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

Participants to the 1st Conference of States parties to the Arms Trade Treaty agreed on the following directive, which aims at guiding the action of the Secretariat pursuant to article 18.3 of the Treaty:

1- The Secretariat shall support the States Parties by:

- Preparing, organizing and ensuring the smooth running of ATT meetings, including sessions of the Conference of States Parties, and meetings of subsidiary bodies;
- Facilitate communication between States Parties and the circulation of information and documents, especially by creating and maintaining a list of points of contact;
- Advise and support the President-designate, the Chair and the co-Chairs of the Conference of States Parties during sessions of the Conference of States Parties and inter-sessional periods;
- Keep records and documentation from meetings held in the framework of the ATT and communicate the decisions and outcomes of these meetings to the States Parties as necessary;
- Receive, pass on and keep the reports submitted by States Parties, in accordance with the indications given by each State Party;
- Liaise, as necessary, with the relevant international organizations on the work carried out in the framework of the ATT.

2- In collaboration with the Management Committee, and in accordance with its terms of reference, the Secretariat shall:

- Present in writing and orally to the Conference of States Parties for approval an activity report including inter alia elements regarding the operation and finances of the secretariat;
- Prepare draft decisions concerning the administrative arrangements of the secretariat;
- Propose and present a budget covering the activities of the Secretariat for the coming year to the Management Committee for review, then to the Conference of States Parties for approval;
- Submit any nomination of Secretariat staff members to the Management Committee for evaluation, then to the Conference of States Parties for approval;

3- For the implementation of the trust fund and the sponsorship programme, the Secretariat shall:

- Provide advice to the States Parties for the implementation of the trust fund and the sponsorship programme;
- Report to the Conference of States Parties on the implementation of the trust fund and the sponsorship programme.

4- In order to keep the States Parties, and other actors as necessary, informed the Secretariat shall:

- Set up a website presenting the ATT and the activities of the Secretariat, and offering access to any documents that have been made public.

5- Regarding assistance offers and requests, the Secretariat shall:

- Facilitate the matching of offers of and requests for assistance for Treaty implementation and promote international cooperation, as requested.