
Arms Trade Treaty
Second Conference of States Parties
Geneva, 22 – 26 August 2016

REPORT ON THE ATT SECRETARIAT'S ACTIVITIES FOR 2016

Introduction

1. This report is submitted by the ATT Secretariat in compliance with its reporting obligations to the Conference of States Parties as contemplated in Article 18 (3) of the Arms Trade Treaty and Section 2 of the Directive of States Parties to the Secretariat.
2. The Secretariat is established under Article 18 of the Treaty to assist States Parties in the effective implementation of the Treaty by carrying out specific functions as set out in Section 18 (3) of the Treaty and elaborated in the Directive of States Parties to the Secretariat referenced ATT /CSP1/CONF/3.
3. As a consequence of circumstances ruling at the time, the First Conference of States Parties decided, as an interim measure to bridge institutional arrangements, to entrust the Management Committee with administrative tasks in the absence of the Head of the Secretariat. During that period, the Management Committee was supported by the UNDP.
4. On 01 March 2016 the Interim Head of the Secretariat moved into office and consequently all the Secretariat's administrative tasks and activities were performed from that office. Given the lack of staff capacity at the Secretariat, the 29 February 2016 Extraordinary Meeting, as per paragraph 26 of its Final Report, decided to request the UNDP, on cost recovery basis, to assist the Head of Secretariat with specific functions including conference services for the Second Conference of States Parties.
5. This report covers the Secretariat's activities for the period immediately after the First Conference of States Parties to the Second Conference of States Parties.

Mandate

6. The mandate of the Secretariat is to assist States Parties in the effective implementation of the Treaty. The Secretariat executes this mandate through undertaking the following specific responsibilities provided for in Art 18 (3) of the Treaty:
 - a. Receive, make available and distribute the reports as mandated by this Treaty;
 - b. Maintain and make available to States Parties the list points of contact;

- c. Facilitate the matching of offers of and requests for assistance for Treaty implementation and promote international cooperation as requested;
 - d. Facilitate the work of the Conference of States Parties, including making arrangements and providing the necessary services for meetings under this Treaty; and
 - e. Perform any other duties as decided by the Conference of States Parties.
7. The Secretariat responsibilities are further elaborated by the Directive of States Parties to the Secretariat issued under document ATT /CSP1/CONF/3.

Secretariat's Staff Capacity

8. The Secretariat's organisational structure and staff capacity were confirmed by the February 2016 Extraordinary Meeting to provide for three staff positions i.e. P4, P3 and P2. At present the Secretariat has one staff member, the Interim Head of the Secretariat. The process for the recruitment of the permanent Head of the Secretariat as well as the other two staff positions is currently underway on the basis of the Secretariat's Staff Rules and Regulations as approved by States Parties through silence procedure on 25 May 2016.
9. Whilst the staff recruitment process is underway, the Interim Head of the Secretariat is assisted by UNDP with conference services. This arrangement will come to an end after the Second Conference States Parties as the recruitment process is expected to have been concluded.

Secretariat's Activities

10. For the reporting period, the Secretariat undertook the activities listed hereunder in fulfilment of its mandatory responsibilities:

Financial Management

- a. Prepared and issued notices in November 2015 to States for financial contributions towards the ATT 2016 budget as adopted.
- b. Pursuant to Rule 8 of the ATT Financial Rules, notified States of their outstanding assessed contributions in April 2016.
- c. Prepared the 2017 budget estimates for the Secretariat and the Third Conference of States Parties which were reviewed by the Management Committee and presented to States Parties on 23 May 2016 for later consideration at the Second Conference of States Parties.
- d. Managed the budget of the Secretariat and established the process for expenditure control between the Secretariat and DCAF, in its financial support role as provided for in the Agreement on Administrative Arrangements.
- e. Facilitated the mandatory due diligence exercise for the opening of the ATT bank account in July 2016 after the signing of the Headquarters' Agreement between the Secretariat and the Swiss Federal Council.

Administrative Support

- a. Managed the system for notifying, receiving and posting of Initial and Annual reports under Article 13 of the Arms Trade Treaty, and national control lists under Article 5.4, and national point(s) of contact under Article 5.6 of the Treaty.
- b. With the support of the Management Committee, CSP2 President and the Bureau, organised the ATT Extraordinary Meeting of 29 February 2016. All relevant documents for the meeting were prepared and circulated in accordance with the applicable prescripts.
- c. Supported the negotiations of the Headquarters' Agreement between the ATT Secretariat and the Swiss Federal Council as well as the Agreement on Administrative Arrangements. Both Agreements were considered by the Extraordinary Meeting with the Headquarters' adopted by consensus and the Administrative Arrangements Agreement adopted by States Parties by silence procedure on 01 April 2016.
- d. Facilitated the processing of the two Agreements including the exchange of letters with the ultimate signing of the Agreements on 13 June 2016.
- e. With the assistance of the Management Committee and UNDP developed the Secretariat's Rules and Regulations which were ultimately adopted by States Parties on 25 May 2016 by silence procedure.
- f. Drafted and issued communications to States Parties to commence and conclude silence procedure proceedings on the Agreement on Administrative Arrangements and the Secretariat's Rules and Regulations.
- g. Developed the job descriptions and vacancy announcements for the P3 and P2 positions at the Secretariat. The process of recruitment for these two staff positions is currently underway.
- h. Provided support to the Management Committee with respect to matters falling within the parameters of the Management Committee's oversight responsibility.
- i. As part of the Secretariat's institutionalization, established and managed the interface arrangements between the Secretariat and DCAF with regards to financial, human resources, IT and central support services in the context of the standing Agreement on Administrative Arrangements between the Secretariat and the Swiss government.

Second Conference of States Parties' Preparations

- a. Managed the logistical arrangements and related matters for the three meetings that formed part of the CSP2 informal preparatory process.
- b. Developed and/or edited the CSP2 preparatory meetings documents.
- c. Issued communications and circulated CSP2 preparatory meeting documents to States Parties, Signatory States and Observer States and civil society.

- d. Managed the posting of the CSP2 preparatory meetings' documents and related communications on the updated ATT website.
- e. Provided procedural, technical and substantive support to the CSP2 President and the Bureau.
- f. Provided administrative support to the Reporting Working Group Facilitator and the Voluntary Trust Fund Facilitator in their respective work.
- g. Managed the CSP2 conference services, with the assistance of UNDP, with respect to venue arrangements, participants' registration, documents translation, interpretation services, technical services, side events management, exhibitions and related procurement.

Sponsorship Programme

11. As per decision of the Extraordinary Meeting, the ATT Sponsorship Programme for the Second Conference of States Parties (CSP2) is administered by UNDP. On 13 May 2016, a CSP2 Sponsorship Programme proposal was circulated to all States Parties to consider and make contributions to. The objective of the Sponsorship Programme is to support the participation of State representatives from eligible States listed as ODA recipient states by OECD DAC.
12. At the point of preparation of this report, the following contributions were kindly received for the CSP2 Sponsorship Programme:

Donor	Amount	Currency	USD equivalent (estimated)
United Kingdom	58,849.44	USD	58,849.44
Switzerland	64,755.00	USD	64,755.00
Australia	50,000.00	AUD	37,009.00
Germany	100,000.00	EUR	112,739.00
TOTAL			273,352.44

13. On the basis of the contributions received, sponsorship applications are being processed for eligible States representatives with 01 August 2016 set as a deadline for all sponsorship applications.

ANNEX

ATT/CSP/2016/CONF/3

Directive of States Parties to the Secretariat of the Arms
Trade Treaty

ATT/CSP/2016/CONF/4

Management Committee Terms of Reference