Estimated costs for the Eighteenth and Nineteenth Meetings 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


2. This document is submitted pursuant to the above-mentioned decision and provides estimated costs in the amount of US$591,300, for 2020, and US$652,700, for 2021, for conference and non-conference servicing of the meetings. A breakdown of these costs is provided in the attached tables. 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 respective 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 Eighteenth and the Nineteenth meetings will involve costs that will need to be defrayed beforehand, and as the holding these meetings shall have no financial implications for the regular budget of the United Nations, the Secretariat will prepare and issue assessment notices as soon as the Fourth Review Conference 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.
Eighteenth 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

Dates to be held: Location Geneva, 23 to 27 November 2020 (5 days without summary records)

<table>
<thead>
<tr>
<th>Conference-servicing item</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 servicing</td>
<td>93,800</td>
<td>318,700</td>
<td>5,800</td>
<td>11,400</td>
<td>355,900</td>
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<tr>
<td>Support Services requirements1</td>
<td></td>
<td>4,000</td>
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<tr>
<td>Other requirements2</td>
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<td></td>
<td></td>
<td></td>
<td>78,200</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>93,800</strong></td>
<td><strong>318,700</strong></td>
<td><strong>5,800</strong></td>
<td><strong>-</strong></td>
<td><strong>11,400</strong></td>
<td><strong>4,000</strong></td>
<td><strong>78,200</strong></td>
<td><strong>511,900</strong></td>
</tr>
</tbody>
</table>

* - at US$  

A. Total conference servicing requirements (inclusive of 13% programme support costs)  

B. Non-conference servicing requirements:  

- Equipment and Supplies  

  Sub-total:  

  Programme support costs @ 13% of B  

  Total B:  

  C. Contingency 15%  

  Grand total (rounded) A+B+C:  

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

2/ Documents control officer (1 x 5 days) $1,600; rental of computer and printer for 5 days $100; Secretary (2 x 60 days) $49,300; Dedicated assistance provided for accounting services and administration of financial resources $77,360

24/11/2013
**Title of session:**

Nineteenth 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

**Dates to be held:**

The Netherlands, 2021 (TBD)

<table>
<thead>
<tr>
<th>Conference servicing items</th>
<th>Meeting Servicing $</th>
<th>Pre-section documentation $</th>
<th>In-section documentation $</th>
<th>Summary records $</th>
<th>Post-section documentation $</th>
<th>Support Services requirements $</th>
<th>Other requirements $</th>
<th>Total $</th>
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<tr>
<td>Translation, reproduction, distribution</td>
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<td>11,400</td>
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<td>316,400</td>
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<tr>
<td>Support Services requirements</td>
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<tr>
<td>Other requirements $^*$</td>
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<td><strong>Total</strong></td>
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<td>11,400</td>
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<td>552,200</td>
</tr>
</tbody>
</table>

$^*$ at US$ 50

A. Total conference servicing requirements (inclusive of 13% programme support costs) 552,200

B. Other costs:
   1) Equipment and supplies 2,000
   2) Travel costs for planning mission (1 staff member for 3 missions for 3 days) 3,700
   3) Travel costs for Geneva based UN staff (2 staff members for 10 days) 7,900
   Subtotal 13,600

Programme support costs (10% over B) Subtotal 15,400

C. Contingency 15%

Grand total (rounded) A+B+C 657,700

1/3 Secretaries (2 x 60 days) $19,300; Dedicated assistance provided for accounting services and administration of financial resources $30,100.