

# Fourth Review Conference 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

25 November 2019

English only

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**Oslo, 26-29 November 2019**

Item 12 of the provisional agenda

**Dates, duration and locations of future meetings**

## 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

1. The Fourth Review Conference 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 Oslo, Norway, from 26 to 29 November 2019, considered to convene the Eighteenth Meeting of the States Parties to the Convention in 2020 in Geneva, Switzerland, and the Nineteenth Meeting of the States Parties to the Convention in 2021 in the Netherlands.
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.



Title of session: 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)

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	93,800							93,800
Translation of documentation		318,700	5,800		11,400			335,900
Support Services requirements <sup>1/</sup>						4,000		4,000
Other requirements <sup>2/</sup>							78,200	78,200
<b>Total</b>	<b>93,800</b>	<b>318,700</b>	<b>5,800</b>	<b>-</b>	<b>11,400</b>	<b>4,000</b>	<b>78,200</b>	<b>511,900</b>

\* - at US\$

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	511,900
B. Non-conference-servicing requirements:	
<i>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
C. Contingency 15%	77,100
<b>Grand total (rounded) A+B+C:</b>	<u><b>591,300</b></u>

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) \$49,200; Dedicated assistance provided for accounting services and administration of financial resources \$27,300.

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)

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	159,500							159,500
Translation, reproduction, distribution		296,200	5,800		11,400			313,400
Support Services requirements								-
Other requirements <sup>1/</sup>							79,300	79,300
<b>Total</b>	<b>159,500</b>	<b>296,200</b>	<b>5,800</b>		<b>11,400</b>	<b>-</b>	<b>79,300</b>	<b>552,200</b>

\* - at US\$

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 members for 2 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 @13% over B	1,800
Subtotal B	15,400
C. Contingency 15%	85,100
<b>Grand total (rounded) A+B+C</b>	<b>652,700</b>

*1/ 2 Secretaries (2 x 60 days) \$49,200; Dedicated assistance provided for accounting services and administration of financial resources \$30,100.*