariat, including the application process, the logistical information provided to delegates, support for visa applications, and overall level of support and organisation prior to and during the Conference. A summary of the feedback received from sponsored delegates that attended the first series of CSP6 cycle meetings in response to the General Evaluation Form is available in Annex G.

CONCLUSION

28. In summary, since the ATT Secretariat began administering the ATT Sponsorship Programme in September 2018, the ATT Sponsorship Programme received a total of USD 523,453 in voluntary contributions. A total of USD 200,786 was used for the CSP5 cycle and a total of USD 71,992 was used in the CSP6 cycle to sponsor 23 delegates to participate in the first series of meetings held during the CSP6 cycle and to cover bank charges, audit costs and administration support costs, with the remaining meetings cancelled due to the COVID-outbreak. The ATT Secretariat is planning to use the remaining

funds towards the ATT Sponsorship programme for the CSP7 cycle, and will consult with those donors that earmarked their contributions for the CSP6 cycle with a view to rolling-over those contributions to the CSP7 cycle in light of the exceptional circumstances created by the COVID-19 outbreak.

ANNEX A. FINANCIAL STATUS OF THE ATT SPONSORSHIP PROGRAMME – INCOME FOR CSP6

Contributions to ATT Sponsorship Programme			
1	Australia	USD	35'596.19
2	Canada	USD	65'000.00
3	Germany	USD	54'536.15
4	Ireland	USD	11'000.00
5	Netherlands	USD	113'636.00
6	Portugal	USD	32'699.49
7	Republic of Korea	USD	30'000.00
8	Switzerland	USD	141'839.88
9	Sweden	USD	39'145.66
Total Contributions		USD	523'453.37

ANNEX B. ATT SPONSORSHIP PROGRAMME - EXPENDITURE

EXPENDITURE CSP6 Cycle (2020)		
First CSP6 Informal Preparatory Meetings		
Flights	USD	28'651.96
Health Insurance	USD	690.90
Travel Insurance	USD	705.39
Hotel	USD	22'060.70
Per Diems, Allowances	USD	11'154.89
Briefing Day	USD	631.62
Subtotal	USD	63'895.46
Cost per sponsored delegate (23 delegates)	USD	2'778.06
Bank Charges	USD	-236.07
Accrual external audit	USD	3'000.00
Total Direct Cost	USD	66'659.39
Administration Support Costs (8% of direct cost)	USD	5'332.75
TOTAL EXPENDITURE	USD	71'992.14

SPONSORSHIP PROGRAMME INTERIM STATEMENT OF FINANCIAL POSITION		
INCOME		
Contributions received in 2019	USD	320'563.60
Contributions received in 2020	USD	202'889.77
Other income	USD	0.00
Total Income	USD	523'453.37
EXPENDITURE		
Total Expenditure CSP5 Cycle (2019)	USD	200'786.00
Total Expenditure CSP6 Cycle (2020)	USD	71'992.14
Total Expenditure	USD	272'778.14
NET SURPLUS (Available Funds)	USD	250'675.23

ANNEX C. BRIEFING DAY FOR SPONSORED DELEGATES (03 FEBRUARY 2020) - AGENDA



03 February 2020

ATT SPONSORSHIP PROGRAMME

**BRIEFING DAY FOR SPONSORED DELEGATES, 03 February 2020
AGENDA**

10:00 – 10:30 Welcome

- Welcome to ATT meetings
- Opening address by CSP6 President
- Tour de table (including status of delegates' States' implementation efforts and each delegate's role/position in ATT implementation efforts)

10:30 – 10:50 Orientation

- Introduction to sponsorship programme
- Overview of entitlements
- Registration for the meetings and access to the UN
- Q&A

10:50 – 11:10 Overview of ATT

- Scope and purpose
- Core obligations

11:10 - 11:25 The week ahead

- Aims and objectives for the Preparatory Meeting

11:25 – 11:45 Coffee break (and distribution of DSA)

11:45 – 12:30 The week ahead (cont...)

- Overview/summary of the work of the WGs so far
- Focus areas of the WGs in the coming week:
 - o WGETI
 - o WGTR
 - o WGTU

12:30 – 12:50 Voluntary Trust Fund

12:50 – 13:00 Close

13:00 **Lunch in the WMO cafeteria**

Delegates that have registered online through the Indico self-registration platform can collect their badges from the United Nations from 14:00 onwards

ANNEX D. ATT SPONSORSHIP PROGRAMME – COMPARISON OF APPLICANTS AND SPONSORED DELEGATES AGAINST THE SELECTION CRITERIA

Meeting →		February Meetings		TOTAL	
Selection Criteria ↓		No. of Applicants	No. of Sponsored delegates	% of Applicants	% of Sponsored delegates
DAC Status	LDC	16	11	43%	48%
	Other Low Income Countries	0	0	0	0
	Lower Middle Income	11	4	30%	17%
	Upper Middle Income	9	8	24%	35%
	Not on DAC list	1	0	3%	0%
Region	Africa	20	11	54%	48%
	Americas	9	6	24%	26%
	Asia	3	2	8%	9%
	Europe	2	1	5%	4%
	Oceania	3	3	8%	13%
ATT Status	State Party	28	17	76%	74%
	Signatory	8	5	22%	22%
	Not yet joined	1	1	3%	4%
Gender	Male	28	17	76%	74%
	Female	9	6	24%	26%

ANNEX E. BRIEFING DAY FOR SPONSORED DELEGATES (03 FEBRUARY 2020) – FEEDBACK FORM



03 February 2020

Prepared by the ATT Secretariat

ATT SPONSORSHIP PROGRAMME

**BRIEFING DAY FOR SPONSORED DELEGATES TO THE WORKING GROUP MEETINGS AND
1ST CSP6 INFORMAL PREPARATORY MEETING**

03 February 2020

FEEDBACK FORM

1) What is your overall assessment of the event? (1 = insufficient - 5 = excellent)

1 2 3 4 5

2) Which topics or aspects of the briefing day did you find most interesting or useful?

3) Did the briefing day achieve the programme objectives?

Yes No

If no, why?

4) Knowledge and information gained from participation at this event?

Met your expectations *Yes* *No* *Somehow*

Will be useful/applicable *Definitely* *Mostly* *Somehow* *Not at all*
in my participation in the meetings

5) How do you think the briefing day could have been made more effective?

6) Please comment on the organization of the event (from 1 = insufficient to 5= excellent)

1 2 3 4 5

7) Comments and suggestions (including activities or initiatives you think would be useful, for the future)

THANK YOU!

ANNEX F. ATT SPONSORSHIP PROGRAMME (04-07 FEBRUARY 2020) – GENERAL EVALUATION FORM



06 February 2020

Prepared by the ATT Secretariat

ATT SPONSORSHIP PROGRAMME

WORKING GROUP MEETINGS AND 1ST CSP6 INFORMAL PREPARATORY MEETING

04 – 07 FEBRUARY 2020

GENERAL EVALUATION FORM

The ATT Secretariat is pleased to have facilitated your sponsored participation in the Working Group meetings and 1st CSP6 Informal Preparatory Meeting from 04 – 07 February 2020, in Geneva, Switzerland.

We invite you give us your feedback on the sponsorship programme by filling out this evaluation form so we may continue to improve the service provided to sponsored delegates, and the sponsorship programme as a whole. The information is provided anonymously. Please return the form to a member of the ATT Secretariat before the end of the meetings.

We thank you in advance for your feedback.

Rate the items below using the following scale:

1-Strongly disagree, 2-Disagree, 3-Unsure, 4-Agree, 5-Strongly agree

I. APPLICATION PROCESS	Scale				
1. The information on the application process for the ATT sponsorship programme was accessible.	1	2	3	4	5
2. The requirements of the application process were clear.	1	2	3	4	5
3. The application form was easy to complete.	1	2	3	4	5

II. LOGISTICAL INFORMATION	Scale				
1. The ATT Secretariat provided adequate logistical information prior to the meeting.	1	2	3	4	5
2. The ATT Secretariat responded to my queries regarding the sponsorship programme in a timely and adequate manner.	1	2	3	4	5

III. VISA	Scale				
1. The ATT Secretariat provided adequate support/assistance to help me obtain a Schengen Visa.	1	2	3	4	5
2. The supporting documents needed to obtain my visa were provided by the Secretariat in a timely manner.	1	2	3	4	5
No visa required					

IV. FLIGHTS	Scale				
1. The flight options offered to me by the ATT Secretariat were adequate.	1	2	3	4	5
2. The final itinerary provided by the ATT Secretariat was satisfactory.	1	2	3	4	5
3. The ATT Secretariat made satisfactory efforts to accommodate my specific requests regarding my itinerary.	1	2	3	4	5

V. ACCOMMODATION	Scale				
1. The hotel accommodation secured by the ATT Secretariat was satisfactory.	1	2	3	4	5
2. The hotel had adequate facilities (furniture, kitchenette, guest lounge, housekeeping services)	1	2	3	4	5
3. The location of the hotel in terms of accessibility, distance from the meeting venue and local amenities e.g. supermarkets was satisfactory.	1	2	3	4	5
4. I would be willing to stay in this hotel again.	1	2	3	4	5

VI. PER DIEMS AND REIMBURSEMENTS	Scale				
1. The ATT Secretariat provided a clear and transparent explanation of how my per diem was calculated.	1	2	3	4	5
2. I was happy to receive the per diem in the local currency.	1	2	3	4	5
3. The ATT Secretariat reimbursed me for my additional expenses (e.g. terminal expenses) in a timely and convenient manner.	1	2	3	4	5

VII. OVERALL SATISFACTION	Scale				
1. Overall support given by the ATT Secretariat prior to the meeting was satisfactory.	1	2	3	4	5
2. Overall support given by the ATT Secretariat during the meeting was satisfactory.	1	2	3	4	5
3. The sponsorship programme was well organized.	1	2	3	4	5
4. Overall, the ATT sponsorship programme met my expectations.	1	2	3	4	5

COMMENTS

1. What suggestions do you have for improving the ATT sponsorship programme?

THANK YOU!

ANNEX G. ATT SPONSORSHIP PROGRAMME (04-07 FEBRUARY 2020) – SUMMARY OF EVALUATION BY SPONSORED DELEGATES

Scoring: 1-Strongly disagree, 2-Disagree, 3-Unsure, 4-Agree, 5-Strongly agree

Category	Average score
1. Application Process	
Information on application process was accessible	4.92
Requirements were clear	4.85
Application form was easy	4.85
2. Logistical information	
Logistical information was adequate	4.85
Queries were responded to timely and adequately	4.92
3. Visa (if applicable)	
Received adequate support to obtain visa	5.00
Supporting documents were provided timely	5.00
4. Flights	
Options offered were adequate	4.85
Final itinerary was satisfactory	4.85
Effort to accommodate specific requests was satisfactory	4.85
5. Accommodation	
Hotel was satisfactory	4.62
Hotel had adequate facilities	4.46
Location was satisfactory	4.85
Would be willing to stay in this hotel again	4.69
6. Per Diems and Reimbursements	
Calculation of per diem was clear and transparent	4.92
Happy to receive CHF (local currency)	4.31
Reimbursements for additional expenses was timely and convenient	4.78
7. Overall satisfaction	
Overall support PRIOR was satisfactory	4.69
Overall support DURING was satisfactory	4.77
Programme was well organised	4.92
Programme met expectations	4.92
