

Convention on Cluster Munitions

6 July 2017

Original: English

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)							
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 ^{1/}	56,900						6,200	63,100
Translation of documentation		106,100	15,800		18,600			140,500
Support Services requirements ^{2/}						2,400		2,400
Other requirements ^{3/}							26,100	26,100
Total	56,900	106,100	15,800	-	18,600	2,400	32,300	232,100
* - at US\$								
	A.	Total conference-servicing requirements (inclusive of 13% programme support costs)						232,100
	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:						234,400
<i>1/ Other requirements: meeting co-ordination charges (1 x 3 days) \$6,200</i>								
<i>2/ Sound technician/recording (2 x 3 days) \$2,400</i>								
<i>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 30 days \$12,300; Dedicated assistance provided for accounting services and administration of financial resources \$12,400.</i>								