

Review Conference of States Parties to the Convention on Cluster Munitions

10 November 2020

English only

Second Review Conference

Lausanne, 23-27 November 2020

Item 11 of the provisional agenda

Dates, duration and preparations of future meetings

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

Note by the Secretariat

1. The Second Review Conference of the Convention on Cluster Munitions, held in Lausanne, Switzerland, from 23 to 27 November 2020, decided to convene in Geneva a five days Tenth Meeting of States Parties, unless its President decides at a later stage to host the meeting in another venue in accordance with paragraph 30 (d) of the Final Report of the First Review Conference of the Convention on Cluster Munitions (CCM/CONF/2015/7).
2. The present document is submitted pursuant to the above-mentioned decision of the Second Review Conference and provides estimated costs in the amount of USD 338,900 for convening the Meeting in Geneva. The option of using a multilingual virtual platform is also provided, and the estimated cost adjusted accordingly to USD 367,500. A breakdown of the costs is provided in the tables 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, States Parties should proceed with the payment of their share of the estimated costs as soon as assessment notices have been received.



Title of session:	2021 Tenth Meeting of the States Parties to the Convention on Cluster Munitions							
Dates to be held:	Location Geneva, September, October or November 2021 (TBD) (5 days without summary records)							
	Meeting	Pre-session	In-session	Summary	Post-session	Support Services	Other	
Conference-servicing items	Servicing *	documentation *	documentation *	records *	documentation *	requirements *	requirements *	Total *
	\$	\$	\$	\$	\$	\$	\$	\$
Interpretation and meeting servicing	92,800							92,800
Translation of documentation		154,500	6,400		22,600			183,500
Support Services requirements^{1/}						4,000		4,000
Other requirements^{2/}							56,300	56,300
Total	92,800	154,500	6,400	-	22,600	4,000	56,300	336,600
* - at US\$								
	A.	Total conference-servicing requirements (inclusive of 13% programme support costs)						336,600
	B.	Non-conference-servicing requirements:						
		1. Equipment and Supplies						2,000
							Sub-total:	2,000
							Programme support costs @ 13% of B	300
							Total B:	2,300
							Grand total (rounded) A+B:	338,900
<i>1/ Sound technician/recording (2 x 5 days) \$4,000</i>								
<i>2/ Documents control officer (1 x 5 days) \$1,300; rental of computer and printer for 5 days \$100; GS(OL) General temporary assistance (1 x 90 days) \$36,900; Dedicated assistance provided for accounting services and administration of financial resources \$18,000.</i>								

Title of session:	2021 Tenth Meeting of the States Parties to the Convention on Cluster Munitions							
Dates to be held:	Location Geneva, September, October or November 2021 (TBD) (5 days without summary records, including multilingual virtual platform costs)							
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	92,800							92,800
Translation of documentation		154,500	6,400		22,600			183,500
Support Services requirements ^{1/}						4,000		4,000
Virtual/hybrid meeting services ^{2/}							27,100	27,100
Other requirements ^{3/}							57,800	57,800
Total	92,800	154,500	6,400	-	22,600	4,000	84,900	365,200
* - at US\$								
	A.	Total conference-servicing requirements (inclusive of 13% programme support costs)						365,200
	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:						367,500
<i>1/ Sound technician/recording (2 x 5 days) \$4,000</i>								
<i>2/ Price indicated is for Intereprety and presented for information purposes only. Services may be provided by any one of several platform suppliers, each utilizing a different pricing model. Estimated and actual costs will vary depending on the external supplier providing the platform service.</i>								
<i>3/ Documents control officer (1 x 5 days) \$1,300; rental of computer and printer for 5 days \$100; GS(OL) General temporary assistance (1 x 90 days) \$36,900; Dedicated assistance provided for accounting services and administration of financial resources \$19,500.</i>								