
Fifth Review Conference of the High Contracting Parties to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects

7 December 2016

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Geneva, 12–16 December 2016

Item 13 of the provisional agenda

Consideration of proposals for additional protocols to the Convention and other proposals

**Estimated Costs
2017 Meeting of experts on Lethal Autonomous Weapons Systems (LAWS)**

Note by the Secretariat

1. The 2016 Fifth Review Conference of the High Contracting Parties to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects, to be held in Geneva on 12 to 16 December 2016, is expected to decide on convening a meeting (or meetings) of a Group of Governmental Experts on Lethal Autonomous Weapons Systems (LAWS) in 2017 on the dates to be decided.
2. This document is intended to facilitate the High Contracting Parties' preparation for taking that decision by presenting a range of different options. A breakdown of those options for estimated costs is provided in the attached tables, comprising a five-day meeting in the amount of US\$ 154,700; a 10-day meeting in the amount of US\$ 277,300; and a 15-day meeting in the amount of US\$ 401,800.
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 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 previous multilateral disarmament conferences and related meetings, and as reflected in their Rules of Procedure, the costs are shared among the High Contracting Parties participating in the conferences or meetings, based upon the United Nations scale of assessment pro-rated to take into account the number of High Contracting Parties participating in the meetings. States that are not High Contracting Parties but that have accepted the invitation to take part in the meetings share in the costs to the extent of their respective rates of assessment under the United Nations scale of assessments.

5. Subject to the High Contracting Parties' approval 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.

	<i>Cost estimates</i>		
	<i>(1)</i>	<i>(2)</i>	<i>(3)</i>
<i>Conference-servicing item</i>	<i>5 days</i>	<i>10 days</i>	<i>15 days</i>
Interpretation and meeting servicing	105,500	210,900	316,400
Documentation (e.g. translation, reproduction and distribution)	27,100	27,100	27,100
Support service requirements ^a	3,900	7,900	11,800
Other requirements ^b	18,200	31,400	46,500
Total (inclusive of 13% programme support costs)	154,700	277,300	401,800

^a Sound technician/recording.

^b Documents control officer, documents distribution officer, rental of computer, printer and flash recorder, dedicated assistance provided for accounting services and administration of financial resources.

Annex I

Title of session:		CCW Group of Governmental Experts on Lethal Autonomous Weapons Systems (LAWS)							
		Geneva, 2017 (5 days)							
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	105,500							105,500	
Translation of documentation		13,800			13,300			27,100	
Support Services requirements ^{1/}						3,900		3,900	
Other requirements ^{2/}							18,200	18,200	
Total	105,500	13,800			13,300	3,900	18,200	154,700	
* - at US\$ 1=CHF 0.967									
								A. Total conference-servicing requirements (inclusive of 13% programme support costs)	154,700
								B. Non-conference-servicing requirements	
								Grand total (rounded) A+B	154,700
<i>1/ Sound technician/recording (2 x 5 days) \$3,900</i>									
<i>2/ Rental of PC, printer and flash disk \$200; Secretary (2 x 7 days) \$5,800; 1 Document Control Officer (1 x 5 days) \$ 2,000; 1 Document Distribution Officer (1 x 5 days) \$ 2,000; Dedicated assistance provided for accounting services and administration of financial resources \$8,200</i>									

Annex II

Title of session:		CCW Group of Governmental Experts on Lethal Autonomous Weapons Systems (LAWS)						
		Geneva, 2017 (10 days)						
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	210,900							210,900
Translation of documentation		13,800			13,300			27,100
Support Services requirements ^{1/}						7,900		7,900
Other requirements ^{2/}							31,400	31,400
Total	210,900	13,800			13,300	7,900	31,400	277,300
* - at US\$ 1=CHF 0.967								
								A. Total conference-servicing requirements (inclusive of 13% programme support costs) 277,300
								B. Non-conference-servicing requirements
								Grand total (rounded) A+B 277,300
<i>1/ Sound technician/recording (2 x 10 days) \$7,900</i>								
<i>2/ Rental of PC, printer and flash disk \$300; Secretary (2 x 10 days) \$8,200; 1 Document Control Officer (1 x 10 days) \$ 4,100; 1 Document Distribution Officer (1 x 10 days) \$ 4,100; Dedicated assistance provided for accounting services and administration of financial resources \$14,700</i>								

Annex III

Title of session:		CCW Group of Governmental Experts on Lethal Autonomous Weapons Systems (LAWS)						
		Geneva, 2017 (15 days)						
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	316,400							316,400
Translation of documentation		13,800			13,300			27,100
Support Services requirements ^{1/}						11,800		11,800
Other requirements ^{2/}							46,500	46,500
Total	316,400	13,800			13,300	11,800	46,500	401,800
* - at US\$ 1=CHF 0.967								
								A. Total conference-servicing requirements (inclusive of 13% programme support costs)
								401,800
								B. Non-conference-servicing requirements
								Grand total (rounded) A+B
								401,800
<i>1/ Sound technician/recording (2 x 15 days) \$11,800</i>								
<i>2/ Rental of PC, printer and flash disk \$500; Secretary (2 x 15 days) \$12,300; 1 Document Control Officer (1 x 15 days) \$ 6,200; 1 Document Distribution Officer (1 x 15 days) \$ 6,200; Dedicated assistance provided for accounting services and administration of financial resources \$21,300</i>								