

# Convention on Cluster Munitions

19 September 2022

Original: English  
Arabic, English, French and  
Spanish only

---

Tenth Meeting of States Parties

Geneva, 30 August to 2 September 2022

Item 12 of the agenda

Preparations for the Eleventh Meeting of States Parties

## Revised estimated costs of the Eleventh and Twelfth 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 (CCM) requested the United Nations to prepare a multi-year cost-estimate that covers a two-year period for the approval by the States Parties (CCM/CONF/2021/6, paragraph 90 (iii)).
2. The Second Review Conference also decided to convene annually, until the Third Review Conference, a Meeting of States Parties of up to four days (CCM/CONF/2021/6, paragraph 84 (ii) (a)). The Meeting of States Parties will be held in Geneva, 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 Review Conference of the Convention on Cluster Munitions (CCM/CONF/2015/7).
3. The present document is submitted pursuant to the above-mentioned decisions of the Second Review Conference and provides estimated costs of a four-day Meeting of States Parties in the amount of **US\$ 403,000** for 2023 and **US\$ 403,000** for 2024. A breakdown of the costs is provided in the tables at the end of the document.
4. It should be noted that these 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.
5. 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.
6. In this regard, the Second Review Conference decided that the initial billing of the State Parties for the assessed contribution is based on the prior year participation in the CCM MSP or Review Conference, as applicable, the final billing being based on the actual participation in the respective meeting (CCM/CONF/2021/6, paragraph 90 (i) last bullet). States other than States Parties will be invoiced retrospectively for their participation in the Meeting of States Parties (CCM/CONF/2021/6, paragraph 90 (v)).



7. 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

<b>Title of session:</b>	<b>2023 Eleventh Meeting of the States Parties to the Convention on Cluster Munitions</b>							
<b>Dates to be held:</b>	<b>Location Geneva, Fall 2023 (4 days without summary records)</b>							
	<b>Meeting</b>	<b>Pre-session</b>	<b>In-session</b>	<b>Summary</b>	<b>Post-session</b>	<b>Support Services</b>	<b>Other</b>	
<b>Conference-servicing items</b>	<b>Servicing *</b>	<b>documentation *</b>	<b>documentation *</b>	<b>records *</b>	<b>documentation *</b>	<b>requirements *</b>	<b>requirements *</b>	<b>Total *</b>
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Interpretation and meeting servicing</b>	74,200							74,200
<b>Translation of documentation</b>		173,900	28,100	-	22,300		-	224,300
<b>Support Services requirements<sup>1/</sup></b>						3,200		3,200
<b>Other requirements<sup>2/</sup></b>							89,400	89,400
<b>RSI support<sup>3/</sup></b>							9,600	9,600
<b>Total</b>	74,200	173,900	28,100	-	22,300	3,200	99,000	400,700
* - at US\$								
	<b>A. Total conference-servicing requirements (inclusive of 13% programme support costs)</b>							400,700
	<b>B. Non-conference-servicing requirements:</b>							
	<b>1. Equipment and Supplies</b>							2,000
	<i>Sub-total:</i>							2,000
	<i>Programme support costs @ 13% of B</i>							300
	<b>Total B:</b>							2,300
	<b>Grand total (rounded) A+B:</b>							403,000

1/ Sound technician/recording (2 x 4 days) \$3,200

2/ Documents control officer (1 x 4 days) \$1,100; rental of computer and printer for 4 days \$50; GS(OL) General temporary assistance (1 x 90 days) \$36,900; digital content management and outreach \$22,050; dedicated assistance provided for accounting services and administration of financial resources \$29,300

3/ RSI support (4 days, 3 hours am & 3 hours pm) \$9,600

<b>Title of session:</b>	<b>2024 Twelfth Meeting of the States Parties to the Convention on Cluster Munitions</b>								
<b>Dates to be held:</b>	<b>Location Geneva, Fall 2024 (4 days without summary records)</b>								
	<b>Meeting</b>	<b>Pre-session</b>	<b>In-session</b>	<b>Summary</b>	<b>Post-session</b>	<b>Support Services</b>	<b>Other</b>		
<b>Conference-servicing items</b>	<b>Servicing *</b>	<b>documentation *</b>	<b>documentation *</b>	<b>records *</b>	<b>documentation *</b>	<b>requirements *</b>	<b>requirements *</b>	<b>Total *</b>	
	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Interpretation and meeting servicing</b>	<b>74,200</b>							<b>74,200</b>	
<b>Translation of documentation</b>		<b>173,900</b>	<b>28,100</b>	<b>-</b>	<b>22,300</b>		<b>-</b>	<b>224,300</b>	
<b>Support Services requirements<sup>1/</sup></b>						<b>3,200</b>		<b>3,200</b>	
<b>Other requirements<sup>2/</sup></b>							<b>89,400</b>	<b>89,400</b>	
<b>RSI support<sup>3/</sup></b>							<b>9,600</b>	<b>9,600</b>	
<b>Total</b>	<b>74,200</b>	<b>173,900</b>	<b>28,100</b>	<b>-</b>	<b>22,300</b>	<b>3,200</b>	<b>99,000</b>	<b>400,700</b>	
<b>* - at US\$</b>									
	<b>A. Total conference-servicing requirements (inclusive of 13% programme support costs)</b>							<b>400,700</b>	
	<b>B. Non-conference-servicing requirements:</b>								
	<b>I. Equipment and Supplies</b>							<b>2,000</b>	
	<b>Sub-total:</b>							<b>2,000</b>	
	<b>Programme support costs @ 13% of B</b>							<b>300</b>	
	<b>Total B:</b>							<b>2,300</b>	
	<b>Grand total (rounded) A+B:</b>							<b>403,000</b>	
<i>1/ Sound technician/recording (2 x 4 days) \$3,200</i>									
<i>2/ Documents control officer (1 x 4 days) \$1,100; rental of computer and printer for 4 days \$50; GS(OL) General temporary assistance (1 x 90 days) \$36,900; digital content management and outreach \$22,050; dedicated assistance provided for accounting services and administration of financial resources \$29,300</i>									
<i>3/ RSI support (4 days, 3 hours am &amp; 3 hours pm) \$9,600</i>									