

# Meeting of the High Contracting Parties to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects

27 October 2020

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**Geneva, 11–13 November 2020**

Item 8 of the provisional agenda

**Financial issues related to the Convention and its annexed Protocols**

## **Estimated Costs 2021 Meeting of the Group of Governmental Experts on Emerging Technologies in the area of Lethal Autonomous Weapons Systems (LAWS)**

### **Note by the Secretariat\***

1. The 2020 Meeting of the High Contracting Parties to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects, held in Geneva from 11 to 13 November 2020, decided to convene the 2021 Meeting of the Group of Governmental Experts on Emerging Technologies in the area of Lethal Autonomous Weapons Systems (LAWS), whose dates and duration (between ten to twenty days) are to be decided.

2. This document presents the cost estimates of three different options: US\$ 346,200 for 10 days; US\$ 483,100 for 15 days and US\$ 620,200 for 20 days.

3. In line with the financial measures adopted by the 2017 Meeting of the High Contracting Parties to the Convention, the Secretariat shall submit two sets of budget estimates for consideration for adoption by the High Contracting Parties:

(a) A set of Year 1 budgets for the next financial period, to be considered for adoption as an operational budget;

(b) A set of Year 2 budgets for the financial period immediately following the next financial period, to be considered for adoption as a preliminary budget.<sup>1</sup>

In this regard, the biennial budget for 2021 & 2022 is: US\$ 692,400 (=346,200 x 2) for 10 days; US\$ 966,200 (=483,100 x 2) for 15 days and US\$ 1,240,400 (=620,200 x 2) for 20 days. The attached table provides a breakdown of the costs of each option.

4. 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.

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\* This document was scheduled for publication after the standard publication date owing to circumstances beyond the submitter's control.

<sup>1</sup> CCW/MSP/2017/8, paragraph 38.V.



5. With regard to the financial arrangements, it will be recalled that, in accordance with the financial measures adopted in 2017, the assessment of contributions towards the cost of preparing and holding meetings shall be calculated on the basis of the United Nations scale of assessment, adjusted to take into account the difference between the United Nations membership on the one hand and the number of States other than High Contracting Parties in attendance combined with the number of High Contracting Parties on the other. States that are not High Contracting Parties but that have accepted the invitation to take part in the meetings share the costs to the extent of their respective rates of assessment under the United Nations scale of assessments.

5. Subject to the High Contracting Parties' approval 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.

<b>Title of session:</b>	<b>CCW Group of Governmental Experts on Lethal Autonomous Weapons Systems (LAWS), 2021 session</b>							
<b>Dates to be held:</b>	<b>Location Geneva, TBD (10 working days)</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>185,600</b>							<b>185,600</b>
<b>Translation of documentation</b>		<b>17,400</b>			<b>33,800</b>			<b>51,200</b>
<b>Support Services requirements<sup>1/</sup></b>						<b>8,000</b>		<b>8,000</b>
<b>Virtual/hybrid meeting services<sup>2/</sup></b>							<b>59,700</b>	<b>59,700</b>
<b>Other requirements<sup>3/</sup></b>							<b>41,700</b>	<b>41,700</b>
<b>Total</b>	<b>185,600</b>	<b>17,400</b>	<b>-</b>	<b>-</b>	<b>33,800</b>	<b>8,000</b>	<b>101,400</b>	<b>346,200</b>
<b>* - at US\$</b>								
	<b>A. Total conference-servicing requirements (inclusive of 13% programme support costs)</b>							<b>346,200</b>
	<b>B. Non-conference-servicing requirements</b>							
	<b>Grand total (rounded) A+B</b>							<b>346,200</b>

1/ Sound technician/recording (2 x 10 days) \$8,000

2/ Virtual meeting services (40 in-platform participants, 6 languages, 2 sessions of 3 hours per day x 10 days) \$50,400; UN web TV coverage (10 days) \$9,300.

3/ Rental of PC and printer \$130; Secretary (1 x 50 days) \$20,500; 1 Document Control Officer (1 x 10 days) \$2,700; Dedicated assistance provided for accounting services and administration of financial resources \$18,400

Title of session:		CCW Group of Governmental Experts on Lethal Autonomous Weapons Systems (LAWS), 2021 session						
Dates to be held:		Location Geneva, TBD (15 working days)						
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	278,400							278,400
Translation of documentation		17,400			33,800			51,200
Support Services requirements <sup>1/</sup>						12,000		12,000
Virtual/hybrid meeting services <sup>2/</sup>							89,100	89,100
Other requirements <sup>3/</sup>							52,400	52,400
<b>Total</b>	<b>278,400</b>	<b>17,400</b>	<b>-</b>	<b>-</b>	<b>33,800</b>	<b>12,000</b>	<b>141,500</b>	<b>483,100</b>
* - at US\$								
		A. Total conference-servicing requirements (inclusive of 13% programme support costs)						483,100
		B. Non-conference-servicing requirements						
					Grand total (rounded) A+B			483,100

*1/ Sound technician/recording (2 x 15 days) \$12,000*

*2/ Virtual meeting services (40 in-platform participants, 6 languages, 2 sessions of 3 hours per day x 15 days) \$75,200; UN web TV coverage (15 days) \$13,900.*

*3/ Rental of PC and printer \$200; Secretary (1 x 55 days) \$22,500; 1 Document Control Officer (1 x 15 days) \$4,100; Dedicated assistance provided for accounting services and administration of financial resources \$25,600*

<b>Title of session:</b>	<b>CCW Group of Governmental Experts on Lethal Autonomous Weapons Systems (LAWS), 2021 session</b>							
<b>Dates to be held:</b>	<b>Location Geneva, TBD (20 working days)</b>							
<b>Conference-servicing items</b>	<b>Meeting Servicing *</b>	<b>Pre-session documentation *</b>	<b>In-session documentation *</b>	<b>Summary records *</b>	<b>Post-session documentation *</b>	<b>Support Services requirements *</b>	<b>Other requirements *</b>	<b>Total *</b>
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Interpretation and meeting servicing</b>	371,200							371,200
<b>Translation of documentation</b>		17,400			33,800			51,200
<b>Support Services requirements<sup>1/</sup></b>						16,000		16,000
<b>Virtual/hybrid meeting services<sup>2/</sup></b>							118,600	118,600
<b>Other requirements<sup>3/</sup></b>							63,200	63,200
<b>Total</b>	<b>371,200</b>	<b>17,400</b>	<b>-</b>	<b>-</b>	<b>33,800</b>	<b>16,000</b>	<b>181,800</b>	<b>620,200</b>
<b>* - at US\$</b>								
	<b>A. Total conference-servicing requirements (inclusive of 13% programme support costs)</b>							<b>620,200</b>
	<b>B. Non-conference-servicing requirements</b>							
	<b>Grand total (rounded) A+B</b>							<b>620,200</b>
<i>1/ Sound technician/recording (2 x 20 days) \$16,000</i>								
<i>2/ Virtual meeting services (40 in-platform participants, 6 languages, 2 sessions of 3 hours per day x 20 days) \$100,000; UN web TV coverage (20 days) \$18,600.</i>								
<i>3/ Rental of PC and printer \$300; Secretary (1 x 60 days) \$24,600; 1 Document Control Officer (1 x 20 days) \$5,400; Dedicated assistance provided for accounting services and administration of financial resources \$32,900</i>								