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## Convention on Cluster Munitions

24 July 2013

Original: English

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### Fourth Meeting of the States Parties

**Lusaka, 10–13 September 2013**

Item 7 of the provisional agenda

**Adoption of arrangements for meeting the costs of the Meeting**

### **Estimated costs of the Fifth Meeting of States Parties to the Convention on Cluster Munitions**

1. The Fourth Meeting of States Parties to the Convention on Cluster Munitions, held in Lusaka, Zambia, from 10 to 13 September 2013, decided to convene a four-day Fifth Meeting of States Parties from 9 September 2014 in [ to be confirmed].
2. The present document is submitted pursuant to the above-mentioned decision of the Fourth Meeting of States Parties and provides estimated costs in the amount of **US\$426,700** 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: 2014 Fifth Meeting of the States Parties to the Convention on Cluster Munitions  
 Dates to be held: Location to be held - 9-12 September 2014 (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	234,300							234,300
Translation of documentation		37,300	6,900		6,900			51,100
Support Services requirements						-		-
Other requirements <sup>1/</sup>							69,000	69,000
<b>Total</b>	<b>234,300</b>	<b>37,300</b>	<b>6,900</b>	<b>-</b>	<b>6,900</b>	<b>-</b>	<b>69,000</b>	<b>354,400</b>

\* - at US\$ 1=CHF 0.945

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	354,400
B. Non-conference-servicing requirements:	
1. Travel costs for 5 UN staff for 5 working days	31,000
2. Travel costs for 4 UNODA staff for 10 working days	29,000
3. Equipment and Supplies	2,000
4. Miscellaneous - freight, communications, etc.	2,000
Sub-total:	64,000
Programme support costs @ 13% of B	8,300
Total B:	72,300
Grand total (rounded) A+B:	<u>426,700</u>

<sup>1/</sup> Documents control officer (1 x 4 days + travel allowances) \$8,400; Documents distribution officer (1 x 4 days + travel allowances) \$8,400; Documents reproduction officer (1 x 4 days + travel allowances) \$8,400; Secretary (1 x 40 days) \$14,500; Dedicated assistance provided for accounting services and administration of financial resources \$29,300.