

**Revised tentative cost estimates for a review mechanism for the UNTOC and the Protocols thereto**

*(status: 1 March 2018)*

**Annex 1 - Table with calculations of staff hours needed for the tasks listed in para. 7(b)**

As contained in paragraph 7(b) of the revised cost estimates, the Secretariat would carry out the following tasks under the review mechanism:

- (i) Substantive editing of the country review reports: carrying out quality control of texts to meet UN official documentation standards, consulting with States on editing queries, ensuring consistency among documentation in preparation for meetings;
- (ii) Replying to substantive queries to assist in the completion of questionnaires as needed;
- (iii) Providing training to States for using the new SHERLOC module, replying to queries on the new SHERLOC module;
- (iv) Assisting States to classify their laws, legislation, case law, etc. as needed in order to upload it to SHERLOC;
- (v) Preparing, servicing and following up on the drawing of lots for the country reviews;
- (vi) Reminding States about upcoming deadlines for the submission of reports in preparation for intergovernmental meetings;
- (vii) Maintaining an overview of the number of reviews being carried out and general statistics related to the review process.

**Staff hours needed for the tasks listed in para. 7(b)\***

<b>1. Instrument</b>	<b>2. Status of ratification</b>	<b>3. Number of reviews and reports per year</b>	<b>4. Total number of hours needed for tasks (i) and (ii)</b>	<b>5. Total number of hours needed for tasks (iv), (vi) and (vii)</b>	<b>6. Total number of hours needed for tasks (iii), (iv), (v), (vi), (vii)</b>	<b>7. Total number of hours needed per year</b>	<b>8. Total number of staff members needed per year</b>
<b>UNTOC</b>	189	47	47x24= 1,128	47x8= 376		1,504	.854 (1)
<b>TIP Protocol</b>	172	43	1,032	344		1,376	.781 (1)
<b>SOM Protocol</b>	146	37	888	296		1,184	.672 (1)
<b>Firearms Protocol</b>	115	29	696	232		828	.470 (1)

<b>Secure module management and associated tasks</b>				440	1,320	1,760	1
<b>General administrative support</b>			1,172	1,172	1,172	3,516	1.99 (2)

\*The standard working time is 44 workweeks per year with 40 hours per week = 1760 work/hours per year.

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