

2025

ATT SPONSORSHIP PROGRAMME: FUNDING PROPOSAL



ATT SPONSORSHIP PROGRAMME
FUNDING PROPOSAL FOR THE TWELFTH
CONFERENCE OF STATES PARTIES
(CSP12)
CARINA SOLMIRANO

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SUMMARY

Project title	ATT Sponsorship Programme for the Twelfth Conference of States Parties to the Arms Trade Treaty
Main objective	Enable the participation by eligible States in the Twelfth Conference of States Parties to the Arms Trade Treaty, including: - the Working Groups Meetings - the Twelfth Conference of States Parties to the Arms Trade Treaty in Geneva (24-28 August 2026)
Project duration	November 2025 – August 2026
Estimated budget	USD 198'396.00

BACKGROUND

The Arms Trade Treaty (ATT) was adopted by UN member States in April 2013 and entered into force on 24 December 2014. The aim of the Treaty is to regulate the international trade in conventional arms and to prevent and eradicate the illicit trade in conventional arms and prevent their diversion. To date there are 117 States Parties to the Treaty, 25 States that have signed the Treaty but not yet ratified the Treaty (Signatory States), and 53 States that have not yet joined the Treaty.

The ATT process involves an annual cycle whereby a Conference of States Parties (CSP) is held each year, and informal preparatory meetings are held in the intersessional period between the CSPs to facilitate the Conference deliberations and outcome. Four subsidiary bodies have been established to carry forward the substantive work involved in the implementation and universalization of the Treaty – the Working Group on Effective Treaty Implementation (WGETI), the Working Group on Transparency and Reporting (WGTR), the Working Group on Treaty Universalization (WGTU) and the Diversion Information Exchange Forum (DIEF). The Working Groups hold their meetings in conjunction with the informal preparatory meetings of CSPs.

The ATT Secretariat was established under Article 18 of the Treaty to assist States Parties in the implementation of the Treaty and support the Treaty process. The ATT Secretariat is based in Geneva, Switzerland. The ATT Secretariat is also tasked with administering a sponsorship programme to enable delegates from States listed by OECD DAC as ODA recipients (as well as small economy States, including but not limited to small island states, not listed on the OECD-DAC list) to attend ATT meetings.¹

¹ See paragraph 34 of the Final Report of CSP4 held from 20-24 August 2018 ([ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1](#)) and Annex A to the Administrative Guidelines governing the ATT Sponsorship Programme (which form Annex A to the Report on the ATT Sponsorship Programme for the Period 2018/2019 ([ATT/CSP5/2019/SEC/530/SponProgRep](#))).

AIM OF PROPOSAL

The aim of this funding proposal is to request voluntary financial contributions to facilitate the continued administration of the sponsorship programme by the ATT Secretariat. The proposal includes a description of the programme the ATT Secretariat has established, the ATT Secretariat's plans for managing it, the proposed budget, and the details of how to make a voluntary contribution.

PROJECT GOAL

The overall goal of the project is to maximize the scale and diversity of participation in ATT meetings to ensure a representative and participatory process during the meetings and, ultimately, contribute to strengthening implementation and universalization of the Treaty. A secondary aim is to build the capacity of delegates on ATT-related issues with a view to enabling them to become 'ATT advocates' in their countries and regions.

Through the sponsorship programme, participation by a broad and diverse range of State delegates ensures that all States Parties can take part in decision-making, engage in substantive discussions on Treaty implementation, and contribute to the successful universalization of the Treaty.; it also helps Signatory States build their capacity to ratify the Treaty and access information on international assistance that is available, while supporting non-States Parties in understanding the implications and benefits of joining the Treaty.

PROJECT DESCRIPTION

ELIGIBILITY²

With respect to the eligibility of States, all States listed by OECD DAC as [ODA recipients](#) (see Annex A) as well as small economy States, including but not limited to small island states, not listed on the OECD-DAC list, are eligible to apply to the ATT sponsorship programme. The application for sponsorship I requires the submission of an application form as well as a *Note Verbale* issued by the State making the application.

SELECTION PROCESS

² The ATT sponsorship programme is limited to States. Donors who are interested in funding the participation of regional organizations, non-governmental organizations (NGOs) and civil society in the ATT process are encouraged to contact the regional organizations and/or the NGO community directly.

Applicants to the ATT sponsorship programme will be selected based on the Administrative Guidelines governing the ATT Sponsorship Programme (Annex A), which were adopted by the Fifth Conference of States Parties (CSP5) in August 2019 (see footnote 1) and which form Annex B to this proposal.

The selection criteria of the Administrative Guidelines specifies that the following considerations shall apply to the selection of representatives from States (see Annex B for full details):

- Equitable regional representation considerations;
- Gender equality considerations, taking efforts to ensure the overall equal representation of women and men in ATT meetings;
- ATT Status (i.e. whether the applicant is a State Party, Signatory State, or a State that has not yet joined the Treaty), with due regard for ATT implementation and universalization priorities as determined by CSPs; and
- Expertise and role of applicant, including whether the applicant State is a member or office-holder of any committee or subsidiary body.

Following the application of the selection criteria to applicants, the ATT Secretariat shall draft a shortlist of eligible applicants for sponsorship for each meeting where funds are available and shall circulate the shortlist to States that have contributed to the programme ('donors to the ATT sponsorship programme'). Subject to any input from a donor or donors to the ATT sponsorship programme, the ATT Secretariat shall decide on the applicants to be sponsored for each ATT meeting where sponsorship funds are available, based on the shortlist.

SPONSORSHIP

The ATT Secretariat will provide the following services to sponsored delegates:

- A return economy air ticket (most direct and economic route with arrival and departure in reference to conference/meeting dates)
- Travel insurance
- Accommodation inclusive of breakfast and taxes
- Allowances (per diems) for expenses to sponsored delegates (adjusted to take into account any meals provided by the host)
- Terminal allowances (for ground transportation) to sponsored delegates for travel to and from the airport in their home country
- Terminal allowances (for ground transportation) to sponsored delegates where a meeting or Conference of States Parties is taking place in a city other than Geneva
- Other reasonable expenses, such as visa fees, and airport taxes required for travel to and from meetings, upon submission of receipts

- If needed, providing a letter in support of a delegate's visa application

In addition, the ATT Secretariat plans to hold a 'briefing day' for sponsored delegates in advance of the preparatory meetings to raise their understanding and awareness of the issues to be addressed at the upcoming meeting, build their knowledge and capacity on ATT-related issues, and conduct outreach regarding the ATT Voluntary Trust Fund (VTF), with a view to: a) enabling them to become advocates for ATT outreach and awareness raising in their own countries and regions; b) encouraging and assisting sponsored delegates' States to apply for VTF funding; and c) building their capacity to participate in meetings and convey meeting outcomes to their constituents in capital.

ACCOUNTING AND REPORTING

The ATT Secretariat will request all sponsored delegates to complete a survey at the end of their sponsorship to provide feedback on the accessibility and efficacy of the ATT sponsorship programme. This will enable the ATT Secretariat to address any shortcomings in the design and administration of the ATT sponsorship programme and continue to make improvements in the longer-term operations of the ATT sponsorship programme. In previous cycles, the ATT Secretariat circulated such a survey to sponsored delegates who attended ATT meetings to seek their feedback on the sponsorship programme. The overwhelming majority of sponsored delegates that completed the survey were more than satisfied with the administrative support provided by the ATT Secretariat, including the application process, the logistical information provided to delegates, support for visa applications, and overall level of support and organization prior to and during the meetings.

The ATT Secretariat also wishes to review the Allowance (per Diems) provided to sponsored delegates to ensure that it remains aligned with current economic conditions, including evolving cost structures and price increases over recent years. The current DSA rates no longer fully reflect the actual expenses incurred during participation in ATT meetings. Updating these rates would help maintain the relevance and adequacy of the support offered to delegates.

All activities of the ATT sponsorship programme are subject to the annual audit process of the ATT Secretariat conducted in accordance with the ATT Financial Rules. The ATT Secretariat has established a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme.

The ATT Secretariat will report on the status and implementation of the ATT sponsorship programme at the Conference of States Parties and the report will be made publicly available on the ATT website. The report for the Period 2024/2025 submitted to CSP11 is available in English, Arabic, French, Russian and Spanish here: <https://www.thearmstradetreaty.org/conference-documents-CSP11>(under "ATT Secretariat").

BUDGET ESTIMATE

The total budget estimate for the ATT Sponsorship Programme for CSP12 is **USD 198'396**, which allows for twenty (20) sponsored delegates attending the preparatory meeting and twenty (20) sponsored delegates attending the Conference in August 2026. A detailed breakdown of associated costs is included in Annex C.

ADMINISTRATION

Up to eight percent (8%) of sponsorship funds will be allocated to the administration of the ATT Sponsorship Programme. These funds will be committed to, *inter alia*, advertising the sponsorship programme, procuring services associated with the sponsorship programme including the engagement of a travel agency, hiring additional (temporary) staff to assist sponsored delegates with their participation in meetings, and communication costs associated with the sponsorship programme.

BANK ACCOUNT FOR CONTRIBUTIONS

The ATT Secretariat has established a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme. The details of the bank account are as follows:

Account name:	ATT Sponsorship Programme
Account number:	0240-944156.62A
IBAN:	CH550024024094415662A
BIC:	UBSWCHZH80A
Currency:	US Dollar
Bank:	UBS

Donors interested in contributing to the ATT sponsorship programme are invited to review the standard Donor's Agreement (see Annex D) and to contact the Head of the ATT Secretariat, Ms. Carina SOLMIRANO at: carina.solmirano@thearmstradetreaty.org.

DAC List of ODA Recipients | Effective for reporting on 2025 flows

LEAST DEVELOPED COUNTRIES	LOW INCOME COUNTRIES WHICH ARE NOT LDCs (per capita GNI <= \$1 135 in 2022)	LOWER MIDDLE INCOME COUNTRIES AND TERRITORIES WHICH ARE NOT LDCs (per capita GNI \$1 136 - \$4 465 in 2022)	UPPER MIDDLE INCOME COUNTRIES AND TERRITORIES WHICH ARE NOT LDCs (per capita GNI \$4 466 - \$13 845 in 2022)
Afghanistan (L) Angola (LM) Bangladesh (LM) Benin (LM) Burkina Faso (L) Burundi (L) Cambodia (LM) Central African Republic (L) Chad (L) Comoros (LM) Democratic Republic of the Congo (L) Djibouti (LM) Eritrea (L) Ethiopia (L) Gambia (L) Guinea (LM) Guinea-Bissau (L) Haiti (LM) Kiribati (LM) Lao People's Democratic Republic (LM) Lesotho (LM) Liberia (L) Madagascar (L) Malawi (L) Mali (L) Mauritania (LM) Mozambique (L) Myanmar (LM) Nepal (LM) Niger (L) Rwanda (L) Senegal (LM) Sierra Leone (L) Solomon Islands ¹ (LM) Somalia (L) South Sudan (L) Sudan (L) Tanzania (LM) Timor-Leste (LM) Togo (L) Tuvalu (UM) Uganda (L) Yemen (L) Zambia (LM)	Democratic People's Republic of Korea Syrian Arab Republic	Algeria Bhutan Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt Eswatini Ghana Honduras India Iran Jordan Kenya Kyrgyzstan Lebanon Micronesia Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Samoa São Tomé and Príncipe Sri Lanka Tajikistan Tokelau* Tunisia Ukraine Uzbekistan Vanuatu Viet Nam Zimbabwe	Albania Argentina Armenia Azerbaijan Belarus Belize Bosnia and Herzegovina Botswana Brazil China (People's Republic of) Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador El Salvador Equatorial Guinea Fiji Gabon Georgia Grenada Guatemala Guyana ² (H) Indonesia Iraq Jamaica Kazakhstan Kosovo Libya Malaysia Maldives Marshall Islands Mauritius Mexico Moldova Montenegro Montserrat ³ (H) Namibia Nauru ⁴ (H) Niue* North Macedonia Palau Panama ² (H) Paraguay Peru Saint Helena* Saint Lucia Saint Vincent and the Grenadines Serbia South Africa Suriname Thailand Tonga Türkiye Turkmenistan Venezuela ⁵ Wallis and Futuna* West Bank and Gaza Strip

(1) General Assembly resolution A/73/L.40/Rev.1 adopted on 13 December 2018 decided that São Tomé and Príncipe and Solomon Islands will graduate six years after the adoption of the resolution, i.e., on 13 December 2024. Angola's graduation from the LDC category was deferred to February 2024. São Tomé and Príncipe graduated from the LDC category on 13 December 2024; the graduation of Solomon Islands was deferred to 13 December 2027 (A/RES/77/323). At the Committee for Development Policy's 2024 Triennial Review, Angola no longer met the graduation criteria from the LDC category.

(2) Guyana and Panama exceeded the high-income threshold in 2022. In accordance with the DAC rules for revision of this List. If they remain a high-income country until 2025, they will be proposed for graduation from the List in the 2026 review.

(3) The DAC agreed to defer the decision to graduate Montserrat until October 2025, based on reliable GNI per capita data to be submitted by the latest on 1 July 2025. If the data show that Montserrat remained a high-income country, it will be proposed for graduation for 2026.

(4) The DAC approved the graduation of Nauru from the DAC List of ODA Recipients but agreed to defer the date of effect of its graduation until 1 January 2026. In January 2026, the DAC will update the DAC List of ODA Recipients to reflect Nauru's graduation.

(5) Venezuela has been temporarily unclassified by the World Bank in July 2021 pending release of revised national accounts statistics. Estimated placement on the List.

*Countries and territories not classified in World Bank income groups. Estimated placement on the List.

Note: L, LM, UM and H shown after country names refer to the latest World Bank income classifications of: LDCs and any high-income countries that have not yet met the criteria for graduation. For the World Bank's current 2024 fiscal year, low income (L) economies are defined as those with a GNI per capita, calculated using the World Bank Atlas method, of USD 1 135 or less in 2022; lower middle-income (LM) economies are those with a GNI per capita between USD 1 136 and USD 4 465; upper middle-income (UM) economies are those with a GNI per capita between USD 4 466 and USD 13 845; high income (H) economies are those with a GNI per capita of more than USD 13 845.



26 July 2019

Issued by the Management Committee

Original: **English**

ATT SPONSORSHIP PROGRAMME

ADMINISTRATIVE GUIDELINES

Adopted: ATT Fifth Conference of States Parties

ADMINISTRATIVE GUIDELINES FOR THE ATT SPONSORSHIP PROGRAMME

1. In accordance with the terms of the relevant decision taken by the Fourth Conference of States Parties to the Arms Trade Treaty (CSP4) to entrust the ATT Secretariat with the administration of the ATT sponsorship programme (see paragraph 34 of the [Final Report](#) of CSP4 held from 20-24 August 2018 (ATT/CSP4/2018/SEC/369/Conf.FinRep.Rev1)), the following guidelines have been developed to govern the administration of the ATT sponsorship programme.

Purpose and Scope of the Sponsorship Programme

2. The ATT sponsorship programme is established to facilitate participation in ATT meetings.

3. The primary objective of the ATT sponsorship programme is to maximize the scale and diversity of participation of experts from States in ATT meetings to ensure representative and participatory discourse and decision-making during the meetings and, ultimately, contribute to strengthening implementation and universalization of the Treaty.

4. The following principles will apply to the operations/administration of the ATT sponsorship programme:

- Participation
- Inclusivity (including gender equality considerations)
- Transparency
- Objectivity
- Accountability
- Efficiency
- Effectiveness

Organisation and responsibilities

5. The ATT sponsorship programme shall be administered by the ATT Secretariat.

ATT Secretariat

6. The ATT Secretariat is entrusted with the overall management of the ATT sponsorship programme, including managing the sponsorship funds, the selection of the delegates to be sponsored in consultation with donors to the ATT sponsorship programme, and technical management.

7. With respect to the management of sponsorship funds, the ATT Secretariat will:

- a. Prepare funding proposals and issue calls for contributions to the sponsorship programme as necessary, but at least on an annual basis;
- b. Establish a separate bank account dedicated to the sponsorship programme to facilitate transparency in the accounting and auditing of the sponsorship programme;

- c. Allocate up to 8%³ of the sponsorship funds received to the administration of the ATT sponsorship programme; and
 - d. Report comprehensively on the status and implementation of the ATT sponsorship programme at Conferences of States Parties and ensure the report is publicly available on the ATT website.
8. With respect to the selection of delegates to be sponsored, the ATT Secretariat will:
- a. Develop the application procedures for the ATT sponsorship programme, including an application form;
 - b. Advertise the ATT sponsorship programme and issue an invitation to apply to the ATT sponsorship programme in advance (preferably 3 months ahead of meeting) of each ATT meeting (subject to the availability of sponsorship funds); and
 - c. Select applicants to be sponsored on the basis of the *General Principles for Selection of Delegates to be Sponsored by the ATT Sponsorship Programme* (Annex A), and inform donors of such selection through the circulation of a shortlist for their consideration prior to taking the final decision.
9. With respect to the technical management of the ATT sponsorship programme, the ATT Secretariat will provide the following services to sponsored delegates in accordance with the *ATT Sponsorship Programme: Financial Protocol* (see Annex B):
- a. Booking and issuing flight tickets for sponsored delegates;
 - b. Booking and paying for accommodation for sponsored delegates;
 - c. Paying allowances (per diems) for expenses (lunch and dinner) to sponsored delegates;
 - d. Paying terminal allowances (for ground transportation) to sponsored delegates; and
 - e. Where necessary, providing a letter in support of a delegate's visa application.

Operation of the ATT Sponsorship Programme

Contributions

10. The ATT Secretariat will issue a call for voluntary contributions to the ATT sponsorship programme as required, and at least twice on an annual basis.
11. States Parties or other entities may donate to the ATT sponsorship programme throughout the year and may make pledges at a dedicated segment of each ordinary session of the Conference of States Parties.
12. Although there is a preference for as little earmarking of voluntary contributions as possible, States Parties or other entities may earmark their contributions to the ATT Sponsorship Programme.

³ These funds will be committed to, *inter alia*, advertising the sponsorship programme, procuring services associated with the sponsorship programme including the engagement of a travel agency, hiring additional (temporary) staff to assist sponsored delegates with their participation in meetings, and communication costs associated with the sponsorship programme.

13. The ATT Secretariat will keep a record of received contributions to the ATT sponsorship programme, and will inform States Parties of the amount of funds available for each series of CSP meetings.

Applications

14. Administrative details regarding the application procedure to be followed by applicants shall be elaborated by the ATT Secretariat (see Annex C).

15. The ATT Secretariat will invite applications for sponsorship in advance of each ATT meeting where sponsorship funds are available.

16. The ATT Secretariat shall draft a shortlist of eligible applicants for sponsorship for each meeting where sponsorship funds are available and shall circulate the shortlist to States that have contributed to the ATT sponsorship programme since it was entrusted to the ATT Secretariat by CSP4 ('donors to the ATT sponsorship programme').

17. Subject to any input from a donor or donors to the ATT sponsorship programme, the ATT Secretariat shall decide on the applicants to be sponsored for each ATT meeting where sponsorship funds are available, based on the shortlist.

18. At the request of the ATT Secretariat, the Management Committee may appoint one of the donors to the ATT sponsorship programme to liaise with and help coordinate input from the other donors (a 'sponsorship coordinator').

Auditing and Reporting

19. The audit provisions as per Rule 10 of the ATT Financial Rules shall be applicable to the ATT sponsorship programme *mutatis mutandis*.

20. The ATT Secretariat shall report to the Conference of States Parties on the operations of the ATT sponsorship programme, including its financial status.

Final Provisions

21. These Guidelines will be re-evaluated by the Conference of States Parties as appropriate.

22. In the event of a termination of the activities of the ATT sponsorship programme, outstanding bills shall be paid and the remaining donations shall be refunded.

ANNEX A. GENERAL PRINCIPLES FOR SELECTION OF DELEGATES TO BE SPONSORED BY THE ATT SPONSORSHIP PROGRAMME

Eligibility Criteria

1. States may apply for sponsorship to attend an ATT meeting.
2. Applicants must fulfil all the application requirements developed in accordance with the Guidelines in order to be eligible for sponsorship.
3. Applicants must ensure that any sponsorship funding received from the ATT sponsorship programme does not duplicate funding received from other sources. In case of violation of this principle, future sponsorship may be withdrawn for up to two years.

Selection Criteria

1. The following considerations shall apply to the selection of representatives from States on the OECD-DAC list as ODA recipients (as well as small economy States, including but not limited to small island states, not listed on the OECD-DAC list):
 - Equitable regional representation considerations;
 - Gender equality considerations, taking efforts to ensure the overall equal representation of women and men in ATT meetings;
 - ATT Status (i.e. whether the applicant is a State Party, Signatory State, or a State that has not yet joined the Treaty), with due regard for ATT implementation and universalization priorities as determined by CSPs; and
 - Expertise and role of applicant, including whether the applicant State is a member or office-holder of any committee or subsidiary body.
2. If there are insufficient funds available to sponsor all the applicants that are eligible to be selected for sponsorship following the application of the above considerations, priority will be given to applicants from States who are in compliance with their financial obligations under the ATT.

ANNEX B. ATT SPONSORSHIP PROGRAMME: FINANCIAL PROTOCOL

This protocol establishes guidelines for the determination of the financial entitlements of sponsored delegates.

Travel

Flights

1. Return, economy class flight from the closest airport of the delegate's country of residence to Geneva, or other location if a meeting or Conference of States Parties is taking place in a city other than Geneva. Flights will be booked and paid for by the ATT Secretariat. The ATT Secretariat will book the most cost-effective economy class round trip.
2. Sponsored delegates will receive an electronic ticket (e-ticket) for their travel.
3. Sponsored delegates will be responsible for all costs resulting from changes they make (e.g. changes to the arrival and/or departure date(s)), including cancellations, once the tickets have been purchased. Such costs will be deducted from the sponsored delegate's per diem allowance.
4. Under very exceptional circumstances (such as a medical emergency or death in the delegate's family), the ATT Secretariat may cover the cost of changes made to a ticket.
5. Under no circumstances will the ATT Secretariat cover expenses that result from changes in travel arrangements that it has not authorised, that arise as a consequence of the delegates fault or negligence (e.g. missing a flight), or those unrelated to participation in the relevant meeting or Conference.

Ground transportation

6. Where meetings are held in Geneva:
 - a. Sponsored delegates will receive a *terminal allowance* to facilitate their travel to and from the airport in their home country. The terminal allowance will be calculated as follows: sponsored delegates will be reimbursed for the costs of their travel to the airport in their home country, upon submission of a receipt, and will receive the equivalent amount in USD cash to facilitate their return journey from the airport in their home country to their home;
 - b. Sponsored delegates will obtain a free transportation card at the vending machine in the baggage collection area in Geneva airport; and
 - c. Sponsored delegates will receive a free transport card from the hotel booked by the ATT Secretariat covering the duration of their stay.
7. Where meetings are held outside Geneva:
 - a. Sponsored delegates will receive a *terminal allowance* to facilitate their travel to and from the airport in their home country. The terminal allowance will be calculated as follows: sponsored delegates will be reimbursed for the costs of their travel to the airport in their home country, upon submission of a receipt, and will receive the equivalent amount in USD cash to facilitate their return journey from the airport in their home country to their home;
 - b. Sponsored delegates will receive an additional *terminal allowance* to facilitate their travel to and from the airport in the country where the meeting is being held ('host country'). This will be determined according to the city where the meeting is being held and the transport options available; and
 - c. Where the hotel accommodation is not within walking distance (1 km, approximately 15 minutes) of the meeting venue or where a sponsored delegate has a disability, sponsored delegates will receive an additional stipend to cover the costs of travelling to and from the

meeting venue by public transport (determined according to venue location and local pricing).

8. The costs of any additional travel undertaken by the sponsored delegate during his/her stay that do not relate directly to participation in the ATT meeting will be borne by the sponsored delegate.

Insurance

The ATT Secretariat will cover the bare/basic minimum required for travel and medical insurance in accordance with Schengen visa requirements.

Travel

1. The ATT Secretariat will obtain travel insurance for each sponsored delegate.

Medical

2. The ATT Secretariat will obtain basic medical insurance for each sponsored delegate.
3. The ATT Secretariat does not cover life insurance for sponsored delegates. Therefore, it is the responsibility of all sponsored delegates to ensure that they obtain adequate insurance prior to their travel to Geneva or other location if a meeting or Conference of States Parties is taking place in a city other than Geneva.
4. The ATT Secretariat will not take responsibility for any claims that may result from inadequate or insufficient insurance coverage.

Visas

1. Sponsored delegates are responsible for applying for all necessary visas (including transit visas) for travel in a timely manner.
2. ATT Secretariat will provide sponsored delegates with a letter confirming his/her participation in the relevant meeting.
3. Sponsored delegates will be reimbursed in USD cash for the cost of their visa upon provision of an original receipt (which can be in the form of the visa itself) to the ATT Secretariat.
4. Where there is no relevant embassy/consulate in the country of residence of the sponsored delegate, the ATT Secretariat will reimburse the reasonable/direct costs associated with obtaining a visa from the nearest/most cost-effective relevant embassy/consulate.

Airport Fees

1. Sponsored delegates will be reimbursed in USD cash for the cost of any airport fees/taxes upon provision of an original receipt to the ATT Secretariat.

Accommodation

1. Accommodation will consist of a standard room, single occupancy, breakfast included.
2. Accommodation will be booked and paid for directly by the ATT Secretariat.
3. Accommodation will include the night prior to the start of the meeting/Conference and will end the day after the last day of the meeting, unless the flight itinerary differs from these dates.

4. Any additional expenses (telephone calls, mini-bar, room service, laundry etc) incurred by the sponsored delegate during his/her stay must be paid in full by the sponsored delegate upon check out.

Per diems

Scope

1. Per diems are intended to cover the costs of meals and other necessities during the sponsored delegate's travel to and participation in the ATT meeting.
2. Hotel accommodation, including breakfast, will be paid directly by the ATT Secretariat.

During travel/transit

3. Sponsored delegates will receive an allowance of USD 40 per 24 hours of travel.

During the meeting/Conference

4. Sponsored delegates will receive a daily allowance of 70 USD per day for expenses (lunch (USD 30) and dinner (USD 40)) (adjusted to take into account any meals provided by the host or meal vouchers provided by the ATT Secretariat).

Payment

5. Sponsored delegates will receive 100% their per diems in USD cash on the morning of the first day of attendance.

Administrative provisions

6. Sponsored delegates can obtain reimbursement for expenses and daily allowances referred to in this protocol on condition that the following principles and procedures are observed:
 - a. The sponsored delegate should, in principle, provide original versions of all available receipts. Photocopies or scanned copies are acceptable only in well-justified circumstances (e.g. return train tickets and other expenses incurred for the return trip etc.).
 - b. Where reimbursement or daily allowance is made in cash, the sponsored delegate will attest to having received the full amount of reimbursement or daily allowance by personally signing the form specified by the ATT Secretariat.
 - c. The ATT Secretariat reserves the right to reject claims that are not in line with the provisions of this protocol.
 - d. The ATT Secretariat reserves the right to completely or partly reject claims in cases of no-show, unjustified early departure or any other form of absence of the sponsored delegate from relevant ATT activity.

ANNEX C. ATT SPONSORSHIP PROGRAMME: EXAMPLE APPLICATION FORM

CSP5 PREPARATORY MEETINGS AND CONFERENCE IN 2019

Please submit the following documents to the ATT Secretariat at e-mail: info@thearmstradetreaty.org by **07 December 2018**:

1. *Note Verbale* signed by the relevant Government institution;
2. Completed application form;
3. Copy of the applicant's passport; and
4. Copy of applicant's health insurance policy (if applicant has one).

Please type or use BLOCK LETTERS

STATE INFORMATION		
Name of State		
MEETING INFORMATION		
Please indicate which CSP5 meetings you are applying for sponsorship to attend:		
<i>(note: the possibility to be sponsored for <u>all</u> meetings is subject to funding availability)</i>		
1. 29 January – 01 February 2019 Working Group Meetings and First CSP5 Informal Preparatory Meeting (Geneva)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. 02 – 05 April 2019 Working Group Meetings and Second CSP5 Informal Preparatory Meeting (Geneva)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. 26 – 30 August 2019 Fifth Conference of States Parties to the Arms Trade Treaty (Geneva)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PERSONAL INFORMATION		
Family Name⁴		
First Name		
Middle/Other		
Date of Birth		
Gender (tick box)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Nationality		
Ministry/Department/Agency		
Position/Job title		
E-mail		
Mobile Phone Number		
Work Phone Number		
Contact Address		

⁴ Please give the first and family names exactly as they appear in your passport

EMERGENCY CONTACT		
Name		
Phone Number		
Relationship		
TRAVEL AND INSURANCE INFORMATION		
Airport of Departure/Return		
Do you have a Schengen Visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes', when does it expire?		
If 'no', do you need a Visa Letter to assist your application for a visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes', what is the location (address or city) of the embassy/consulate that you are applying for a visa from?		
Do you need to travel to another country to obtain a visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have health insurance that will cover you on this trip?	Yes ⁵ <input type="checkbox"/>	No <input type="checkbox"/>
PASSPORT DETAILS		
Name (as in Passport)		
Passport Number ⁶		
Date of Issue		
Date of Expiry		
Place of Issue		
Type of passport (e.g. diplomatic)		
OTHER INFORMATION		
Please describe how your work will benefit from participation in the ATT meetings:		

⁵ Please attach a copy of your policy

⁶ Please attach a copy of your passport

ANNEX C. BUDGET ESTIMATE

STATE DELEGATES			
	Description	Estimated cost per delegate (USD)	Estimated total cost for 20 delegates (USD)
CSP12 Working group meetings	Working Group meetings		
	Return economy flight	2'050	41'000
	Health insurance	50	1'000
	Travel insurance	175	3'500
	Accommodation (for 7 days)	1'300	26'000
	Per diems (lunch and dinner for 7 days)	490	9'800
	Terminal allowances	100	2'000
	Other expenses	50	1'000
	Briefing day		0
	Venue hire	0	0
	Interpretation	-	12'300
	Briefing pack	0	0
	Coffee breaks	40	800
	Subtotal	4'870	97'400
CSP12	Twelfth Conference of States Parties (CSP12)	Estimated cost per delegate (USD)	Estimated total cost for 20 delegates (USD)
	Return economy flight	2'150	43'000
	Health insurance	50	1'000
	Travel insurance	175	3'500
	Accommodation (for 7 days)	1'300	26'000
	Per diems (lunch and dinner for 7 days)	490	9'800
	Terminal allowances	100	2'000
	Other expenses	50	1'000
	Subtotal	4'315	86'300
Total direct costs for all meetings			183'700
Administrative Support Costs (8%)			14'696
TOTAL BUDGET			198'396



ATT SPONSORSHIP PROGRAMME

STANDARD DONORS' AGREEMENT

Agreement No: SP/xx/xx

Geneva, Switzerland

STANDARD DONORS' AGREEMENT

Between

(Name of Donor)

And

ATT SPONSORSHIP PROGRAMME (ATT SECRETARIAT)

Agreement No: SP/xx/xx

WHEREAS, the objectives of the Arms Trade Treaty (ATT), which entered into force on 24 December 2014, include the establishment of the highest possible common international standards for regulating or improving the regulation of the international trade in conventional arms, as well as the prevention and eradication of the illicit trade in conventional arms and the prevention of their diversion.

WHEREAS, the objectives of the ATT Sponsorship Programme include the maximization of the scale and diversity of participation in ATT meetings and conferences to ensure representative and participatory discourse during meetings and, ultimately, contribute to strengthening implementation and universalization of the Treaty.

WHEREAS, the administration of the ATT Sponsorship Programme was entrusted to the ATT Secretariat in August 2018 by the Fourth Conference of States Parties.

WHEREAS, (Name of Donor) (hereinafter referred to as the 'Donor') wishes to provide financial support to the ATT Sponsorship Programme on the basis of the Sponsorship Programme's Funding Proposal (Annex 1 to this Agreement).

NOW, THEREFORE, the (Name of Donor) and the ATT Secretariat (hereinafter referred to collectively as 'Contracting Parties') hereby agree as follows:

SECTION I

DISBURSEMENT OF FUNDS TO THE SPONSORSHIP PROGRAMME

1. (Name of Donor) decides to make a contribution of (amount in words) (amount in figures) to the Sponsorship Programme. The contribution shall be used to support states and regional organisations in participating in ATT meetings and conferences. The Donor authorises the ATT Secretariat to use the contribution for the purpose of the Programme and in accordance with this Standard Donors' Agreement (hereafter referred to as 'Agreement').

2. The Donor will deposit the contribution by electronic bank transfer to the following Sponsorship Programme account:

CURRENCY : USD

ACCOUNT HOLDER : Arms Trade Treaty Secretariat
2nd Floor, WMO Building
7 bis, Avenue de la Paix
1211, Genève, Switzerland

ACCOUNT NAME : ATT Sponsorship Programme
BANK : UBS SA, Rue des Noirettes 35,
1227 Carouge
ACCOUNT NO : 0240-944156.62A
IBAN : CH550024024094415662A
BIC (SWIFT) : UBSWCHZH80A
REFERENCE : ATT SP/2025

3. **Notification of Payment.** When making a bank transfer, the Donor shall notify the ATT Secretariat of the following: (a) the amount transferred and (b) that the transfer is from (**Name of the Donor**) with reference to this Agreement. The ATT Secretariat shall promptly acknowledge receipt of funds in writing.

4. **Currency.** The value of a contribution payment, if made in a currency other than US dollars, shall be determined by applying the operational value of exchange in effect on the date of receipt of the contribution. Gains or losses on currency exchanges shall increase or decrease the contribution made. All financial accounts and statements shall be expressed in US dollars.

5. **Bank Charges and Interests.** Bank charges levied on contribution transfer shall be carried by the contribution. Any eventual bank interest accrued on the contribution made shall accrue to the Sponsorship Programme and shall be used in accordance with the Sponsorship Programme's administration protocol.

6. **Administration Costs.** Eight percent (8%) of funds contributed to the Sponsorship Programme will be allocated to the administration of the Sponsorship Programme by the ATT Secretariat in accordance with the decision of the Fourth Conference of States Parties.

7. **Funds Not Used.** Funds that are not used in one cycle of ATT meetings shall be fully accounted for and rolled over to the next cycle.

8. **Audit.** All activities of the Sponsorship Programme will be subject to the annual audit process of the ATT Secretariat conducted in accordance with the ATT Financial Rules. The costs of each annual audit shall be borne by the Sponsorship Programme.

SECTION II

DISBURSEMENT OF FUNDS FROM THE SPONSORSHIP PROGRAMME

9. The ATT Secretariat shall make disbursement from the Sponsorship Programme in accordance with the agreed administration protocols.

SECTION III

REPORTING

10. The ATT Secretariat shall report on the status and implementation of the Sponsorship Programme at Conferences of States Parties and provide the Donor, on annual basis, with a substantive report accompanied by audited financial statements.

11. The annual report of the Sponsorship Programme shall be published on the ATT website.

**SECTION IV
ENTRY INTO FORCE**

12. This Agreement shall come into effect upon signature by the Contracting Parties.

**SECTION V
MODIFICATION**

13. This Agreement may be modified only by written agreement between the Contracting Parties.

**SECTION VII
SETTLEMENT OF DISPUTES**

14. Any dispute arising between the Contracting Parties shall be resolved amicably through dialogue between the Donor, the ATT Secretariat and the President of Conference of States Parties.

WHEREOF, the undersigned, being duly authorised, have signed the present Agreement in English in two copies.

For (the Donor)

For the ATT Secretariat

Name :.....

Name :.....

Title :.....

Title :.....

Signature.....

Signature.....

Place :.....

Place :.....

Date :.....

Date :.....
