Sixteenth Meeting
Vienna, 18-21 December 2017
Item 16 of the provisional agenda

Date, duration, location and Presidency
of the Seventeenth Meeting of the States Parties,
and matters pertaining to the preparations for the
Seventeenth Meeting

Estimated costs for the Seventeenth Meeting of the States
Parties to the Convention on the prohibition of the use,
stockpiling, production and transfer of anti-personnel mines
and on their destruction

Note by the Secretariat

1. The Sixteenth Meeting of the States Parties to the Convention on the Prohibition of
   the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their
   Destruction, held in Vienna, Austria, from 18 to 21 December 2017, decided to convene the
   Seventeenth Meeting of the States Parties to the Convention in Geneva, Switzerland, during
   the week of 26 November 2018.

2. This document is submitted pursuant to the above-mentioned decision and provides
   estimated costs in the amount of US$651,500 for conference and non-conference servicing
   of the Meeting. A breakdown of these costs is provided in the attached table. 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 closing of the Meeting when the exact
   workload is known. At that time, any adjustments in contributions by the participants
   sharing the costs will be made accordingly.

3. With regard to the financial arrangements, it will be recalled that, in accordance with
   article 14 (1) of the Convention, “the costs... shall be borne by the States Parties and States
   not parties to this Convention participating therein, in accordance with the United Nations
   scale of assessment adjusted appropriately”.

4. Since preparations for the Seventeenth Meeting will involve costs that will need to
   be defrayed beforehand, and as the holding the Meeting shall have no financial implications
   for the regular budget of the United Nations, the Secretariat will prepare and issue
   assessment notices as soon as Sixteenth Meeting of the States Parties has accepted the
   attached estimated costs in accordance with the established practice.

5. The States Parties should proceed with the payment of their assessed share of the
   estimated costs as soon as the assessments notices have been received.
<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 servicing¹</td>
<td>94,900</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Translation of documentation</td>
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<td>383,500</td>
<td>7,100</td>
<td>13,300</td>
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<td>403,900</td>
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<td>Support Services requirements²</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>4,000</td>
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<td>Other requirements³</td>
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<td></td>
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<td>59,300</td>
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<tr>
<td></td>
<td>Total</td>
<td>94,900</td>
<td>383,500</td>
<td>7,100</td>
<td>13,300</td>
<td>4,000</td>
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<td>554,200</td>
</tr>
</tbody>
</table>

* - at US$  

A. Total conference-servicing requirements (inclusive of 13% programme support costs) 554,200  

B. Non-conference-servicing requirements:  
   Equipment and Supplies 2,000  
   Sub-total: 2,000  
   Programme support costs @ 13% of B 200  
   Total B: 2,200  

C. Contingency 15% 85,000  

Grand total (rounded) A+B+C: 651,500  

¹/ Other requirements: meeting co-ordination charges $2,650  

²/ Sound technician/recording (2 x 5 days) $4,000  

³/ Documents distribution officer (1 x 5 days) $3,100; Documents control officer (1 x 5 days) $3,100; rental of computers, printers and digital audio recorders for 5 days $300; Secretary (3 x 35 days) $20,500; Dedicated assistance provided for accounting services and administration of financial resources $34,300.