Seventh Meeting of States Parties  
Geneva, 4–6 September 2017  
Item 10 (b) of the provisional agenda  
Preparations for the Eighth Meeting of States Parties  
Date, duration, venue and estimated costs for the  
organization of the Eighth Meeting of States Parties

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

Note by the Secretariat

1. The Seventh Meeting of States Parties of the Convention on Cluster Munitions, held  
in Geneva, Switzerland, from 4 to 6 September 2017 decided to convene a [three days tbc]  
Eighth Meeting of States Parties in 2018 in [Geneva tbc].

2. The present document is submitted pursuant to the above-mentioned decision of the  
Seventh Meeting of States Parties and provides estimated costs in the amount of  
US$ 234,400 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 on Cluster Munitions, 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.
### Title of session: 2018 Eighth Meeting of the States Parties to the Convention on Cluster Munitions

**Dates to be held:** Location Geneva (to be decided), 2018 (3 days without summary records) (to be decided)

<table>
<thead>
<tr>
<th>Conference-servicing items</th>
<th>Meeting Servicing</th>
<th>Pre-session documentation</th>
<th>In-session documentation</th>
<th>Summary records</th>
<th>Post-session documentation</th>
<th>Support Services requirements</th>
<th>Other requirements</th>
<th>Total ±</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpretation and meeting servicing ¹²</td>
<td>$56,900</td>
<td>$6,200</td>
<td>$63,100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation of documentation</td>
<td>$106,100</td>
<td>$15,800</td>
<td>$18,600</td>
<td>$140,500</td>
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<tr>
<td>Support Services requirements ²</td>
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<td>$2,400</td>
<td>$2,400</td>
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<tr>
<td>Other requirements ³</td>
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<td>$26,100</td>
<td>$26,100</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>$56,900</td>
<td>$106,100</td>
<td>$16,800</td>
<td></td>
<td>$18,600</td>
<td>$2,400</td>
<td>$32,300</td>
<td>$232,100</td>
</tr>
</tbody>
</table>

* - at US $

A. Total conference-servicing requirements (inclusive of 13% programme support costs) $232,100

B. Non-conference-servicing requirements:

1. Equipment and Supplies


<table>
<thead>
<tr>
<th>Sub-total:</th>
<th>Programme support costs @ 13% of B</th>
<th>Total B:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000</td>
<td>$300</td>
<td>$2,300</td>
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</tbody>
</table>

Grand total (rounded) A+B: $234,400

1/ Other requirements: meeting co-ordination charges (1 x 3 days) $6,200

2/ Sound technician/recording (2 x 3 days) $2,400

3/ Documents distribution officer (1 x 3 days) $1,200; rental of computer, printer and digital audio recorder for 3 days $200; GS(OL) General temporary assistance for 36 days $12,390; Dedicated assistance provided for accounting services and administration of financial resources $12,600.