

**Sponsorship Programme for the Meeting of Governmental Experts on the UN
Programme of Action (UN PoA) to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons
in All its Aspects
09-13 May 2011, New York, USA**

Overview

Following the last UNPoA Biannual Meeting of States, there was broad-based consensus on the need for technical-level meetings on specific aspects of the UN PoA in order to move forward implementation in critical-need areas, such as marking and tracing, stockpile management and other technical areas.

Whilst BMS4 was an important occasion to take stock of progress it did not afford the space to sufficiently explore the core technical issues around UN PoA implementation. Accordingly, in the summer of 2010, the New Zealand Permanent Representative to the UN, Ambassador Jim McLay, was confirmed as Chair-Designate of the next meeting in the UN Programme of Action on small arms and light weapons. Within his role as Chair-Designate, Ambassador McLay announced his intention to chair a Meeting of Government Experts ahead of the next BMS in order to make progress on key technical issues affecting states.

The Sponsorship Programme is designed to bring together technical-level governmental experts from low-income, affected states which have already taken positive steps towards implementing the UN PoA. The exact size and geographical scope of the Sponsorship programme will be determined by the level of contributions from donor states.

What is the Sponsorship Programme?

At the request of the New Zealand Permanent Mission, UNDP will be administering a sponsorship programme to ensure developing states are able to attend this important technical meeting. The Sponsorship Programme will include the following:

- ✓ **Flight tickets** (most direct and economic routes)
- ✓ **Daily Subsistence Allowance (DSA)** at UN standard rates for the respective location (for participants to pay the hotel accommodation and meals over the period of the event).
- ✓ **Terminal allowances** for participants to cover costs of transfers home-airport, airport-hotel, and return).

Donors specify how many delegates they wish to sponsor and / or the available budget, and from which countries or regions they wish to send delegates. If you are interested in contributing to the Sponsorship Programme, please contact Zack Taylor (zachary.taylor@undp.org)

How the sponsorship programme works

UNDP has dedicated administrative capacity working on Sponsorship programmes. For technical questions on how this works, please contact Esteban Olhagaray (esteban.olhagaray@undp.org); however, a summary is provided below.

Registration and Note Verbale

Upon receipt of invitations (along with any other substantive and/or administrative documents), Governments of eligible countries should issue Note Verbales, nominating the participants to be sponsored by UNDP, and forward such Note Verbales to UNDP. Subsequently, the nominated participants should proceed with the formal registration to the event.

Travel and insurance arrangements

Subject to receipt of Note Verbale and formal registration of participants, UNDP HQ authorizes relevant UNDP Country Offices to initiate booking and the purchasing of air tickets, and to process the payments of DSA and terminals. Where there is no UN/UNDP local presence, UNDP HQ undertakes to directly facilitate the travel and pay the entitlements to the sponsored participants. Equally, UNDP organizes group insurance policy for the sponsored delegates over the period of the event.

Normally, participants are requested to arrive at the location one day prior to the event and to depart the last day or one day after the event ends (subject to the agenda of the event). Air tickets and travel entitlements (i.e. DSA) are authorized, procured and paid accordingly.

Visas

In those cases where participants' need visas to enter the country of the event, UNDP may assist by channelling the respective requests to the Government of the host country. It is however the responsibility of the participants to contact the nearest Embassy of the host country and to apply for visas (as well as for transit visas) in due time. Visas' costs are eligible for reimbursement by UNDP out of the sponsorship budget, upon provision of supporting documents.

Gender

UNDP is committed to gender equality. UNDP uses its sponsorship programmes to ensure women delegates are represented equally, or when not possible, as strongly as possible.

UNDP Management Costs

UNDP charges a general management support fee – typically set at 7% - for the administration and management of sponsorship programmes.