
Convention on Cluster Munitions

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Item 8 (j) of the provisional agenda

Review of the status and operation of the Convention and other matters important for achieving the aims of the Convention

Implementation support

Implementation Support Unit 2018 Work Plan and Budget

Submitted by the Implementation Support Unit (1 June 2017)

Summary

Main objective:

To support the States Parties to the Convention on Cluster Munitions (CCM) on the implementation of the Convention during the period 1 January to 31 December 2018 in accordance with the decision taken by the States Parties at the First Review Conference (IRC) in September 2015, at subsequent meetings of States Parties and pursuant to the priorities established by the States Parties through the Dubrovnik Action Plan (DAP).

Specific objectives:

- Provide technical support and advice to the Presidency in all aspects of its role and mandate in leading the work of the Convention;
- Provide support to all States Parties through the Convention's implementation machinery and office holders, as well as to the Sponsorship Programme and the thematic working groups;
- Provide advice and technical support to individual States Parties through the development of a resource base of relevant expertise and practices on the implementation of the Convention;
- Prepare for and keep records of formal and informal meetings under the Convention and other relevant knowledge products, expertise and information pertaining to the implementation of the Convention;
- Facilitate communication amongst States Parties and

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- Expected outcomes:
- other relevant actors, cooperate and coordinate amongst these and maintain public relations including efforts to promote universalization and other work of the Convention;
 - Serve as an interface between the States Parties and the international community on issues related to the implementation of the CCM.
 - The presidency has effectively led the work of the Convention as mandated by the States Parties;
 - The implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties;
 - Meetings of States Parties and other informal meetings are held as required and are organized efficiently and effectively, including the sponsorship programme to facilitate participation in these meetings;
 - States Parties have acted and are able to report on their universalization, stockpile destruction, clearance and risk reduction education, victim assistance, international cooperation and assistance, transparency measures and national implementation measures obligations;
 - Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work effectively and efficiently;
 - The Convention has become more universal.

Budget: CHF 465,440

I. The Convention on Cluster Munitions (CCM)

1. The Convention on Cluster Munitions (CCM) is a humanitarian imperative-driven legal instrument which prohibits all use, production, transfer and stockpiling of cluster munitions. In addition, it establishes a framework for cooperation and assistance to ensure adequate assistance to survivors and their communities, clearance of contaminated areas, risk reduction education and destruction of stockpiles.

2. Adopted on 30 May 2008 in Dublin, Ireland and signed on 3 December 2008 in Oslo, Norway, the CCM entered into force on 1st August 2010. As at 1 June 2017, a total of 119 states have joined the Convention, 101 as States parties and 18 as Signatories.

3. By ratifying or acceding to the CCM, States Parties commit to never use, produce, stockpile or transfer cluster munitions. In addition, States Parties commit to destroy existing stockpiles in 8 years; clear contaminated land in 10 years; conduct risk reduction education; assist victims; provide technical, material and financial assistance to other States Parties; undertake transparency measures; adopt national implementation measures and promote universal adherence to the Convention.

II. The Convention on Cluster Munitions Implementation Support Unit (ISU) mandate

4. The mandate of the Implementation Support Unit as adopted by the States Parties to the Convention defines the Unit's tasks and responsibilities, inter alia, in the following ways:

(a) Assist the President in all aspects of the Presidency, support the Coordinators in their efforts, prepare, support and follow-up on formal and informal meetings of the Convention;

(b) Offer advice and support to States Parties on the implementation of the Convention;

(c) Develop and maintain a resource base of relevant technical expertise and practices and, upon request, provide States Parties with such resources;

(d) Facilitate communication among States Parties and other relevant actors, cooperate and coordinate amongst these and maintain public relations, including efforts to promote the universalization of the Convention;

(e) Keep records of formal and informal meetings under the Convention and other relevant knowledge products, expertise and information pertaining to the implementation of the Convention;

(f) Organize the set-up of a sponsorship programme assisted by the GICHD and provide guidance, input and support to the programme.

III. Basis of the 2018 Work Plan

5. In accordance with the decision taken by States parties at the 1st Review Conference (1RC) held in Dubrovnik, Croatia in September 2015 on the Financial Procedures on ISU financing, this Work Plan is being circulated to all States Parties for their consideration as required, 60 days prior to the Seventh Meeting of States Parties to be held in Geneva from 4-6 September 2017. This proposed 2018 Work Plan articulates the main activities that the ISU will undertake during the year in a manner consistent with the Unit's mandate and the ISU's 2016-2020 Work Plan and budget which was approved by States Parties during the 1RC. This draft 2018 Work Plan has already been reviewed and endorsed by the Coordination Committee.

6. Furthermore, the 2018 work plan of the ISU is based on the priorities and anticipated results established by States Parties in the Dubrovnik Action Plan which will serve as a tool to monitor progress in the execution of the Convention's key result areas up to the 2nd Review Conference in 2020. Some of the actions are aimed at ensuring timely implementation of State Party commitments under the Convention particularly given that in the period between the First and Second Review Conferences many States Parties will face their respective legally stipulated deadlines on stockpile destruction and clearance of cluster munition remnants in affected areas.

IV. Priorities of the CCM Implementation Support Unit

7. In fulfilling its mandate the ISU will establish its priorities and annual work plan based on decisions taken by States Parties at their formal meetings. At the First Review Conference States adopted the Dubrovnik Action Plan which seeks to carry forward the aim

of promoting effective implementation of the provisions of the CCM up to the Second Review Conference of the Convention to be held in 2020.

8. Based on the IRC decisions, the ISU in 2018 will prioritize support to States Parties directly and through the thematic working groups as provided for by the main thematic areas of the Convention:

A. Support to the Presidency and the Coordination Committee

9. The ISU will support the Presidency and Coordination Committee in their efforts to accomplish their mandate through the following activities:

(a) Assist to coordinate work associated with as well as to discharge assigned tasks derived from the Convention's formal Meetings of States Parties and other informal meetings;

(b) Support the effective leading of the work of the Convention by the President and the President-Designate in all aspects of the presidency, including preparing and convening formal and informal meetings, and providing implementation status updates and analysis to support the work of States Parties;

(c) Support the Eighth Meeting of States Parties (8MSP) host State (if the 8MSP is held outside Geneva) on the logistical and organizational aspects of meetings of the Convention;

(d) Assist the presidency on the Annual Progress Report to be submitted at the 8MSP.

B. Support on universalization

10. The ISU will support the Working Group on Universalization and States Parties in their efforts to fulfill the following objectives:

(a) Increased number of States Parties to the Convention with an aim to reach 130 States Parties by 2020;

(b) Promotion of the Convention that has resulted in a decreased number of reported alleged and confirmed instances of use;

(c) Increased adherence to and reinforcement of the norms established by the Convention.

C. Support on stockpile destruction

11. The ISU will support the Working Group on Stockpile Destruction and States Parties in the implementation of Article 3 through the following actions:

(a) Provision of advice and facilitation of relevant technical expertise as required by States Parties with Article 3 obligations, with a specific focus on States Parties with deadlines in 2018 and 2019;

(b) Provision of assistance as required on reporting on the implementation of Article 3 implementation;

(c) Communication of requests for international cooperation and assistance submitted by States Parties with obligations under Article 3 in their transparency reports to States Parties and other stakeholders in a position to provide support;

(d) Facilitation of increased information exchange on efficient, safe, cost-effective and environmentally-friendly stockpile destruction practices.

D. Support on clearance and risk reduction education

12. The ISU will support the Working Group on Clearance and Risk Reduction Education and States Parties with Article 4 obligations through the following actions:

(a) Provision of relevant information and facilitation of the exchange of appropriate technical expertise as required by States Parties to assist them in the development of efficient, safe, cost-effective and environmentally-friendly clearance practices;

(b) Facilitation of communication pertinent to Article 4 obligations to encourage evidence-based reporting and the achievement of compliance within the stipulated deadline;

(c) Facilitation of increased cooperation between and among relevant stakeholders in the implementation of the Convention's Article 4 obligations.

E. Support on victim assistance

13. The ISU will support the Working Group on Victim Assistance and States Parties with Article 5 obligations through the following actions:

(a) Provision of relevant information and facilitation of the exchange of appropriate technical expertise as required by States Parties to assist them in improving the quantity and quality of assistance provided to cluster munition victims and other persons with disabilities;

(b) Promotion of the exchange of information on good and cost effective practices;

(c) Encouragement of increased involvement of victims in policy-making and decision-making processes.

F. Support on international cooperation and assistance

14. The ISU will support the Working Group on International Cooperation and Assistance and States Parties through the following actions:

(a) Facilitation of communication to encourage strengthened partnerships between and among States Parties and other relevant stakeholders in order to enable timely and effective implementation of treaty obligations;

(b) Promotion of cooperation and assistance through enhanced information, best practices and challenges sharing as well as through technical, financial and expertise exchanges;

(c) Facilitation of the exchange of information between States Parties requiring assistance and those in a position to provide it in order to better target scarce resources and ensure compliance with obligations under the Convention within the stipulated deadlines.

G. Support on transparency measures

15. The ISU will support the Coordinator on Transparency Measures and States Parties through the following actions:

- (a) Encouraging an increased rate of timely and quality reports by States Parties by providing technical assistance as required;
- (b) Assistance in following up on the submission of initial and annual transparency reports and overdue reports;
- (c) Facilitation of the exchange of information on the best and most cost-effective reporting practices;
- (d) Provision of analytical summaries of information contained in Article 7 reports in order to facilitate the practical use of reporting, with special emphasis on obligations under Articles 3, 4 and 5.

H. Support on national implementation measures

16. The ISU will support the Coordinator on National Implementation Measures and States Parties through the following actions:

- (a) Facilitation of communication to encourage an increased rate of Article 9 compliance by States Parties;
- (b) Provision of support to increase the awareness of national actors of Convention obligations under Article 9 resulting in compliant national military doctrine, policies and training.

I. Communication

17. In addition to acting on the priorities of the States Parties articulated at the First Review Conference and all subsequent Meetings of States Parties, the ISU will:

- (a) administer, regularly maintain and update the official website and social media accounts of the Convention to ensure quality and timely dissemination of information about the Convention;
- (b) facilitate communication among States Parties, States not party and with all relevant other actors, organizations and institutions and maintain public relations;
- (c) produce Convention related publications and other promotional materials as necessary.

V. Excepted outcomes

18. As a result of the Implementation Support Unit's support to the States Parties in 2018, the ISU anticipates contributing to the following outcomes:

- (a) The implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties.
- (b) Meetings of States Parties and other informal meetings are held as required and are organized efficiently and effectively, including the sponsorship programmes to facilitate participation in these meetings.

(c) States Parties have acted and are able to report on their universalization, stockpile destruction, clearance and risk reduction education, victim assistance, international cooperation and assistance, transparency measures and national implementation measures obligations.

(d) Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work effectively and efficiently.

(e) The Convention has become more universal.

VI. 2018 Activities, outputs and outcomes

Outcome 1: The implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties.

Output 1.1. The Presidency receives the information and advice necessary to carry out its functions.

Activity 1.1.1: Assist the President in all aspects of the Presidency related to the pursuit of the Convention's aim.

Activity 1.1.2: Provide substantive support through the drafting of implementation status updates, situational analysis and other practical documents and tools.

Activity 1.1.3: Prepare, support and follow-up on formal and informal meetings of the Convention.

Output 1.2: Each thematic Working Group receives sufficient advice and support to enable it to guide States Parties in meeting their obligations.

Activity 1.2.1: Support the thematic Coordinators and working groups according to their respective priorities based on the Dubrovnik Action Plan.

Activity 1.2.2: Prepare and support informal meetings on behalf of thematic Coordinators, including the preparation of relevant documents.

Activity 1.2.3: Carry out follow-up activities upon request by Coordinators.

Activity 1.2.4: Keep records of formal and informal meetings and other relevant knowledge products, expertise and information.

Outcome 2. Meetings of States Parties and other informal meetings are held as required and are organized efficiently and effectively, including the sponsorship programme to facilitate participation in these meetings.

Output 2.1. The Presidency, Coordination Committee and Working Groups receive the advice and support necessary to ensure a successful Eighth Meeting of States Parties.

Activity 2.1.1: Provide substantive support as required by the Presidency, the host State and the Coordination Committee for the organization of the Eighth Meeting of States Parties.

Activity 2.1.2: Carry out, upon request, exploratory missions to prepare for the Eighth Meeting of States Parties.

Output 2.2. The Presidency, Coordination Committee and working groups receive the advice and support necessary for the organization of formal and informal meetings related to the pursuit of the Convention's aim throughout the year.

Activity 2.2.1: Prepare and convene formal and informal meetings under the Convention - upon request.

Activity 2.2.2: Keep records of and follow-up on formal and informal meetings under the Convention - upon request.

Output 2.3. An increased number of States Parties and other interested States attend meetings as a result of a well-functioning sponsorship programme.

Activity 2.3.1: Administer the sponsorship programme - assisted by the Geneva International Centre for Humanitarian Disarmament - based on decisions made by States Parties.

Outcome 3. States Parties have acted and are able to report on their universalization, stockpile destruction, clearance and risk reduction education, victim assistance, international cooperation and assistance, transparency measures and national implementation measures obligations.

Output 3.1. States Parties receive sufficient advice and support to enable them to act on the commitments contained in the Dubrovnik Action Plan.

Activity 3.1.1: Provide advice and facilitate relevant technical expertise to States.

Activity 3.1.2: Facilitate increased cooperation between and among relevant stakeholders in the implementation of the Convention.

Activity 3.1.3: Carry out, upon request by States, support missions to offer technical support on the implementation of the Convention's core commitments.

Activity 3.1.4: Organize - upon request - workshops with a regional or thematic focus on the Convention's core commitments.

Output 3.2. States Parties receive sufficient advice and support to enable them to report on their obligations under the Convention.

Activity 3.2.1: Assist in following up on the submission of initial and/or annual transparency reports and overdue reports.

Activity 3.2.2: Facilitate the exchange of information on best and most cost-effective report practices.

Activity 3.2.3: Encourage an increased rate of timely submissions and quality transparency reports by States Parties.

Outcome 4. Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work effectively and efficiently.

Output 4.1. Representatives of States Parties are more knowledgeable about the Convention.

Activity 4.1.1: Facilitate communication to encourage strengthened partnerships between and among States Parties and other relevant stakeholders in order to accelerate the full implementation of the Convention.

Activity 4.1.2: Promote cooperation and assistance through enhanced information, best practices and challenges sharing as well as through technical, financial and expertise exchanges.

Activity 4.1.3: Develop and maintain a resource base of relevant technical expertise and practical / analytical tools.

Output 4.2. Information on the Convention and its operations has been made more readily available to States Parties.

Activity 4.2.1: Produce Convention related publications and other promotional materials as necessary.

Activity 4.2.2: Administer, regularly maintain and update the official website and social media accounts of the Convention to ensure substantial and the most current information regarding the Convention is made publically available at all times.

Activity 4.2.3: Communicate, as appropriate, the decisions and priorities resulting from the Convention's meetings.

Outcome 5. The Convention has become more universal.

Output 5.1. The universalization working group and States Parties have the desired support to act on the universalization commitments described in the Dubrovnik Action Plan.

Activity 5.1.1: Support meetings convened by the working group and furnish background information as required.

Activity 5.1.2: Carry out support missions - upon request by States.

Activity 5.1.3: Organize - upon request - one or two workshops on universalization with a regional focus.

VII. Assumptions

19. That the 2018 Work Plan and budget as presented and already adopted by States Parties at the First Review Conference of States parties to the CCM is not drastically amended.

20. That predictable and sustainable funding for the work of the ISU Work Plan is made available by States Parties in a timely manner.

21. That States Parties ensure that the funding level is commensurate to the agreed ISU Work Plan for the year.

22. That the ISU will be in a position to renew the contract of the Implementation Support Assistant by the end of 2017 dependent on adequate ISU financing.

23. That there will be close collaboration and that all relevant actors (States Parties, UNODA, International Governmental and Non-governmental organizations and civil society) carry out their roles as expected given the small size of the ISU which requires that all its actions are efficient and cost-effective.

VIII. Implementation Support Unit 2018 budget

<i>Cost</i>	<i>2018</i>	<i>Notes</i>
Salaries	345,054	The Director and Implementation Support Specialist working 100% supported by an Implementation Support Assistant working 50%.
Social charges	63,386	At 20% of annual salary this includes mandatory accident and travel insurance
Communication	10,000	Website maintenance, CCM promotional material, publications, consultancies, etc.
Travel	37,000	Participate in Convention meetings plus staff travel on missions to States Parties with imminent Convention deadlines as required.

<i>Cost</i>	<i>2018</i>	<i>Notes</i>
		Support to MSP host state. Average of 5 – 6 trips in economy class.
Other implementation support costs	10,000	Consultancies, room rentals, workshops, catering, etc.
Total	465,440	
Administrative expenses	Geneva International Centre for Humanitarian Demining in-kind	Covers costs such as rent of office, internal control system, administration of sponsorship programme, HR management, etc.

Budget notes

- Increased activities are anticipated in 2018 as the first Article 3 deadlines are due in 2018 and as the first Article 4 deadlines approach in 2020.
- The anticipated 6 trips per year would include 3 long and 3 short economy class tickets by ISU staff.
- The GICHD in-kind contribution will be dependent, inter alia, on the frequency of meetings held as will be decided by the States Parties.