
**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**

21 November 2023

Original: English

Twenty-First Meeting

Geneva, 20-24 November 2023

Item 16 of the provisional agenda

**Duration and matters pertaining to the preparations for the
Fifth Review Conference and the Twenty-Second Meeting of the States Parties**

**Estimated costs for the Twenty-Second Meetings 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 Twenty-First 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 between 20 and 24 November 2023, will consider a decision on the convening of the Twenty-Second Meeting of the States Parties to the Convention in Geneva, Switzerland, in November – December 2025.
2. This document is submitted pursuant to the above-mentioned decision and provides estimated costs in the amount of US\$642,600 for conference and non-conference servicing of the Meeting. A breakdown of these costs is provided in the attached tables. 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 Conference 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 Twenty-Second Meeting of the States Parties will involve costs that will need to be defrayed beforehand, and as the holding of the Meeting shall have no financial implications for the regular budget of the United Nations, the Secretariat will prepare and issue assessment notices once the Twenty-First Meeting of the States 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.

* This document is submitted late due to circumstances beyond the submitter's control.

TWENTY-SECOND 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

Title of session:

Dates to be held:	Geneva, November - December 2025							Total
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	92 800							92 800
Translation, reproduction, distribution		363 200	5 600		11 200			380 000
Support Services requirements ¹						4 000		4 000
Other requirements ²							79 700	79 700
Total	92 800	363 200	5 600	-	11 200	4 000	79 700	556 500
* - at US\$								
A.	Total conference-servicing requirements (inclusive of 13% programme support costs)							556 500
B.	Other costs:							
			1) <i>Equipment and supplies</i>					2 000
				Subtotal				2 000
				<i>Programme support costs @13% over B</i>				300
				<i>Subtotal B</i>				2 300
C.	Contingency							83 800
				Grand total (rounded) A+B+C				642 600

¹ Sound technician/recording (2 x 5 days) \$4,000

² Secretary (1 x 90 days) \$36,900; Document Control Officer (1 x 5 days) \$1,300; rental of computer and printer (\$100); Dedicated assistance provided for accounting services and administration of financial resources \$41,400