

## **Establishing an Implementation Support Unit at the 4MSP.**

Discussion paper prepared by the Presidency of the 3MSP CCM

Since first discussed at the Intersessional Meeting in June 2011, States parties have developed broad agreements on the need for an Implementation Support Unit (ISU) as well as such an institution's independent character, its structure, tasks and responsibilities and possible location. The one aspect where it has not been possible to reach consensus is how an ISU is to be financed. This paper sums up the status as per December 2012, and suggests a way forward towards a possible financial model.

### **The basis – 2MSP and 3MSP**

#### **2MSP**

States parties meeting at the 2MSP decided to seek the establishment of an ISU no later than the 3MSP. States parties further decided that an ISU for the CCM should conduct its work based on the principles of independence, inclusiveness, transparency, accountability to the States parties, efficiency and effectiveness, and finally, that it should not be linked to any other Implementation Support Unit.

States parties at the 2MSP also adopted the ISU Directive, specifying its tasks and responsibilities, in its role as a support for the States parties. This includes activities to:

- Assist the President and the President-Designate in all aspects of the presidency, including preparing and convening formal and informal meetings;
- Prepare and support formal and informal meetings of the Convention, including the preparation of relevant documents, and carry out follow-up activities upon request by the States parties;
- Provide substantive and other support to the President, the President-Designate and the Coordinators;
- Offer advice and support to States parties on the implementation of the Convention;
- Develop and maintain a resource base of relevant technical expertise and, upon request, provide States parties with such expertise;
- Support the implementation of the Convention, including by contracting, if required, relevant technical experts;
- Facilitate communication among States parties, facilitate communication with States not parties and maintain public relations, including efforts to promote the universalization of the Convention;
- Cooperate and coordinate with relevant actors, organizations and institutions;
- Keep records of formal and informal meetings under the Convention and other relevant expertise and information pertaining to the implementation of the Convention;
- Assist in the set-up of a sponsorship programme and support the programme;

To implement these decisions States parties mandated the 2MSP President to develop a funding model for the ISU, and to negotiate a hosting agreement with the Geneva International Centre for Humanitarian Demining, and present these as proposals to the 3MSP.

The 2MSP President carried out a series of open-ended and bilateral consultations under the mandate. On this basis, the 2MSP President presented a single, comprehensive paper, outlining the possible structure of the ISU and a financial model that combined predictability with flexibility. Despite considerable movement towards a common position on the funding model, the 2MSP President had to report to States parties at 3MSP that: *"...despite the progress achieved in the efforts to find a financing model to support the establishment of an ISU acceptable to all, there continues to be a gap between the many and various positions expressed"*. Thus the 3MSP was not in a position to decide on the establishment of an ISU.

### **3MSP**

States parties meeting at the 3MSP therefore mandated the President to further negotiate, in consultation with the States parties, an agreement on the hosting of an Implementation Support Unit, as well as its establishment and a funding model, and present these proposals to States parties for approval. The Meeting further decided that negotiations should continue on the basis of those conducted under the mandate given to the President of the 2MSP with a view to establish an ISU as soon as possible and preferably no later than the 4MSP.

### **Establishing an ISU at 4MSP**

In fulfilling the mandate given by States parties at the 3MSP, the President foresees the following steps.

To optimise the use of time the, the President will convene one informal consultation meeting for the States parties in the first half of February, and will present a suggestive model for the establishment and funding of an ISU there. The Coordinators for General Status and Operation of the Convention, Costa Rica and Zambia, will assist the President in this undertaking. Based on the discussions there, at potential follow-up rounds of consultations, and during the Intersessional Meeting, the President will develop a draft decision on the matter in time for the 4MSP. There will be no more open consultations after the Intersessional Meeting.

Parallel to this, the President will start negotiations with the GICHD on a hosting agreement for an ISU, in line with the relevant mandates. The President's aim is to present a draft agreement to States parties at the Intersessional meeting.

Subject to the support from States parties on these issues at the Intersessional Meeting, the President intends to present the 4MSP with the following recommendations:

- To review and if possible decide on the funding model for the ISU proposed by the 3MSP President.
- To review and if possible approve the hosting agreement proposed to the 4MSP by the 3MSP President
- To mandate the 4MSP President to start the process to identify and recruit the new ISU Director/Head of Unit. This process should be undertaken in consultation with the coordinators and taking into account the views of all States parties, in a transparent manner, and with a view to having the new Director/Head of Unit in place no later than 1 January 2014.
- To encourage all States parties to take the steps necessary to be in a position to provide support to the ISU as soon as the 2014 work-plan and budget is approved.
- To encourage those States parties in a position to do so to contribute to the initial core costs of the ISU until the 2014 budget is approved, and welcome the offer from the 3MSP President to guarantee the core initial costs in this period.
- To welcome the offer of in-kind contributions from Switzerland, ensuring adequate work-space for the ISU
- To agree that the first task for the Head of Unit is to develop a work plan and budget for 2014, in consultation with the President and the Coordinators, to be presented to States parties no later than the 2014 Intersessional meetings. To get in line with the decision-making procedure for the budget and work-plan as laid out in the ISU Directive, the ISU Director/Head of Unit will develop and present the draft work plan and budget for 2015 for approval at the 5MSP.

## **Organization of the ISU**

### **Structure and format**

States parties at the 2MSP envisioned the ISU as a lean and effective organization led by a Director, supported by a Specialist and an Assistant, and with the option to contract relevant technical expertise in support of tasks as needed, in accordance with its mandate. Subsequent consultations have indicated that the staffing may be reconsidered to comprise of an even leaner structure with the aim of effectively bringing down costs. For cost-saving purposes, the level of staff hired, and thus their titles, might also need to be up for discussion again. States parties might want to consider titling the head of the ISU “Head of Unit” instead of “Director”. Nevertheless, such an ISU would need a basic infrastructure of adequate workspace for up to 4 persons (2-3 staff + occasional consultant, intern or similar) with workstations, printers, Internet access and related equipment and services, including storage space for publications etc. In addition to cover its own working space needs, the ISU should have access to adequate meeting rooms.

### **Location**

States parties agreed that the ISU should be located within the GICHD, and mandated the President to initiate negotiations with the aim to develop an

agreement defining the hosting services and respective tasks and responsibilities. Switzerland has indicated that they will provide an in-kind contribution through the GICHD if the ISU is hosted there.

### **ISU Funding model**

An ISU can only be established following agreement on a viable funding model. The consultations led by the 2MSP President did not conclude with one financial model accepted by all States parties.

### **Costs for MSPs – already covered via Article 14.1**

The annual contributions referred to above are distinct from the assessed contributions towards Meetings of States parties. The latter are presented as cost estimates at MSPs preceding the event the assessed contribution is meant to cover. The costs of MSPs are, in accordance with Article 14, paragraph 1 of the Convention, “borne by the States parties and States not party to this Convention participating therein” based on a cost-sharing procedure set out in the same article, and thus separate from the financing model for an ISU.

### **Budgetary framework**

It is difficult to develop a meaningful detailed cost breakdown for an institution that still is not established, but it is possible to indicate the minimal total budget frame needed. Core costs should include salaries and all costs related to the meaningful operation of the core ISU Staff (i.e. Director/Head of Unit, Specialist and a part-time Assistant), offices and working equipment and costs for preparing and implementing the Intersessional meetings. Other costs include sponsorship programmes to the MSPs and Intersessional Meetings, as well as other costs of the ISU, but these costs are not taken further into account in this paper.

To assist discussions, an indicative budget based on real figures obtained from GICHD is presented below. This budget would need adjustment in relation to anticipated activity level and associated staffing numbers. The staffing in this breakdown is: one Director/Head of Unit and one Specialist, both on full-time and one assistant on half-time.

The salaries of ISU staff follow the current (2013) GICHD salary scale, but the salary level of both the Director/Head of Unit and the Specialist has been downscaled as compared to earlier draft budgets, to accommodate to States parties’ concerns of the costs related to salaries. Accordingly, the new budget has salary-related costs that are 36 668 CHF below the numbers figuring in former versions.

The budget presented here only covers core costs of an ISU, not costs related to a sponsorship program and its administration. The numbers are indicative only, and might be subject to change.

<b>Core costs of the ISU</b>		(all figures in CHF)
<i>Salaries (estimate based on 1st year entrance level, GICHD salary scale, including social costs)</i>		<b>413 332,-</b>
<i>Director/Head of Unit (FTE)</i>	Salary Social costs	154 234,- 30 076,-
<i>Implementation support specialist (FTE)</i>	Salary Social costs	102 823,- 20 050,-
<i>Implementation support assistant (50% of FTE)</i>	Salary Social costs	41 129,- 8 020,-
<i>General operating expenses incl. travel.</i>	Operational costs Travel	32 000,- 25 000,-
<b>Contribution from GICHD</b>		<b>386 000,-</b>
<i>Intersessional meeting costs (conference management, venue, coffee breaks and interpretation Eng/Fr/Rus/Sp, excluding sponsorship programme)</i>		120 000,-
<i>General administration<sup>1</sup></i>		44 000,-
<i>General logistics,</i>		102 000,-
<i>Communication,</i>		75 000,-
<i>Administration of sponsorship programme</i>		45 000,-

In this estimate, the total sum to be shared by CCM States parties would be CHF 413.332. This cost will be shared among the States parties using the UN scale of assessments pro-rated to take into account the difference in membership between the Convention and the United Nations.

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<sup>1</sup> General administration encompasses HR management, financial management, contract and document management; General logistics covers office rent and supplies, ICT, travel services; Communication covers management of website and communication. These numbers have been obtained from GICHD, and might be subject to change. The in-kind contribution from Switzerland through GICHD is however not fixed, and will thus follow the posts it covers, not a specific number.