SPONSORSHIP PROGRAMME WITHIN THE FRAMEWORK OF 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 (CCW)

Agreed Guidelines for the CCW Sponsorship Programme administration

In accordance with the terms of the relevant decision by the third CCW review conference on the establishment of a sponsorship programme under CCW (CCW/CONF.III/11, Part. II, Annex IV);

The Steering Committee of the CCW Sponsorship Programme, the ISU-CCW and the GICHD agree on the following:

Organisation and responsibilities

The Steering Committee of the CCW Sponsorship Programme (Steering Committee) is composed of donor representatives and the UN Office for Disarmament Affairs (ISU-CCW). It shall elect a Coordinator. Representatives of the three UN regional groups, China, the President-designate of the CCW, representatives of UN Mine Action Service (UNMAS) and the Geneva International Centre for Humanitarian Demining (GICHD) will be invited to participate in the meetings of the Steering Committee as observers and advisers. Invitations will be sent by the Coordinator of the Steering Committee two weeks prior to the meeting.

The representative of the ISU-CCW is the contact person for the GICHD. The Conference Manager within the Administration and Support Division, and the Adviser for Policy and External Relations, are the persons of contact within the GICHD, for the administration of the CCW Sponsorship Programme.

The GICHD is entrusted with the technical management of the CCW Sponsorship Programme. The GICHD will provide the following services to the sponsored participants:

- Booking and issuing flight tickets from the closest airport of the delegate’s country of residence to Geneva
- Booking accommodation in Geneva or in the Geneva area at a hotel designated by the GICHD for the duration of the conference. Accommodation includes a single standard room, breakfast and taxes
- Paying allowances for expenses (lunch and dinner) to sponsored delegates
- If needed, providing a letter in support of a delegate’s visa application (the participant must provide the GICHD Conference Manager with a scanned copy of his/her passport).

Trust fund

The trust fund of the CCW Sponsorship Programme shall be administered by the GICHD.

All financial contributions intended for the CCW Sponsorship Programme shall be transferred to a separate “Trust Fund CCW Sponsorship Programme” bank account. The GICHD shall ensure that the contributions are clearly identifiable.

The GICHD internal control system shall be applicable for all expenditures. The “Trust Fund CCW Sponsorship Programme” shall be audited by an independent auditing company annually.
Details of the trust fund bank account:
- Owner of the bank account: Centre international de déminage humanitaire
- Name of the bank account: CCW Sponsorship Programme
- Reference: "Project 9308"
- Bank: UBS Geneva, P.O. Box 2600, CH - 1211 Geneva 2
- Account Number: 0240-FP102368.2
- IBAN: CH 48 00 240 240 FP 102 36 82
- SWIFT CODE: UBS W CH ZH 80 A

The interests earned and fees paid of this account are to be included in this bank account.

In case of fund liquidation, the Steering Committee will meet to make a decision on the use of the remaining funds.

Procedures for the allocation of sponsorships

The Steering Committee shall decide on the beneficiaries of the CCW Sponsorship Programme six weeks prior to the CCW meetings. The ISU-CCW will contact the beneficiary government or organisation and ascertain the name and the contact details of the person designated. The ISU-CCW will also inform applicants in case of a negative answer.

Spontaneous requests from potential beneficiaries for sponsorships have to be addressed to the Coordinator of the Steering Committee at least six weeks before the meetings begin. Requests addressed to the GICHID will be transferred to the Coordinator.

The ISU-CCW will transmit the name and the contact details of the designated person to the GICHID four weeks prior to the relevant CCW activity, for follow-up. If this deadline is not respected, visa procedures may prevent participants from attending the meeting. In addition, late bookings might cause higher costs (flight tickets, accommodation).

If a CCW meeting takes place back-to-back with another meeting benefiting from another GICHID-administered sponsorship programme, the GICHID will coordinate the participation and facilitate cost-sharing.

Costs covered by sponsorships

With reference to paragraph 4 (i) (ii) of the decision on the establishment of a sponsorship programme under CCW, the following expenditures will be covered by the funds allocated to the trust fund:

Transportation:
- Air travel: The most cost-effective economy-class round-trip will be arranged by the GICHID, from the closest airport of the delegate’s country of residence to Geneva
- Local transport: From airport to hotel and back. The allowance will be CHF 70 for the duration of the meeting

Accommodation:
Whenever possible, hotel accommodation will be arranged by the GICHID at preferential rates. Accommodation will include the night prior to the start of the meeting and will end the night after
the last day of the meeting, unless the flight itinerary differs from these dates. Telephone calls, minibar, laundry, or other expenses incurred are not included in the funding and will not be reimbursed.

**Meals allowances:**
- Breakfast is included in hotel accommodation
- Lunch: CHF 35
- Dinner: CHF 50

**Visa fees:**
The Swiss authorities normally grant courtesy visas to the participants free of charge. Should this not be possible or should the delegate need a transit visa, the costs will be reimbursed upon presentation of a receipt.

Any other expenditure will only be covered based on specific decisions by the Steering Committee, in accordance to the basic goals and operational purposes of the CCW Sponsorship Programme.

**Reporting**

The GICHD will inform the Steering Committee of the CCW Sponsorship Programme on the financial situation of the Trust Fund CCW Sponsorship Programme before each meeting. The GICHD will submit a financial report to the Steering Committee three months at the latest after the conclusion of each sponsored CCW event.

The GICHD will submit an annual operational report to the Steering Committee, and provide a qualified auditor’s opinion on the Trust Fund CCW Sponsorship Programme.

In consultation with the GICHD, the Coordinator of the Steering Committee will submit an annual report to the meetings of the CCW High Contracting Parties, for the preceding year.

**Final clauses**

Any cases of disputes between sponsored participants and the GICHD will be submitted to the Coordinator of the Steering Committee for arbitration and decision.

Any cases of disputes between the Steering Committee and the GICHD will be submitted to the President of the meeting of the CCW High Contracting Parties for arbitration and decision.

These guidelines may be amended at any time, if mutually agreed by the Steering Committee, the ISU-CCW and the GICHD.

Geneva, 23 April 2012

For the Steering Committee
Mr Artūras Gailiūnas,
Coordinator

For the ISU-CCW
Mr Bantan Nugroho,
Head

For the GICHD
Ambassador Stephan Husy,
Director