

Draft as of August 2012

GUIDE TO REPORTING

UNDER ARTICLE 7 OF THE CONVENTION ON CLUSTER MUNITIONS

Prepared by BELGIUM

**In its capacity of Coordinator for
Transparency Measures and Article 7 Reporting**

This guide is designed to assist States Parties in meeting their reporting obligations under Article 7 of the Convention on Cluster Munitions (CCM) as well as any voluntary reporting they may wish to undertake in relation to the Convention. It aims to promote clear and full reporting, thereby reinforcing the transparency of State Party compliance. The humanitarian context of the CCM makes national reporting an essential component for the successful functioning of the Convention and a key element of the package of measures aimed at promoting CCM implementation and supporting cooperation and assistance: transparency reporting is an excellent tool to clarify challenges and to measure progress in national treaty implementation; it is essential to appraise needs; it also keeps the issue high in national agendas and promote effective national coordination

This document provides guidance for completing the Article 7 report forms, including recommendations on the type, format and amount of information which should be provided. The guide should be of use to officials completing the forms and to those assembling the necessary information.

Throughout the guide the word 'should' is used to indicate an action that is recommended. The word 'must' is used to indicate a legal obligation. The use of the legal term 'shall' is avoided. The guide does not provide legal advice on State Party obligations under the treaty. States Parties should consult their legal counsel on such matters.

This guide was prepared for the consideration of states parties by Belgium in its capacity of Coordinator for Transparency measures and Article 7 Reporting. Belgium is grateful to those states parties and international and non-governmental organisations that have provided comments and suggestions.

WHY REPORT ?

It is a legal obligation

Reporting under Article 7 is a **legal requirement of every State Party**. In order to ensure that it is achieving its goals, the Convention relies on transparency and cooperation rather than intrusive verification. Article 7 requires each State Party to report on the measures that it has taken fully implement the Convention and ensure compliance with its provisions. .

Meeting the reporting obligations helps build confidence in the Convention and the work of States Parties overall and permits continuing assessment of progress in meeting the Convention's objectives. Article 7 reporting also provides a wealth of information of use to organizations involved in humanitarian mine action programmes, including States Parties and non-governmental organizations (NGOs).

Reporting on time and providing as much information as possible are important indications of a State Party's commitment to the Convention.

It is an opportunity

Accurate and substantial reporting focused on essential aspects can support **merging existing needs with available resources** and thus optimise the resource allocation. It is therefore important that the annual reporting does not only indicate achievements, but also quantifies and qualifies - to the extent possible - remaining challenges. **This can ultimately enhance the efficiency and effectiveness of international cooperation and assistance activities.**

The annual collection of information and subsequent reporting can also help the reporting States Party in **coordinating national implementation activities**. As the information requested covers all main aspects of activities in regard to cluster munitions, the annual report can serve as a regular review of the coordination among different actors (agencies, offices etc.) involved in the implementation of the different obligations under the Convention.

It is a tool

Annual reporting helps to identify and analyse general trends and patterns.

Therefore, it is not about singling out States Parties, but to raise awareness about global needs and challenges. The annual reports serve **as important basis for policy makers, the Standing Committees of the CCM, donors and other stakeholders** involved in the fight against cluster munitions.

Accurate reporting right from the beginning can furthermore **help to minimise possible delays and may allow the timely anticipation of possible problems**. Potential flaws or threats to implementation activities (i.e. lack of resources, funds or coordination) can be addressed both by the respective States Party as well as the international community at an early stage.

Accurate reporting can thus help to avoid exceeding the deadlines defined by the Convention (i.e. under Articles 3 and 4).

Moreover, national reports can serve as valuable inputs for **the development of best practices**: substantial reports can highlight possible (practical) approaches to specific implementation aspects and thus be an important source of information for other States Parties.

WHAT REPORTS ARE REQUIRED BY ARTICLE 7?

The CCM imposes various legal obligations on States Parties. One of these is to provide the United Nations (UN) Secretary-General with annual reports on action taken to comply with the Convention. These reporting requirements are described in Article 7 of the Convention. Information is required in 14 different categories.

An explanation of the information required in each category is provided in the annotated reporting forms (from page 14 on) of this guide.

The Initial Report

Article 7 provides that each State Party must provide an initial report on the steps it has taken to comply with the Convention **as soon as practicable, but no later than 180 days after entry into force of the Convention for that State Party.**

The Annual Report

After the initial report, each State Party is required to submit an updated **report every year, by 30 April**, covering the past calendar year. The calendar year is defined as 1 January to 31 December. Annual Reports on calendar year 2011 are therefore due by 30 April 2012. Annual Reports for calendar year 2012 are due by 30 April 2013.

Role of the United Nations

As the Depositary for the Convention, the UN facilitates the gathering and exchange of information about States Parties' compliance. Annual Article 7 reports are submitted to the **CCM Secretariat, Office for Disarmament Affairs (Geneva Branch)**, which is responsible to the UN Secretary-General for handling his responsibilities under the Convention (for further details on where and how to submit the reports see Page ? of this guide).

HOW TO PREPARE AND SUBMIT ARTICLE 7 REPORTS

Collecting the necessary information

It is recommended that each State Party **appoint a person or organization to be responsible for completing and submitting Article 7 reports** to the UN Secretary-General.

In many countries, although the necessary information does exist, it may be dispersed in several government ministries and organizations. It may therefore not be easily accessible to the official or officials completing the forms. **It is important that States Parties take the administrative or legislative measures necessary to facilitate and authorize the collection of this information.**

If a system for collecting the information does not already exist, the State Party should consider which ministries and organizations have the necessary information (**see Box 1 in this guide**) and identify a contact person in each. A system could be established for passing this information to the official or organization responsible for completing the Article 7 reports, either on a continuous basis or in time to meet reporting deadlines.

BOX 1 : Possible sources of information for Article 7 reports

Information Required	Possible sources of information (other possible sources may exist)
<ul style="list-style-type: none"> • Number and types of cluster munitions stockpiled. • Types and quantities of stockpiled cluster munitions destroyed. • Details of destruction sites, methods of destruction and how the methods used meet safety and environmental standards. • Technical characteristics of each type of cluster munitions produced by the country in the past and of any cluster munitions still possessed. • Number and type of cluster munitions kept for training purposes. 	Defence ministry Trade ministry
<ul style="list-style-type: none"> • Number and type of cluster munitions transferred from or into the country for training or destruction purposes. 	Trade ministry Customs Defence ministry International development assistance ministry

<ul style="list-style-type: none"> • Location of all areas under the state party's jurisdiction or control that are known, or are suspected of being contaminated. • Details on the progress of any cluster munitions remnants clearance programs – number and type of cluster munitions destroyed, location and method of destruction and information on how the methods used meet safety and environmental standards. • Measures taken to warn civilians about the presence of cluster munitions contamination. 	<p>Defence ministry</p> <p>Border commission.</p> <p>Agriculture ministry</p> <p>Environment ministry</p> <p>Ministry responsible for domestic law, for example:</p> <p>the Interior or Home ministry, Legal Affairs or Justice ministry</p> <p>National Mine Action Centre</p> <p>UN Mine Action Centre</p> <p>International Committee of the Red Cross</p> <p>International or national NGOs involved in cluster munitions clearance</p>
<ul style="list-style-type: none"> • National measures taken to bring domestic law in line with the Convention, including measures to prevent and suppress violations of the Convention. For example: legislation, regulations or administrative procedures. • Measures to support compliance, such as for authorizing destruction of stockpiles. 	<p>Ministry responsible in the country for domestic law.</p> <p>For example: the Interior or Home ministry, Legal Affairs or Justice ministry or National Committee / Commission for International Humanitarian Law, where applicable.</p>
<ul style="list-style-type: none"> • Information on the progress of programs for conversion or de-commissioning of cluster munitions production facilities. 	<p>Ministry of Industry and Commerce</p> <p>Ministry responsible for domestic law, for example:</p> <p>the Interior or Home ministry, Legal Affairs or Justice ministry</p> <p>Defence ministry</p>
<ul style="list-style-type: none"> • Voluntary Information for Article 7 Reports • Details of assistance provided to other state parties to help them fulfil their obligations under the Convention. • Details of any assistance provided for the care and rehabilitation, social and economic reintegration of cluster munitions victims. • Information on the methods and technology used for cluster munitions clearance. • Information by the state party receiving assistance on the use of such assistance. 	<p>International development assistance ministry</p> <p>National Mine Action Centre</p> <p>UN Mine Action Centre</p> <p>Health ministry, Social affairs, etc.</p> <p>Cabinet or co-ordination mechanisms tasked with development plans, poverty reduction strategies and other national plans....</p> <p>International or national NGOs involved in Mine Action</p> <p>International Committee of the Red Cross</p> <p>Defence ministry</p>

Requesting assistance

Some States Parties may have difficulty submitting their annual Article 7 reports on time because the necessary information is not readily available. Certain cluster munitions contaminated countries, for example, may have very little information about the affected areas. States Parties in this situation have a right, under Article 6 of the Convention, to seek and receive help in compiling the necessary information.

States Parties requiring such help should contact the UN or other international organizations, another State Party, or appropriate NGOs. A request to the UN should be directed to the UN Mine Action Service (UNMAS). (See [Box 2 in this guide](#)). UNMAS is responsible for assisting cluster munitions contaminated countries and coordinating UN assistance to such countries. States Parties which have the necessary information but which require advice on how to fill out and submit their reports should contact UNODA (see [Box 3 in this guide](#)).

BOX 2 : contact UNMAS

UNMAS

Gustavo Laurie |

Acting Senior Liaison Officer |

United Nations Mine Action Service |

Office of Rule of Law and Security Institutions |

Department of Peacekeeping Operations |

Geneva, Switzerland |

Tel: +41 22 917 1187

glaurie@unog.ch

ARTICLE 7 REPORT FORMAT

Report forms

To facilitate reporting, the First Meeting of States Parties to the CCM adopted the following reporting forms for use by States Parties, as contained in document CCM/MSP/2010/WP.4, available in MS Word format in all official languages through the Official Document System of the United Nations at <http://documents.un.org>.

For further details on reporting format see Part 3 of this guide. Reports already submitted to the article 7 database may be viewed on the website at [http://www.unog.ch/80256EE600585943/\(httpPages\)/84610CE6A9FDDACDC1257823003BBC39?OpenDocument](http://www.unog.ch/80256EE600585943/(httpPages)/84610CE6A9FDDACDC1257823003BBC39?OpenDocument)

Method of reporting and submission

Whenever possible States Parties are requested to complete and submit their reports electronically. This can be done by **email** or on **CD/DVD or similar media** sent by post. Reports submitted electronically are more easily entered onto the database, thus saving the UNODA time and money. These reports are also faster to download and more easily searched by those using the database.

States Parties may wish to submit non-textual information either as part of their report or as additional voluntary information.

Information such as pictures, maps, graphs, and statistics should be sent electronically whenever possible, but may also be sent separately on paper. This information can be submitted in any software format either by email or CD/DVD or similar media. States Parties should indicate where they wish this visual information to appear in their report.

BOX 3 : the UNODA address for submitting reports

CCM Secretariat
 United Nations Office for Disarmament Affairs, Geneva Branch
 Palais des Nations, room C-113.1
 Avenue de la Paix 8-14
 1211 Geneva 10, Switzerland
 Fax: 41-22-917-0034
 E-mail: ccm@unog.ch

Official notification

In addition to sending the reports direct to UNODA, States Parties must also send an **official** letter by post to the UN Secretary-General notifying him that the reports have been submitted. In practice, this letter should be sent to the Under-Secretary-General for Disarmament Affairs, who handles the UN Secretary-General's responsibilities under the notification process. **A paper copy of the reports should be included with this letter, even if they have been submitted in electronic format to UNODA.**

Report language

States Parties should complete the report forms **in one of the Convention's 6 official languages – Arabic, Chinese, English, French, Russian or Spanish.** Although the Convention itself does not provide funds for translation from an original language into one of the official languages, States Parties have the right under Article 6 of the Convention to seek assistance from other States Parties for this purpose.

It would be helpful if States Parties could make their reports available to UNODA in more than one of the official languages of the Convention.

However, States Parties should not let translation difficulties delay the submission of their report. It should be submitted if necessary in the original language and a translation sent as soon as possible after that.

Article 7 Transparency Measures database

UNODA is responsible for assembling all Article 7 reports in a database and disseminating the information to States Parties. At the First Meeting of States Parties in November 2010 it was decided to make Article 7 reports publicly available. All reports are displayed on the UNODA website at

[http://www.unog.ch/80256EE600585943/\(httpPages\)/84610CE6A9FDDACDC1257823003BBC39?OpenDocument](http://www.unog.ch/80256EE600585943/(httpPages)/84610CE6A9FDDACDC1257823003BBC39?OpenDocument)

The availability of this information is in keeping with the Convention's transparency aims and is important for organizations involved in mine action. If any State Party is unable to access Article 7 information on the database, it should contact UNODA. The information required can, on request, be sent to the State Party in paper form.

GUIDELINES FOR COMPLETING REPORT FORMS

GENERAL GUIDANCE

Under Article 7 (1) information is required in **14 different categories**. States Parties must provide this information on ten corresponding report forms (**Forms A – J**).

In particular, the States parties shall report on the following:

- (a) national implementation measures referred to in Article 9 of the Convention;
- (b) all cluster munitions, including explosive submunitions, referred to in Article 3 (1) of the Convention;
- (c) technical characteristics of all cluster munitions produced or owned by the State Party;
- (d) status of programs for the conversion or decommissioning of cluster munitions production facilities;
- (e) status of programs for destruction of cluster munitions, in accordance with Article 3 of the Convention;
- (f) types and quantities of cluster munitions destroyed in accordance with Article 3 of the Convention;
- (g) cluster munitions discovered after completion of the destruction referred to in sub-paragraph and plans for their destruction;
- (h) size and location of all cluster munitions contaminated areas;
- (i) status of programs for the clearance and destruction of all cluster munitions remnants in accordance with Article 4 of this Convention;
- (j) measures taken to provide risk reduction education and effective warning to civilians;
- (k) status of implementation of the obligations under Article 5 of the Convention with respect to cluster munitions victims;
- (l) institutions mandated to provide information;
- (m) national resources, including financial, material or in kind, allocated to the implementation of Articles 3, 4 and 5 of the Convention; and
- (n) international cooperation and assistance provided under Article 6 of the Convention.

Reporting periods

The **INITIAL REPORT** must be submitted **as soon as practicable, but no later than 180 days after the date on which a country becomes a State Party to the Convention**. The aim of the Initial Report is to show the extent to which each State Party is in compliance with the Convention at the time it becomes a State Party. This provides a baseline for assessing future compliance efforts. The Initial Report should, as far as possible, be up to date at the time it is submitted. An indication of how up to date the information is should be given. Wherever possible, this date should be the same for all forms.

An updated **ANNUAL REPORT** must then be submitted every year, **no later than 30 April**, covering the past calendar year. The calendar year is defined as 1 January to 31 December. For example, Annual Reports for calendar year 2011 are due by 30 April 2012. Annual Reports for the calendar year 2012 are due by 30 April 2013.

Amount of information required

States Parties should complete **both the obligatory sections and the voluntary supplementary information sections of the forms to the fullest extent possible**. If all of the forms cannot be completed by the due date, perhaps because the necessary information is not yet available, the report should be submitted with the information available rather than missing the reporting deadline. An explanation should be provided for any sections that are incomplete and an indication given as to when the missing information will be available. **No form should be left completely blank.**

Updating information in Annual Reports

It is possible that a State Party's first Annual Report will be required very soon after its Initial Report was submitted. The information in the two reports may therefore be the same or almost the same. For example, if a State Party's Initial Report covered up to October 2011, its first Annual Report for the calendar year 2011 (due on 30 April 2012) would cover the period from January to December 2011, even though 10 of the 12 months overlap with the initial report. There may also be very little change from one Annual Report to the next. Even if nothing or little has changed, a report must still be submitted.

Supplementary information

Several of the forms include ‘Supplementary Information’ sections to enable States Parties to provide further voluntary information. **Such additional information supports transparency and is crucial for assisting the work of mine action organizations.**

Examples of supplementary information include pictures, maps, graphs and statistics. This supplementary information **should be provided in the relevant box on each form or attached as annexes.** When this additional information, such as pictures or maps, cannot be easily converted for electronic submission, it should be sent as a paper copy, even if the main part of the report has been sent electronically. If necessary, this supplementary information can be provided in the State Party’s national language.

Reporting as ‘Not Applicable’

For some States Parties, for example those that do not have cluster munitions contaminated areas or stockpiled cluster munitions, **some of the reporting categories will not be applicable.** States Parties in this situation **should still use the report forms, using the term ‘Not Applicable’** in the appropriate sections. Where possible, **a short explanation should be provided for why this answer has been given.** For example, a country that has no cluster munitions contaminated areas might complete Form F (Contaminated areas and clearance) with ‘Not Applicable’ and **under the Supplementary Information section** state that it has no cluster munitions contaminated areas’.

ANNOTATED REPORTING FORMS

The following are the Article 7 report forms with annotations (*in green italics*) explaining how they are to be completed.

Cover page

The cover page may be used **for subsequent annual reports** and is **NOT** to be used **for the initial Article 7 report submission**. When the information to be provided in one or some of the reporting forms is the same as in past reports, the following **cover page** could be used instead of submitting detailed forms. Therefore, when using the cover page, only forms which contain new information would need to be submitted.

COVER PAGE¹
OF THE ANNUAL ARTICLE 7 REPORT

NAME OF STATE [PARTY]: *Name of reporting state party*

REPORTING PERIOD: *day/month/year to day/month/year*
(dd/mm/yyyy) (dd/mm/yyyy)

<p>Form A: National implementation measures:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy)	<p>Form F: Contaminated areas and clearance:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable
<p>Form B: Stockpiles and Destruction:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable	<p>Form G: Warning to the population and risk education:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable
<p>Form C: Technical characteristics of each type produced/owned or possessed:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable	<p>Form H: Victim assistance:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable
<p>Form D: Cluster Munitions retained and transferred:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable	<p>Form I: National resources and International Cooperation and Assistance:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable
<p>Form E: Status of conversion programmes:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable	<p>Form J: Other Relevant Matters:</p> <input type="checkbox"/> changed <input type="checkbox"/> unchanged (last reporting: yyyy) <input type="checkbox"/> non applicable

¹Notes on using the cover page:

1. The cover page could be used as a **complement** to submitting detailed forms adopted at the Meetings of the States parties in instances when the information to be provided in some of the forms in an annual report is the same as it would be in past reports. That is, when using the cover page, only forms within which there is new information would need to be submitted.
2. The cover page could be used as a **substitute** for submitting detailed forms adopted at the Meetings of the States parties only if all of the information to be provided in an annual report is the same as in past reports.
3. If an indication is made on the cover sheet that the information to be provided with respect to a particular form would be unchanged in relationship to a previous year's form, the date of submission of the previous form should be clearly indicated.
4. The cover page may be used for subsequent annual reports and is not to be used for the initial Article 7 report submission.

Convention on Cluster Munitions

Reporting formats for article 7 of the Convention on Cluster Munitions

State [Party]: *Name of reporting state party*

National point(s) of contact (organization, telephones, fax, e-mail) ^{*}:

*Details (name, department, telephone, fax and email) of the person in the state party who deals with Article 7 responsibilities and, if different, the details of the person filling in the form.
An identified 'Point of Contact' is useful for clarifying information and to enable state parties to contact each other.*

Date of submission: *Date of sending report to the UN*

Reporting time period from *day/month/year* to *day/month/year*

NOTE : all data shaded in gray is provided on a VOLUNTARY basis but pertains to compliance and implementation not covered by the formal reporting requirements contained in article 7.

Supplementary information or sections shaded in gray

Several of the forms include 'Supplementary Information' sections or sections shaded in gray to enable States Parties to provide further voluntary information. **Such additional information supports transparency and is crucial for assisting the work of mine action organizations.**

Examples of supplementary information include pictures, maps, graphs and statistics. This supplementary information **should be provided in the relevant box on each form or attached as annexes**. When this additional information, such as pictures or maps, cannot be easily converted for electronic submission, it should be sent as a paper copy, even if the main part of the report has been sent electronically. If necessary, this supplementary information can be provided in the State Party's national language.

^{*} In accordance with art. 7, para. 1, subpara. (l).

What information should be reported here?

Legislative, administrative and other measures taken by each State Party to prevent and stop violations of the Convention on its territory or on territory under its jurisdiction or control.

These may include:

- Legislation (either new, existing or underway) to implement obligations contained in the Convention. Depending on the legal system; either a stand-alone piece of legislation for the Convention (Cluster Munitions Act) or the creation of offences and penalties for prohibited acts.
- Administrative measures to make sure that military doctrine, rules of engagement, codes of conduct, training procedures and manuals are changed to bring them into line with the new legal requirements.
- Administrative and regulatory measures to implement destruction of stockpiles and clearing of contaminated areas.
- Measures to notify companies involved in the production or transfer of cluster munitions, including explosive submunitions that they should cease production immediately.
- Measures to amend import and export licenses in light of the Convention's requirements.
- Measures to support the provision of medical and rehabilitative care for cluster munitions victims.
- Administrative measures, if needed, to facilitate the collection of information for Article 7 reports.
- Measures to support the provision of assistance to cluster munitions affected countries.

This information is required because:

States Parties must bring their domestic law into conformity with their international obligations under the Convention. The Convention specifies that each State Party must impose penal sanctions, such as fines or jail sentences, to punish those who violate it.

Form A National implementation measures

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

(a) The national implementation measures referred to in article 9;”

Remark: In accordance with article 9 “Each State Party shall take all appropriate legal, administrative and other measures to implement this Convention, including the imposition of penal sanctions, to prevent and suppress any activity prohibited to a State Party under this Convention undertaken by persons or on territory under its jurisdiction or control.”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

Measures	Supplementary information
Legal, administrative and other measures taken to implement the CCM (including imposition of penal sanctions)	(e.g., text and effective date of implementation measures, including legislation, administrative measures, policies and directives, training of military forces)
<p><i>Record the title and purpose of any relevant domestic legislation here.</i></p> <p><i>If legislation is still in process of being passed, that information, the stage of process and progress made should be reported.</i></p> <p><i>Provide details of any law or regulations, such as criminal offences and penalties for those convicted of engaging in prohibited activities.</i></p> <p><i>Provide details on any other measures that are in place to give effect to the Convention’s provisions</i></p>	<p><i>For example: the date that the legislation came into force, the text of the legislation or a summary of its content. The web address of a site that contains the legislation would be useful.</i></p> <p><i>Supplementary information, such as the text of any legislation, should be attached as an annex to the report. It may be submitted in paper form if not readily available in electronic form.</i></p> <p><i>If States Parties have not enacted any domestic laws or other measures they should report that here and explain why.</i></p>

What information should be reported here?

The total number and types of all cluster munitions, including explosive submunitions the State Party has stockpiled . ‘Stockpiled’ cluster munitions are existing stocks awaiting destruction under the terms of the Convention.

Stockpiles of cluster munitions and/or explosive submunitions, discovered after reported completion of the destruction and plans for their destruction in accordance with article 3 of this Convention.

The status and progress of programmes for the destruction of cluster munitions, including explosive submunitions, with details of the methods that will be used in destruction, the location of all destruction sites and the applicable safety and environmental standards to be observed;

The types and quantities of cluster munitions, including explosive submunitions, destroyed in accordance with article 3 of this Convention, including details of the methods of destruction used, the location of the destruction sites and the applicable safety and environmental standards observed;

Supplementary information:

Status and progress in separating all cluster munitions under its jurisdiction and control from other munitions retained for operational use and marking them for the purpose of destruction.

Destruction of cluster munitions, including explosive submunitions, completed BEFORE the entry into force for the State Party (ONLY for initial reports)

This information is required because:

In addition to prohibiting the development, production and use of cluster munitions, the Convention bans States Parties from stockpiling them. The only exceptions are: cluster munitions retained for the development of, and training in detection, clearance or destruction techniques; cluster munitions awaiting destruction; cluster munitions awaiting transfer for the purpose of destruction; and cluster munitions awaiting transfer for the purpose of development of, and training in detection, clearance or destruction techniques.

What information should NOT be reported here?

Cluster munitions retained for the purpose of developing and training in detection, clearance or destruction techniques should be recorded on **Form C**.

The **technical specifications** of any stockpiled cluster munitions should be recorded on **Form D**.

Form B Stockpiles and destruction of cluster munitions

Part I: Stockpiled cluster munitions

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (b) The total of all cluster munitions, including explosive submunitions, referred to in paragraph 1 of article 3 of this Convention, to include a breakdown of their type, quantity and, if possible, lot numbers of each type;

[...]

- (g) Stockpiles of cluster munitions, including explosive submunitions, discovered after reported completion of the programme referred to in subparagraph (e) of this paragraph, and plans for their destruction in accordance with article 3 of this Convention;”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

1. The total of all cluster munitions and explosive submunitions, stockpiled under the jurisdiction and control of the State Party

The following table does not include munitions retained for the purpose of training and expertise (in accordance with art. 3, para. 6) reported in form C.

Cluster munition type	Quantity	Lot number (if possible)	Explosive submunition type	Total quantity of explosive submunitions	Lot number (if possible)	Supplementary information
<i>Type, Designation, Calibre, Model</i>						
Total			Total			

2. Additional stockpiles discovered after reported completion of the programme for destruction

Cluster munition type	Quantity discovered	Lot number (if possible)	Explosive submunition type	Total quantity of explosive submunitions	Lot number (if possible)	Plans for destruction	Where, when and how discovered	Supplementary information
Total			Total					

3. Status and progress ... in separating all CM under its jurisdiction and control from other munitions retained for operational use and marking them for the purpose of destruction (ref. art. 3, para. 1)

Cluster munition type	Quantity separated and marked for destruction	Lot numbers (if possible)	Explosive submunition type	Total quantity separated and marked for destruction	Lot numbers (if possible)	Supplementary information
Total			Total			

Form B Stockpiles and destruction of cluster munitions (*continued*)

Part II: Status of programmes for the destruction of cluster munitions

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (e) The status and progress of programmes for the destruction, in accordance with article 3 of this Convention, of cluster munitions, including explosive submunitions, with details of the methods that will be used in destruction, the location of all destruction sites and the applicable safety and environmental standards to be observed;
- (f) The types and quantities of cluster munitions, including explosive submunitions, destroyed in accordance with article 3 of this Convention, including details of the methods of destruction used, the location of the destruction sites and the applicable safety and environmental standards observed;
- (g) Stockpiles of cluster munitions, including explosive submunitions, discovered after reported completion of the programme referred to in subparagraph (e) of this paragraph, and plans for their destruction in accordance with article 3 of this Convention;”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

1. Status and progress of destruction programmes (art. 3)

<i>Status</i>	<i>e.g. under consideration, ongoing, completed</i>
Plans, general information, timeline	
Methods that will be used ¹	<i>Destruction techniques, recycling</i>
Name and location of destruction sites that will be used	<i>Name of company, town, country</i>
Applicable safety and environmental standards to be observed	<i>National laws and regulations to be observed</i>
Progress since last report	<i>Indicate not applicable, none, number of destroyed CM</i>
Supplementary information	<i>Any other information a state party wants to provide</i>

¹ Reference to Form B (4).

2. Destruction of cluster munitions, including explosive submunitions, completed BEFORE the entry into force for the State Party (ONLY for initial reports)

Cluster munition type	Quantity destroyed	Lot number (if possible)	Explosive submunition type	Quantity destroyed	Lot numbers (if possible)	Date of completion	Location of destruction sites	Supplementary information
<i>Type, Designation, Calibre, Model</i>								
Total			Total					

3. Types and quantities of cluster munitions, incl. explosive submunitions, destroyed in accordance with article 3

(a) *After entry into force*

Cluster munition type	Quantity destroyed	Lot number (if possible)	Explosive submunition type	Quantity destroyed*	Lot number (if possible)	Date of completion	Location of destruction sites	Supplementary information
<i>Type, Designation, Calibre, Model</i>								
Total			Total					

(b) *Additional stockpiles destroyed after reported completion of the programme for destruction*

Cluster munition type	Quantity destroyed	Lot number (if possible)	Explosive submunition type	Quantity destroyed*	Lot number (if possible)	Plans for destruction	Progress in destruction/ Date of completion
Total			Total				

* INCLUDING explosive submunitions which are not contained in a cluster munitions.

4. Methods of destruction used

Cluster munition type	Details of the methods of destruction used

Explosive submunition type	Details of the methods of destruction used

5. Applicable safety and environmental standards observed in destruction

--

6. Challenges and international assistance and cooperation needed for the implementation of article 3

Activity	Description	Time period	Need

Form C Cluster munitions retained or transferred

What information should be reported here?

- The total number, type and lot number of cluster munitions and/or explosive submunitions retained, acquired, used or transferred for training purposes or transferred for the purpose of destruction.
- Details on the planned and actual use of these cluster munitions and/or explosive submunitions and their type, quantity and lot numbers
- If no cluster munitions have been retained, indicate this on the Form. Do not leave it blank.
- Cluster munitions retained for permitted purposes should be reported on this Form, not on Form B in the section on stockpiled cluster munitions.
- The cluster munitions reported here in section C 4 as transferred for destruction, should also be reported in:
 - Form B, Part II, giving details of the status and progress in destroying them

Supplementary information:

The name of the institution authorised by the state party to retain or transfer the cluster munitions, including explosive submunitions.

This information is required because:

States parties are permitted to retain or transfer a limited quantity of cluster munitions, including explosive submunitions for developing detection, clearance and destruction techniques and for training personnel in such techniques. The number of cluster munitions and explosive submunitions kept should not exceed the minimum number absolutely necessary for such purposes.

What information should NOT be reported here?

Form C Cluster munitions retained or transferred

Article 3, paragraph 8

“States Parties retaining, acquiring or transferring cluster munitions or explosive submunitions for the purposes described in paragraphs 6 and 7 of this article shall submit a detailed report on the planned and actual use of these cluster munitions and explosive submunitions and their type, quantity and lot numbers. If cluster munitions or explosive submunitions are transferred to another State Party for these purposes, the report shall include reference to the receiving party. Such a report shall be prepared for each year during which a State Party retained, acquired or transferred cluster munitions or explosive submunitions and shall be submitted to the Secretary-General of the United Nations (...).”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

1. Type of cluster munitions or explosive submunitions **RETAINED** in accordance with article 3, paragraph 6

Cluster munition type	Quantity	Lot number	Explosive submunition type	Quantity	Lot number	Planned use	Supplementary information
<i>Type, Designation, Calibre, Model</i>							
Total			Total				

2. Type of cluster munitions or explosive submunitions **ACQUIRED** in accordance with article 3, paragraph 6

Cluster munition type	Quantity	Lot number	Explosive submunition type	Quantity	Lot number	Planned use	Supplementary information
<i>Type, Designation, Calibre, Model</i>							
Total			Total				

3. Retained/acquired cluster munitions or explosive submunitions used during reporting period in accordance with article 3, paragraph 6

Cluster munition type	Quantity used	Lot number	Explosive submunition type	Quantity used	Lot number	Description of actual use	Supplementary information (e.g. origin)
<i>Type, Designation, Calibre, Model</i>							
Total			Total				

4. Type of cluster munitions or explosive submunitions transferred in accordance with article 3, paragraph 7

Cluster munition type	Quantity	Lot number	Explosive submunition type	Quantity	Lot number	Purpose of transfer	Receiving State Party	Supplementary information (e.g. steps taken to ensure destruction in receiving State)
<i>Type, Designation, Calibre, Model</i>								
Total			Total					

Form D Technical characteristics of each type produced/owned or possessed

What information should be reported here?

This information is required because:

What information should NOT be reported here?

Form D Technical characteristics of each type produced/owned or possessed

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (c) The technical characteristics of each type of cluster munitions produced by that State Party prior to entry into force of this Convention for it, to the extent known, and those currently owned or possessed by it, giving, where reasonably possible, such categories of information as may facilitate identification and clearance of cluster munitions; at a minimum, this information shall include the dimensions, fusing, explosive content, metallic content, colour photographs and other information that may facilitate the clearance of cluster munitions remnants;”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

Cluster munition type*	Dimensions of cluster munition	Cluster munitions explosive content (type and weight)	Explosive submunition type and number*	Dimensions of explosive submunition	Submunition fusing	Submunition explosive content (type and weight)	Submunition metallic content (type and weight)	Other information that may facilitate clearance

*** Please attach data sheets including colour photographs.**

Form E Status and progress of programmes for conversion or decommissioning of production facilities

What information should be reported here?

This information is required because:

What information should NOT be reported here?

Form E Status and progress of programmes for conversion or decommissioning of production facilities

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (d) The status and progress of programmes for the conversion or decommissioning of production facilities for cluster munitions;”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

Name and location of production facility	Indicate if to “convert” or “decommission”	Status (indicate if “in process” or “completed”) and progress of the programme	Supplementary information (e.g. plans and timetable for completion)

Form F Contaminated areas and clearance

What information should be reported here?

- The size and location of all cluster munitions contaminated areas under the jurisdiction or control of the State Party.
- Information on the type, quantity and age of cluster munitions in each location, to the extent known.
- Information on the progress of current, and planned, programmes for the clearance and destruction of cluster munitions remnants.
- The size and location of all cleared cluster munitions contaminated areas.
- Information on the type and quantity of cluster munitions remnants cleared or destroyed in each location.

Tips

A “**cluster munitions contaminated area**” is an area that is dangerous due to the presence, or suspected presence, of cluster munitions remnants.

This information is required because:

The progress of clearance and destruction programmes is important because the Convention obliges each State Party to clear all cluster remnants in the ground within 10 years.

The effectiveness and efficiency of clearance operations decisively depend on the accuracy of information on the contamination and the contaminated area. This information can involve various perspectives, such as:

a) a technical perspective:

- a. What type of cluster munitions is involved in the contamination (or expected to be involved)? Such information is crucial for the choice of clearance methods. Furthermore, such information allows a clearer risk and effect assessment, both for the clearance operators and the environment (i.e. with regard to precautions).
- b. Is any relevant information on the “footprint” of this type of weapon available?: Such information can allow a relatively precise anticipation of possible further cluster munitions remnants. Simultaneously, it can allow the precise localisation of the contaminated area *and* the release of land certainly not contaminated. This allows a more efficient use of the resources available.
- c. What is known about the time and the method of use of those cluster munitions (altitude, range etc.)?: Such information is crucial for the assessment of the contamination as well as for the choice of clearance methods.
- d. What is known about the quantity of cluster munitions used?: Such information is crucial for the assessment of the contamination and ultimately for the comprehensive and possibly long-term planning of a clearance activity.

b) a geographical perspective:

- a. What is the exact location of the contaminated area?: Precise information on the location is a decisive factor for clearance projects and helps to avoid wasting clearance efforts on non-contaminated areas. Such information is also important for the reliability of digital systems supporting clearance activities (i.e. IMSMA).
- b. What is known about the environment?: Information on vegetation, topography, climate etc. can additionally help to choose the right methods and means for clearance.

c) a socio-economic perspective:

What is the socio-economic impact?: Given the fact that not all contaminated areas might be cleared simultaneously, such information can help to prioritise clearance projects.

Form F Contaminated areas and clearance

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (h) To the extent possible, the size and location of all cluster munitions contaminated areas under its jurisdiction or control, to include as much detail as possible regarding the type and quantity of each type of cluster munitions remnant in each such area and when they were used;
- (i) The status and progress of programmes for the clearance and destruction of all types and quantities of cluster munitions remnants cleared and destroyed in accordance with article 4 of this Convention, to include the size and location of the cluster munitions contaminated area cleared and a breakdown to the quantity of each type of cluster munitions remnant cleared and destroyed;”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

1. Size and location of cluster munitions contaminated area*

Location**	Size of contaminated area (m ²)	Cluster munition remnants		Estimated or known date of contamination	Method used to estimate suspected area	Supplementary information
		Type	Estimated quantity			
<i>Areas known to contain cluster munitions remnants, including identified cluster paths and all other public or private areas known to contain cluster munitions remnants.</i>	<i>Give as much information as possible. If exact area is not known, give an estimate or put “Not known”. <u>Contaminated areas which during survey operations can not be quantified, should be recorded in the form of a central point/grid reference.</u> Highlight any differences from the information given in previous reports.</i>	<i>Type of cluster munitions remnants (for example: parachute stabilised, Dual Purpose Improved Conventional Munitions DPICM, fin-stabilised anti-armour, fin-stabilised fragmentation, spin-armed) Whenever possible give the name or designation (for example BLU 97, BLU 26, BLU 61, BL-755, M85) Be as specific as possible.</i>	<i>Give as much information as possible. If total numbers are not known, give an estimate or put “Not known”. Highlight any differences from the information given in previous reports.</i>	<i>Give as much information as possible. If dates are not known, give an estimate.</i>	<i>For example: studying the cluster strike footprint.</i>	<i>For example, maps, cluster survey reports. Supplementary information can be attached as an annex if necessary. If there is too much supplementary information to send, give the contact details of the organisation, such as the national or UN mine action centre, that has the information.</i>

Location**	Size of contaminated area (m ²)	Cluster munition remnants		Estimated or known date of contamination	Method used to estimate suspected area	Supplementary information
		Type	Estimated quantity			
Total		Total				

* If necessary, a separate table for each area may be provided.

** Location can be defined by listing the province/district/village where contaminated areas are located as well as (where possible) map references and grid coordinates sufficient to define the contaminated area.

2. Land release

Provide information on the release of land previously suspected to contain cluster munitions remnants by methods other than clearance.

Location #	Size of area (m ²)	Date of release	Method of release (technical or non-technical survey)
<i>Areas known to contain cluster munitions remnants, including identified cluster paths and all other public or private areas known to contain cluster munitions remnants.</i>	<i>Give as much information as possible. If exact area is not known, give an estimate or put "Not known". Highlight any differences from the information given in previous reports.</i>	<i>Date of cancellation or release Give as much information as possible. If dates are not known, give an estimate.</i>	Cancelled through non-technical survey or released through technical survey.

3. Status and progress of programmes for the clearance of cluster munitions remnants

Location**	Size of cleared area (m ²)	Status of clearing programme (if possible, including plans, time table and completion date)	Cluster munition remnant cleared		Clearance method	Standards applied	
			Type	Quantity		Safety standards	Environmental standards
<i>Areas known to contain cluster munitions remnants, including identified cluster paths and all other public or private areas known to contain cluster munitions remnants.</i>	<i>Give as much information as possible. If exact area is not known, give an estimate.</i>	<i>Mention whether the clearing programme is planned, completed or continuing. If the clearing programme is planned but not yet started, give details of the planned location, dates and methods of clearing that will be used. Highlight any differences from the information given in previous reports.</i>	<i>Type of cluster munitions remnants (for example: parachute stabilised, Dual Purpose Improved Conventional Munitions DPICM, fin-stabilised anti-armour, fin-stabilised fragmentation, spin-armed) Whenever possible give the name or designation (for example BLU 97, BLU 26, BLU 61, BL-755, M85) Be as specific as possible.</i>	<i>Give as much information as possible. If total number are not known, give an estimate or put "Not known". Highlight any differences from the information given in previous reports.</i>	<i>For example: visual/surface clearance, instrument-assisted surface clearance, sub-surface clearance.</i>	<i>For example: relevant military or cluster clearance organisatio's Standard Operating Procedure or any applicable government or military safety regulations</i>	<i>Describe how the methods of destruction meet applicable international environmental treaties or national environmental legislation.</i>
Total			Total				

* If necessary, a separate table for each area may be provided.

** Location can be defined by listing the province/district/village where contaminated areas are located as well as (where possible) map references and grid coordinates sufficient to define the contaminated area. Where possible, refer to the corresponding contaminated area described in [Form F, table 1].

Supplementary information

Supplementary information can be attached as an annex if necessary.

If there is to much supplementary information to send, give the contact details of the organisation, such as the national or UN mine action centre, that has the information.

4. Status and progress of programme(s) for the destruction of cluster munitions remnants*,**

Location	Status of destruction programme (if possible, including plans, time table and completion date)	Cluster munition remnants		Destruction method	Standards applied	
		Type	Quantity		Safety standards	Environmental standards
<p><i>Areas known to contain cluster munitions remnants, including identified cluster paths and all other public or private areas known to contain cluster munitions remnants.</i></p>	<p><i>Mention whether the destruction programme is planned, completed or continuing.</i></p> <p><i>If the destruction programme is planned but not yet started, give details of the planned location, dates and methods of destruction that will be used.</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>Type of cluster munitions remnants (for example: parachute stabilised, Dual Purpose Improved Conventional Munitions DPICM, fin-stabilised anti-armour, fin-stabilised fragmentation, spin-armed)</i></p> <p><i>Whenever possible give the name or designation (for example BLU 97, BLU 26, BLU 61, BL-755, M85)</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Give as much information as possible. If total numbers are not known, give an estimate or put "Not known".</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>For example: detonation in situ, point focal charge destruction, deflagration by use of pyrotechnic torch.</i></p>	<p><i>For example: relevant military or cluster clearance organisation's Standard Operating Procedure or any applicable government or military safety regulations</i></p>	<p><i>Describe how the methods of destruction meet applicable international environmental treaties or national environmental legislation.</i></p>
		Total				

*** If necessary, a separate table for each area may be provided.**

** This table is only for use for those cluster munitions remnants that were not destroyed during a clearance programme (for example cluster munitions remnants cleared and subsequently destroyed elsewhere or abandoned cluster munitions).

Supplementary information

Supplementary information can be attached as an annex if necessary.

If there is too much supplementary information to send, give the contact details of the organisation, such as the national or UN mine action centre, that has the information.

5. Challenges and international assistance and cooperation needed for the implementation of article 4

Activity	Description	Time period	Need
<i>Identify the current, and planned activities, including their status.</i>	<i>Give as much information as possible.</i>	<i>Give as much information as possible. If dates are not known, give an estimate.</i>	<i>Give as much information as possible.</i>

Form G Measures to provide warning to the population and risk education

What information should be reported here?

This information is required because:

What information should NOT be reported here?

Form G Measures to provide warning to the population and risk education

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (j) The measures taken to provide risk reduction education and, in particular, an immediate and effective warning to civilians living in cluster munitions contaminated areas under its jurisdiction or control;”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

1. Measures taken to provide risk reduction education

[narrative]

2. Measures taken for effective warning of the population

[narrative]

What information should be reported here?

Reporting on victim assistance under the CCM should follow the logic of the Vientiane Action Plan. Actions #20 to #32 of the Vientiane Action Plan provide guidance to States in how to fulfil their obligations under the CCM with regard to victim assistance. The Action Plan includes concrete and measurable steps, actions and targets to be completed within specific time periods (timebound obligations on victim assistance!).

In the following, further guidance is given on how to reply to some particular sections of Form H on Victim Assistance:**Ad 1. (National Focal Point/Coordination mechanism):**

- Please provide contact details of the focal point for victim assistance;
- Has victim assistance been integrated into an existing coordination mechanism or has a new coordination mechanism been created? If a coordination mechanism has already been established, please provide more details on its composition, mandate and scope of application:
 - Composition: Which government agencies form part of the body? Are international organizations and implementing agencies included? How about participation of NGOs/civil society organizations?
 - Mandate: e.g. policy-making, monitoring, evaluation etc.?
 - Scope: Is the coordination mechanism also responsible for victim assistance under related international instruments and/or for the Convention on the Rights of Persons with Disabilities (CRPD)?

Ad 2. (Data collection and assessments of the needs of cluster munitions victims):

- Please do not leave blank; at minimum, please indicate if the concerned State is responsible for victims of cluster munitions and whether information on cluster munitions victims is available or not;
- How comprehensive is the data available on victims? To the extent possible, please provide information available on numbers of victims, including gender- and age-segregated data; (*more detailed statistical information and data can also be provided in an Annex to the transparency report*);
- Which government branch collects and maintains data on victims? Please indicate whether a database on victim assistance been established and if it is accessible to relevant stakeholders;
- How much information is available about the needs of victims? Does the government regularly update this information? Is more information needed on the situation of victims of cluster munitions in your country?

Ad 3. (Development and implementation of national laws and policies)

- In addition to listing legislation applicable to cluster munitions victims, please also provide information about the level and stage of implementation of the legal provisions in place;
- Of relevance here is also whether the State concerned is States Party or signatory to the Convention on the Rights of Persons with Disabilities (CRPD) and whether legislation on the rights of persons with disabilities has been adopted and implemented at national level;

Ad 4. (National plan and budget):

Please answer to the following questions:

- Has a national plan been adopted that ensures the fulfillment of the victim assistance obligations under the Convention or has an existing plan (e.g. for persons with disabilities) been adapted?
- Does the national plan provide for a timetable for implementation?
- Has the national plan been complemented by a budget? Have sufficient financial resources been allocated to meet the objectives of the national plan?
- Does the national plan include targets with timelines for the fulfillment of its actions?
- What is the current stage of implementation of the national plan and/or national policies on victim assistance?
- Do national legislation and/or the national plan ensure a non-discriminatory treatment among cluster munitions victims and those who have suffered injuries and disabilities from other causes?
- *The national plan including budget can also be attached as an annex to the transparency report;*

Ad 6. (Assistance services)

- Please explain the level and quality of services that are being provided (baselines) and identify needs and gaps to be addressed, including timelines until which specific targets shall be met;

Ad 8. (Needs for international assistance and cooperation)

- Please specify for which areas of victim assistance in your country international assistance and cooperation is required and to what extent;

Form H Victim assistance: status and progress of implementation of the obligations under article 5

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (k) The status and progress of implementation of its obligations under article 5 of this Convention to adequately provide age- and gender-sensitive assistance, including medical care, rehabilitation and psychological support, as well as provide for social and economic inclusion of cluster munitions victims and to collect reliable relevant data with respect to cluster munitions victims;”

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

1. National focal point/coordination mechanism for the implementation of article 5 (specify name and contact information of government body responsible)

Just name, title(if individual) and contact details (address telephone fax and email) of focal point
Note if the focal point was designated or changed during the reporting period
Do not add program information here.

2. Data collection and assessment of the needs of cluster munitions victims (please indicate gender and age of survivors as well as information on affected families and communities)

[narrative]
Report numbers of victims including survivors directly injured, disaggregated by age and gender
Note surveys done in the reporting period to assess the needs of cluster munitions victims and their findings
Note how information from past surveys is being used as a tool for implementing services

3. Development and implementation of national laws and policies for implementation of article 5

[narrative]

Report actions to implement legislation in the period, do not just list existing laws

4. National plan and budget, including timeframes to carry out these activities

[narrative]

*Note if a VA/disability plan exists and if it has a corresponding budget
outline action points of the plan for the reporting period and beyond*

Note: If necessary, plans/budgets may be provided separately.

5. Efforts to closely consult with and actively involve cluster munitions victims and their representative organisations in victim assistance planning and implementation

[narrative]

Note participation of victims in VA/disability coordination meetings, planning and in the implementation of services by government and non-government providers

Do note the participation of victims in consulting with the government to fill in this form and any other government reporting as well as their participation in official delegations

If there is a disability council, note if any victims serve on the council

Do not list here laws on the participation or employment of persons with disabilities or similar general policies

6. Assistance services (including medical care, physical rehabilitation, psychological support, and social and economic inclusion)

Type of service (medical care, physical rehabilitation, psychological support, social and economic inclusion)	Implementing agency	Description of service (progress, types of services, number of persons assisted, time period)
<i>Information should correspond with VA plans objectives where appropriate</i>		

7. Steps taken to mobilize national and international resources

<p>[narrative]</p> <p><i>Enumerate funding for VA from the following sources: Separate government/ministry budgets, aid in the framework of international development, and funds sought with NGOs</i></p> <p><i>Including portfolios, applications for tenders, international and other donor engagement</i></p> <p><i>Include engagement of ministries of finance, planning to access funds through health and social welfare budgets and similar</i></p> <p><i>Note if resources mobilized directly related to fulfilling VA/Disability plans and objectives</i></p>
--

8. Needs for international assistance and cooperation

Activity	Description	Time period	Need
<p><i>This should include specific activities that are included within the VA/disability plan for which international assistance is required in order to implement it;</i></p> <p><i>Do not just write a type of activity, like “physical rehabilitation” or “medical care”</i></p>			<p><i>Here, please include the specific amount needed</i></p>

9. Efforts undertaken to raise awareness of the rights of cluster munitions victims and persons with other disabilities

Describe activities by the government or by NGOs that occurred during the reporting period to make victims and persons with disabilities aware of their rights; activities might include events, workshops, media campaigns or publication of rights handbooks, among others

Form I National resources and international cooperation and assistance

What information should be reported here?

This information is required because:

What information should NOT be reported here?

Form I National resources and international cooperation and assistance

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

- (m) The amount of national resources, including financial, material or in kind, allocated to the implementation of articles 3, 4 and 5 of this Convention; and
- (n) The amounts, types and destinations of international cooperation and assistance provided under article 6 of this Convention.

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* to *day/month/year*

[Narrative:] Not applicable

1. National resources allocated

Activity	Sector (stockpile destruction, clearance, risk education, victim assistance, advocacy)	Amount of national resources (list currency)	Type of resources (e.g. financial, material, in kind)

2. International cooperation and assistance provided

Destination	Sector (stockpile destruction, clearance, risk education, victim assistance, advocacy)	Amount (list currency)	Type of cooperation or assistance (financial, material or in kind)	Details (including date allocated, intermediary destinations such as trust funds, project details, timeframes)

3. International cooperation and assistance needed

(a) For the implementation of article 3: Stockpile destruction

Activity	Description	Time period	Need

(b) For the implementation of article 4: Clearance and risk education

Activity	Description	Time period	Need

(c) For the implementation of article 5: Victim assistance

Activity	Description	Time period	Need

4. Assistance provided by State Parties to another State for cluster munitions used/abandoned prior to entry into force, as outlined in article 4 paragraph 4

State Parties that have used our abandoned cluster munitions which have become cluster munitions remnants located in areas under jurisdiction or under control of another State Party are **STRONGLY ENCOURAGED** to provide assistance to the latter State Party to facilitate the marking, clearance and destruction of such cluster munitions remnants.

[such assistance shall include, where available, information on types and quantities of cluster munitions used, precise locations of cluster munitions strikes and areas in which cluster munition remnants are known to be located)

Form J Other relevant matters

Remark: States Parties may use this form to report voluntarily on other relevant matters, including matters pertaining to compliance and implementation not covered by the formal reporting requirements contained in article 7.

State [Party]: *Name of reporting state party*

Reporting for time period from *day/month/year* **to** *day/month/year*

Narrative / reference to other reports

Note: Form J can be used to report, on a **voluntary** basis, on the efforts to encourage States not parties to join the Convention on Cluster Munitions, and to notify such States of Convention obligations as outlined in article 21.