
**Meeting of the States Parties to the Convention
on the Prohibition of the Use, Stockpiling,
Production and Transfer of Anti-Personnel
Mines and on Their Destruction**

17 November 2011

Original: English

Eleventh Meeting

Phnom Penh, 28 November – 2 December 2011

Item 15 of the provisional agenda

**Date, duration and location of the Twelfth Meeting
of the States Parties, and matters pertaining to
the preparations for the Twelfth Meeting**

**Estimated costs for the Twelfth Meeting of the States Parties
to the Convention on the prohibition of the use, stockpiling,
production and transfer of anti-personnel mines and on their
destruction**

Note by the Secretariat*

1. The Eleventh Meeting of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction, held in Phnom Penh, Cambodia, from 28 November to 2 December 2011, decided to convene the Twelfth Meeting of the States Parties to the Convention in Geneva, Switzerland, from 3 to 7 December 2012.
2. This document is submitted pursuant to the above-mentioned decision and provides estimated costs in the amount of **US\$473,100** for conference and non-conference servicing of the Twelfth Meeting of the States Parties. A breakdown of these costs is provided in the attached table. 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 closing of the Meeting when the exact workload is known. At that time, any adjustments in contributions by the participants sharing the costs will be made accordingly.
3. With regard to the financial arrangements, it will be recalled that, in accordance with article 14 (1) of the Convention, “the costs... shall be borne by the States Parties and States not parties to this Convention participating therein, in accordance with the United Nations scale of assessment adjusted appropriately”.
4. Since preparations for the Twelfth Meeting of the States Parties will involve costs that will need to be defrayed beforehand, and as the holding the Eleventh Meeting shall have no financial implications for the regular budget of the United Nations, the Secretariat will prepare and issue assessment notices as soon as the Eleventh Meeting of the States

* Late submission.

Parties has accepted the attached estimated costs in accordance with the established practice.

5. The States Parties should proceed with the payment of their assessed share of the estimated costs as soon as the assessments notices have been received.

Title of session: TWELFTH MEETING OF THE STATES PARTIES TO THE CONVENTION ON THE PROHIBITION OF THE
USE, STOCKPILING, PRODUCTION AND TRANSFER OF ANTE-PERSONNEL MINES AND ON THEIR
DESTRUCTION

Geneva, 3-7 December 2012

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	120,500							120,500
Translation, reproduction, distribution		228,200	11,300		20,200			259,700
Support Services requirements						6,600		6,600
Other requirements							69,900	69,900
Total	120,500	228,200	11,300		20,200	6,600	69,900	456,700

* - at US\$1=CHF 0.896

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	456,700
B. Other costs:	
1) <i>Equipment and supplies</i>	2,000
2) <i>Travel costs for planning mission (2 staff members for 5 working days)</i>	12,500
Subtotal	14,500
<i>Programme support costs @13% over B</i>	1,900
<i>Subtotal B</i>	16,400
Grand total (rounded) A+B	<u>473,100</u>