
Convention on Cluster Munitions

11 September 2012

Original: English

Third Meeting of the States Parties

Oslo, 11–14 September 2012

Item 7 of the agenda

Adoption of arrangements for meeting the costs of the Meeting

Estimated costs of the Fourth Meeting of States Parties to the Convention on Cluster Munitions

Note by the Secretariat

1. The Third Meeting of States Parties to the Convention on Cluster Munitions, held in Oslo, from 11 to 14 September 2012, decided to convene a four-day Fourth Meeting of States Parties from [...] September 2013 in Zambia.
2. The present document is submitted pursuant to the above-mentioned decision of the Third Meeting of States Parties and provides estimated costs in the amount of **US\$495,400** for convening that meeting. A breakdown of these 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 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, 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: 2013 Fourth Meeting of the States Parties to the Convention on Cluster Munitions
 Dates to be held: Zambia (tbc), 10 - 13 September 2013 (tbc)

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	287,000							287,000
Translation of documentation		38,400	9,000		9,000			56,400
Support Services requirements								-
Other requirements							65,100	65,100
Total	287,000	38,400	9,000	-	9,000	-	65,100	408,500

* - at US\$ 1=CHF 0.957

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	408,500
B. Non-conference-servicing requirements:	
1. Travel costs for planning mission	36,100
2. Travel costs - Fourth Meeting of States Parties	36,800
3. Equipment and Supplies	2,000
4. Miscellaneous - freight, communications, etc.	2,000
Sub-total:	76,900
Programme support costs @ 13% of B	10,000
Total B:	86,900
Grand total (rounded) A+B:	<u>495,400</u>