

Convention on Cluster Munitions

11 July 2016

Original: English

Sixth Meeting of States Parties

Geneva, 5–7 September 2016

Item 9(b) of the revised provisional agenda

Preparations for the Seventh Meeting of States Parties**Date, duration, venue and estimated costs for the organization of the Seventh Meeting of States Parties**

Estimated costs of the Seventh Meeting of States Parties of the Convention on Cluster Munitions


Note by the Secretariat

1. The Sixth Meeting of States parties of the Convention on Cluster Munitions, held in Geneva, Switzerland, from 5 to 7 September 2016, decided to convene a [three days - to be decided] Seventh Meeting of States parties in 2017 in [Geneva – to be decided].
2. The present document is submitted pursuant to the above-mentioned decision of the Sixth Meeting of States Parties and provides estimated costs in the amount of US\$ 189,900 for convening the meeting. A breakdown of the costs is provided in the table at the end of the document.
3. It should be noted that the costs are estimated on the basis of past experience and anticipated workload. The actual costs will be determined after the closure of the meeting and the completion of related work, with all relevant expenditures recorded in the accounts. At that time, any adjustments in contributions by the participants sharing the costs will be determined accordingly.
4. With regard to the financial arrangements, it will be recalled that, in accordance with the practice followed on the occasion of multilateral disarmament conferences and related meetings, and as reflected in article 14 of the Convention, the costs are shared among the States parties and observer States participating in the meetings, based on the United Nations scale of assessment pro-rated to take into account the number of States participating in the meetings.
5. Subject to the approval of the States parties of the estimated costs and cost-sharing formula, assessment notices will be prepared based on the overall estimated costs and applicable cost-sharing formula. Since the above-mentioned activities shall have no financial implication for the regular budget of the Organization, High Contracting Parties should proceed with the payment of their share of the estimated costs as soon as assessment notices have been received.

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Title of session:	Seventh Meeting of the States Parties to the Convention on Cluster Munitions							
Dates to be held:	Location Geneva (to be decided), 2017 (3 days without summary records) (to be decided)							
Conference-servicing items	Meeting Servicing *	Pre-session documentation *	In-session documentation *	Summary records *	Post-session documentation *	Support Services requirements *	Other requirements *	Total *
	\$	\$	\$	\$	\$	\$	\$	\$
Interpretation and meeting servicing	57,100							57,100
Translation of documentation		66,400	16,800		21,100			104,300
Support Services requirements^{1/}						-	2,400	2,400
Other requirements^{2/}							23,800	23,800
Total	57,100	66,400	16,800	-	21,100	-	26,200	187,600
* - at US\$ 1=CHF 0.967								
	A. Total conference-servicing requirements (inclusive of 13% programme support costs)							187,600
	B. Non-conference-servicing requirements:							
	<i>1. Equipment and Supplies</i>							2,000
	<i>Sub-total:</i>							2,000
	<i>Programme support costs @ 13% of B</i>							300
	<i>Total B:</i>							2,300
	Grand total (rounded) A+B:							189,900
<i>1/ Sound technician/recording (2 x 3 days) \$2,400</i>								
<i>2/ Documents distribution officer (1 x 3 days) \$1,200; rental of computer, printer and flash recorder for 3 days \$100; GS(OL) General temporary assistance for 30 days \$12,400; Dedicated assistance provided for accounting services and administration of financial resources \$10,100.</i>								