
Convention on Cluster Munitions

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Item 9 (j) of the provisional agenda
Implementation of the Financial Procedures
of the Implementation Support Unit

Implementation Support Unit 2017 Work Plan and Budget

Submitted by the Implementation Support Unit

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 2017 in accordance with the decision taken by the States Parties at the First Review Conference and pursuant to the priorities established by the States Parties through the Dubrovnik Action Plan.

Specific objectives:

- 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 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

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international community on issues related to the implementation of the CCM.

- Expected outcomes:
- The implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties.
 - That the 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.
 - 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 455,511

I. The Convention on Cluster Munitions (CCM)

1. The Convention on Cluster Munitions 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 Convention on Cluster Munitions entered into force on 1st August 2010. As at 3rd June 2016, a total of 119 states have joined the Convention, 100 as States parties and 19 as Signatories.

3. By ratifying or acceding to the Convention on Cluster Munitions, States Parties commit to never use, produce, stockpile or transfer cluster munitions. In addition States Parties commit to destroy existing stockpiles in eight years; clear contaminated land in ten years; 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. At the Second Meeting of States Parties held in Beirut, Lebanon, States Parties defined the Implementation Support 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 from 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. Implementation Support Unit 2017 Work Plan

5. In accordance with the decision taken by States parties at the First Review Conference held in Dubrovnik, Croatia in September 2015 on the Financial Procedures on Implementation Support Unit financing, this Work Plan is being circulated to all States Parties for their consideration as required, no later than sixty days prior to the Sixth Meeting of States Parties to be held in September 2016. This proposed 2017 Work Plan articulates the main activities that the Implementation Support Unit 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 First Review Conference. This draft 2017 Work Plan has already been reviewed and endorsed by the Coordination Committee.

6. Furthermore, the 2017 work plan of the Implementation Support Unit 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 Second 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 Implementation Support Unit

7. In fulfilling its mandate the Implementation Support Unit 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 ensuring 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 First Review Conference decisions, the Implementation Support Unit in 2017 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 Coordinating Committee

9. The Implementation Support Unit will support the Presidency and Coordinating Committee in their efforts to accomplish the following objectives:

- (a) Discharging their mandate to coordinate work associated with and derived from the Convention's formal Meetings of States Parties and other informal meetings;
- (b) Effectively leading 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) Supporting the host State (if the Seventh Meeting of States Parties is held outside Geneva) on the logistical and organizational aspects of meetings of the Convention;
- (d) Assist the presidency on the Annual Progress reports.

B. Support on universalization

10. The Implementation Support Unit will support the Working Group on Universalization and States Parties in their efforts to fulfil the following objectives:

- (a) Increased adherence to and reinforcement of the norms established by the Convention;
- (b) Increased number of States Parties to the Convention;
- (c) Promotion of the Convention that has resulted in decreased numbers of allegations and confirmed instances of use.

C. Support on stockpile destruction

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

- (a) Providing advice and facilitating relevant technical expertise as required by States Parties with Article 3 obligations;
- (b) Providing assistance as required on reporting on the implementation of Article 3 implementation;
- (c) Facilitating increased information exchange on efficient, safe, cost-effective and environmentally-friendly stockpile destruction methodologies.

D. Support on clearance and risk reduction education

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

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

(b) Facilitating communication pertinent to Article 4 obligations to encourage the achievement of compliance within the stipulated deadline

(c) Facilitating increased cooperation between and among relevant stakeholders in the implementation of the Convention.

E. Support on victim assistance

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

(a) Providing relevant information and facilitating the exchange of relevant 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) Promoting the exchange of information on good and cost effective practices;

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

F. Support on international cooperation and assistance

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

(a) Facilitating communication to encourage strengthened partnerships between and among States Parties and other relevant stakeholders in order to accelerate the full implementation of the Convention;

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

(c) Facilitating the exchange of information between States Parties requiring assistance and those in a position to provide it in order to better target scarce resources.

G. Support on transparency measures

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

(a) Encouraging an increased rate and quality of reporting by States Parties by providing technical assistance as required;

(b) Assisting in following up on the submission of initial transparency reports and overdue reports;

(c) Facilitating the exchange of information on the best and most cost-effective reporting practices.

H. Support on national implementation measures

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

- (a) Facilitating communication to encourage an increased rate of Article 9 compliance by States Parties;
- (b) Increasing 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 taken at the First Review Conference, the Implementation Support Unit will:

- (a) administer and maintain the official website of the Convention and provide information about the Convention;
- (b) facilitate communication among States Parties, and with all relevant other actors, cooperate and coordinate with relevant actors and maintain public relations;
- (c) Produce Convention related publications and other promotional materials as necessary.

J. Excepted outcomes

18. As a result of the Implementation Support Unit's support to the States Parties in 2017, 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) That the 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.

V. Detailed 2017 Work Plan

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 implementation status updates, situational analysis and practical tools.

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, support, and follow-up formal and informal meetings.

Activity 1.2.3: 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 programmes 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 Seventh Meeting of States Parties.

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

Activity 2.1.2: Carry out, upon request, exploratory mission(s) to prepare for the Seventh 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 - upon request.

Activity 2.2.2: Keep records and follow up on formal and informal meetings - 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 Demining - 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 focus on the Convention's core commitments with upcoming deadlines.

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 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 and quality of reporting 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.

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 and maintain the official website of the Convention and provide information about the Convention.

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.

VI. Assumptions

19. That the 2017 Work Plan and budget as presented and adopted by States Parties at the First Review Conference is not amended.

20. That predictable and sustainable funding for the work of the Implementation Support Unit 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 Implementation Support Unit work plan for the year.

22. That the Implementation Support Unit will be fully staffed with the recruitment of the Implementation Support Assistant by the end of 2016 dependent on adequate Implementation Support Unit financing.

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

VII. Implementation Support Unit 2017 budget

<i>Cost</i>	<i>2017</i>	<i>Notes</i>
Salaries	336,746	The Director and Program Specialist working 100% supported by a Program Implementation Assistant working 50%.
Social charges	61,765	At 20% of annual salary includes mandatory accident and travel insurance
Communication	12,000	Website maintenance, Convention on Cluster Munitions promotional material, publications, consultancies, etc.
Travel	37,000	Participate in Convention meetings plus staff travel on missions to States Parties as required. Average of three trips per year in economy class.
Other implementation support costs	8,000	Consultancies, room rentals, workshops, catering, etc.
Total	455,511	
Administrative expenses	Geneva International Centre for Humanitarian Demining in-kind	Covers costs such as rent of office, internal control system, administration of sponsorship programme, human resource management, etc.

Budget notes

- Increased activities are anticipated in 2017 as the first Article 3 deadlines approach in 2018 to facilitate reporting at the Eight Meeting of States Parties.
- The anticipated three trips per year would include two long and one short economy class tickets for two staff of the Implementation Support Unit.
- The Geneva International Centre for Humanitarian Demining in-kind contribution will be dependent, inter alia, on the frequency of meetings held as will be decided by States Parties.