

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)*

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

Secure module management and associated tasks				440	1,320	1,760	1
General administrative support			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.
