

Convention on Cluster Munitions

27 May 2019

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Ninth Meeting of States Parties**Geneva, 2–4 September 2019**

Item 9 (j) of the provisional agenda

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

Implementation Support Unit 2020 work plan and budget

Submitted by the Implementation Support Unit (1 June 2019)

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 2020 in accordance with the decision taken by the States Parties at the First Review Conference (IRC) in September 2015, at subsequent Meetings of States Parties and pursuant to the priorities established by the States Parties through the Dubrovnik Action Plan (DAP).

Specific objectives:

- Provide technical support and advice to the Presidency in all aspects of its role and mandate in leading the work of the Convention;
- Provide support to all States Parties through the Convention's implementation machinery and Coordination Committee, as well as the sponsorship programme;
- 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 international community on issues related to the

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Expected outcomes:	<p>implementation of the CCM.</p> <ul style="list-style-type: none">• The Presidency has effectively led the work of the Convention as mandated by the States Parties;• The implementation machinery through the Coordination Committee has performed its mandate in accordance with the decisions of the States Parties;• Efficient and effective support provided to the Second Review Conference (2RC), the 2RC Preparatory Committee meetings and other formal or informal meetings as required, including to the Sponsorship programme to facilitate participation in these meetings;• States Parties have acted and are able to report on their universalization, stockpile destruction, clearance and risk reduction education, victim assistance, international cooperation and assistance, transparency measures and national implementation measures obligations;• Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work effectively and efficiently;• States Parties have developed stronger partnerships and that to the largest extent possible these are country specific Country Coalitions;• All States Parties have submitted timely and quality requests for treaty deadline extensions as applicable;• Visibility and awareness of the Convention have become more universal.
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Budget: CHF 485'295

I. The CCM Implementation Support Unit mandate

1. The mandate of the Implementation Support Unit (ISU) articulated by the States Parties to the Convention defines the Unit's tasks and responsibilities, inter alia, in the following ways:

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

(b) Offer advice and support to individual 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) Manage the sponsorship programme assisted by the Geneva International Centre for Humanitarian Demining (GICHD) by providing guidance and input as necessary.

II. Premise of the CCM ISU 2020 work plan

2. In accordance with the decision taken by States Parties at the 1st Review Conference (1RC) on the Financial Procedures on ISU financing, this Work Plan is being circulated to all States Parties for their consideration as required, 60 days prior to the Ninth Meeting of States Parties (9MSP) to be held in Geneva on 2 - 4 September 2019. The proposed 2020 Work Plan articulates the main activities that the ISU will undertake during the year in a manner consistent with the Unit's mandate, decisions taken at other formal meetings of the Convention and the prior approved 2016-2020 ISU Work Plan and budget which was sanctioned by States Parties during the 1RC. This draft 2020 Work Plan has already been reviewed and endorsed by the CCM Coordination Committee.

3. The 2020 Work Plan of the ISU is also based on the priorities and anticipated results established by States Parties in the Dubrovnik Action Plan (DAP) which will continue to serve as a tool to monitor progress in the execution of the Convention's key result areas up to the 2nd Review Conference (2RC).

4. In the interim, the ISU will continue to provide the necessary support to States Parties as they embark on their collective reflection on achievements made since the 1RC and the remaining challenges as they define the next 5 years plan to be adopted at the 2RC scheduled for 2020.

III. Priorities of the CCM Implementation Support Unit

A. Support to the Presidency and the Coordination Committee

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

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

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

(c) Assist the Presidency on the preparation of the CCM Annual Progress Report to be submitted at the 2RC;

(d) Support thematic Coordinators who wish to undertake special initiatives (e.g. meetings, seminars and workshops) to promote implementation of the Convention;

(e) Provide the President and the Coordination Committee with the technical advice and support necessary to prepare for the 2RC and its preparatory meetings;

(f) Support logistical and organizational aspects of 2RC preparations;

(g) Assist the Presidency and the Coordination Committee on the preparatory work to be undertaken during the drafting of the next 5 year action plan of the Convention to be adopted at the 2RC.

B. Support on Universalization

6. The ISU will support the Coordinators and thematic Working Group on Universalization and all other States Parties in their efforts to increase the number of States Parties to the CCM; enhance promotion of the Convention and increase adherence to and reinforcement of the norms established by the Convention through the following actions:

(a) Support Coordinators in identifying potential new States Parties;

- (b) Provide summaries and background information on past and ongoing universalization efforts;
- (c) Assist Coordinators in their demarches and outreach activities with key stakeholders;
- (d) Support Coordinators in organizing and running targeted meetings, seminars and workshops;
- (e) Participate - upon request - in local, national and regional events to promote the universalization of the Convention;
- (f) Share available resources/tools and provide practical assistance to signatory States and States not Party requiring assistance prior to ratification/accession.

C. Support on Stockpile Destruction and Retention

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

- (a) Provide advice or facilitate provision of relevant technical expertise as required to States Parties with Article 3 obligations, with a specific focus on States Parties with deadlines in 2021;
- (b) Follow up, as applicable, States Parties with imminent Article 3 deadlines;
- (c) Provide relevant support as necessary to States Parties that are likely to miss their deadlines and need to prepare and submit extension requests regarding their Article 3 obligations;
- (d) Provide support to the Article 3 Analysis Group in the consideration and follow-up of extension requests submitted by States Parties with 2021 stockpile destruction deadlines;
- (e) Provide assistance as required on reporting of progress achieved, challenges faced and needs of assistance in the implementation of Article 3;
- (f) Facilitate communication of requests for international cooperation and assistance submitted by States Parties with obligations under Article 3 in their Article 7 transparency reports to States Parties and other stakeholders in a position to provide support;
- (g) Assist to promote and implement country specific approaches or *Country Coalitions* that enable States Parties in need of assistance to meet their Convention stipulated deadlines;
- (h) Facilitate increased information exchange on efficient, safe, cost-effective and environmentally-friendly stockpile destruction practices.

D. Support on Clearance and Risk Reduction Education

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

- (a) Provide relevant information and facilitate the exchange of appropriate technical expertise as required by States Parties to assist them in the development of efficient, safe, cost-effective and environmentally-friendly clearance practices;
- (b) Facilitate communication pertinent to Article 4 obligations to encourage evidence-based reporting and the achievement of compliance within the stipulated deadline;
- (c) Facilitate increased and targeted cooperation between and among relevant actors in the implementation of the Convention's Article 4 obligations with a specific focus on States Parties with clearance deadlines in 2021;

(d) Assist promote country specific approaches or *Country Coalitions* to enable States Parties in need of assistance with the implementation of their Article 4 obligations to meet their time bound deadlines;

(e) Provide advice and facilitate relevant technical expertise as required by States Parties with Article 4 obligations, with a specific focus on States Parties with deadlines in 2021;

(f) Follow up, as applicable, States Parties with imminent Article 4 deadlines;

(g) Provide relevant support as necessary to States Parties that are likely to miss their deadlines and need to prepare and submit an extension requests regarding their Article 4 obligations;

(h) Provide support to the Article 4 Analysis Group in the consideration and follow-up of extension requests submitted by States Parties with a 2021 deadline;

(i) Carry out, upon request, country missions to assist States Parties that are in the process of implementing Article 4 or preparing an extension request to offer a more in-depth advisory service.

E. Support on Victim Assistance

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

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

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

(c) Encourage increased involvement of victims in policy-making and decision-making processes in accordance with the provisions of the Convention;

(d) Assist to promote country specific approaches *or Country Coalitions* that enable States Parties in need of assistance with the implementation of their Article 5 obligations meet their treaty obligations;

(e) Facilitate the promotion of an integrated approach to victim assistance and enhance cooperation with other Conventions and the broader disability sector.

F. Support on International Cooperation and Assistance

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

(a) Facilitate communication between and among States Parties and other relevant actors in order to encourage strengthened partnerships thus enabling timely and effective implementation of treaty obligations;

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

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

(d) Assist to promote country specific approaches or *Country Coalitions* that foster the comprehensive implementation of the Convention through coordinated and targeted cooperation.

G. Support on Transparency Measures

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

- (a) Encourage increased submission of timely and quality reports by States Parties through regular highlighting of the important role played by the information shared by way of transparency reports in the effective implementation of the Convention;
- (b) Provide targeted technical assistance to States Parties as required;
- (c) Assist to follow up and monitor the submission of initial and annual transparency reports;
- (d) Assist to promote the importance of reporting as a tool that clarifies challenges, measures progress and enhances cooperation and assistance;
- (e) Assist to raise awareness of the benefits of reporting through existing social media platforms and at other disarmament meetings;
- (f) Facilitate the exchange of information on the best and most time-efficient reporting practices;
- (g) Provide analytical summaries of information contained in Article 7 reports in order to facilitate the practical use of reporting, with special emphasis on obligations under Articles 3, 4, 5, 6 and 9.

H. Support on National Implementation Measures

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

- (a) Facilitate communication and dissemination of existing tools to encourage an increased rate of Article 9 compliance by States Parties;
- (b) Assist to monitor Article 9 compliance by States Parties and provide targeted technical assistance to States Parties as necessary;
- (c) Assist to increase the awareness of national actors of obligations under the Convention's Article 9 resulting in compliant national military doctrine, policies and training;
- (d) Support the Coordinator in organizing and managing meetings, seminars and workshops on Article 9 implementation.

I. Communication

13. In enhancing the availability and dissemination of Convention related information, the ISU will:

- (a) Administer, maintain and constantly update the official website and social media accounts of the Convention to ensure quality and timely dissemination of information;
- (b) Facilitate communication among States Parties, signatory States and States not Party with all other relevant actors, organizations and institutions and maintain public relations;
- (c) Raise awareness on the Convention in all relevant fora;
- (d) Produce Convention related publications and other promotional materials as necessary.

IV. Excepted outcomes

14. As a result of the ISU's support to the States Parties in 2020, the ISU anticipates contributing to the following outcomes:

- (a) The Convention's implementation machinery and office holders have performed their mandate in accordance with the decisions of the States Parties;
- (b) The Second Review Conference, 2RC preparatory meetings of States Parties and other formal or informal meetings are held as required in an organized, efficient and effective manner, including management of the sponsorship programme 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) States Parties have developed stronger partnerships and that, to the largest extent possible, these are country specific *Country Coalitions*;
- (f) All States Parties that are asking for treaty deadline extensions have submitted timely and detailed requests in accordance with the approved Guidelines;
- (g) The Convention has become more universal.

V. 2020 Activities, outputs and outcomes

Outcome 1: The Convention's implementation machinery through the Presidency and Coordination Committee has performed its 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 and President-Designate in all aspects of the Presidency related to achieving the objectives of the Convention.

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

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

Output 1.2: Thematic Coordinators and their respective Working Groups receive sufficient advice and support to enable them guide States Parties in meeting their obligations.

Activity 1.2.1: Support the thematic Coordinators and the Working Groups according to their respective priorities based on the Dubrovnik Action Plan and annual work plans for the period of their mandate.

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

Activity 1.2.3: Carry out follow-up activities upon request by thematic Coordinators and respective Working Groups.

Activity 1.2.4: Keep up-to-date records of formal and informal meetings and on other relevant knowledge products, expertise and information.

Outcome 2: Support to meetings related to the 2nd Review Conference and other formal or informal meetings has been provided as required in an efficient and effective manner; including to the Sponsorship Programme to facilitate participation in these meetings.

Output 2.1: The Presidency, thematic Coordinators and respective Working Groups receive the advice and support necessary to ensure a successful hosting of the Second Review Conference (2RC).

Activity 2.1.1: Provide substantive, administrative and logistical support as required by the Presidency and the Coordination Committee for the organization of the 2RC.

Activity 2.1.2: Carry out, as necessary, exploratory missions in preparation for hosting of the 2RC.

Output 2.2: The Presidency, thematic Coordinators and respective Working Groups receive the advice and support necessary for the organization of formal and informal meetings related to the pursuit of the Convention's aim throughout the year.

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

Activity 2.2.2: Keep updated records of and take follow-up action on tasks emanating from formal and informal meetings under the Convention - upon request.

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

Activity 2.3.1: Administer the sponsorship programme - assisted by the GICHD - based on criteria set by the Coordination Committee.

Outcome 3: States Parties have acted on and are able to report on the implementation of 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: Provide States with the necessary information, tools and resources to implement their obligations.

Activity 3.1.3: Facilitate increased cooperation between and among relevant stakeholders in the implementation of the Convention.

Activity 3.1.4: Carry out, upon request by States, support missions to offer technical assistance on the implementation of the Convention's core commitments.

Activity 3.1.5: Organize - upon request - workshops with a regional or thematic focus on the Convention's core commitments.

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

Activity 3.2.1: Assist in following up on the submission of initial and/or annual transparency reports and overdue reports by sending regular reminders and providing targeted support to States Parties as necessary.

Activity 3.2.2: Facilitate the exchange of information on best and most time-efficient reporting practices.

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

Activity 3.2.4: Promote the importance of reporting as a tool to illuminate challenges, measure progress and support cooperation and assistance.

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: Provide, upon request, in depth briefs on the Convention to new State Party representatives.

Activity 4.1.2: 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 4.1.3: Promote cooperation and assistance through enhanced sharing of information, best practices and challenges through technical, financial and expertise exchanges.

Activity 4.1.4: Develop and maintain a resource base of relevant technical expertise, practical and analytical tools and resources.

Output 4.2: Information on the Convention and its operations is more readily available to States Parties.

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

Activity 4.2.2: Administer, maintain and continually update the official website of the Convention and provide substantive information about the Convention through different tools such as emails, social media, newsletters and the Convention's website.

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

Outcome 5: States Parties have developed stronger partnerships and that, to the largest extent possible, these are country specific Country Coalitions.

Output 5.1: States Parties receive the required support to develop stronger partnerships that are ideally country specific Country Coalitions.

Activity 5.1.1: Support meetings convened by affected States Parties and/or thematic Coordinators and furnish relevant background information, tools and resources as required;

Activity 5.1.2: Facilitate information sharing between and amongst States requiring assistance, donor States and other key actors to enhance existing or the creation of new partnerships to boost implementation of the Convention;

Activity 5.1.3: Carry out support missions upon the request by States Parties as relevant;

Activity 5.1.4: Facilitate the hosting of at least one Country Coalitions meeting in Geneva.

Outcome 6: All relevant States Parties have submitted timely and quality requests for extensions.

Output 6.1: States Parties that have indicated that they would require to submit extension requests pertaining to their implementation of Article 3 or 4 have received sufficient support and guidance in the preparation and timely submission of their request.

Activity 6.1.1: Provide advice and guidance to relevant States Parties as necessary to prepare and submit timely extension requests.

Activity 6.1.2: Carry out, upon request, missions to respond to requests of States Parties that are in the process of preparing an Article 3 or Article 4 extension request.

Outcome 7: Visibility and awareness of the Convention has become more universal.

Output 7.1: The universalization Coordinators and CCM States Parties have the anticipated support to act on the universalization commitments described in the Dubrovnik Action Plan.

Activity 7.1.1: Support meetings convened by the Coordinators and furnish background information, tools and resources as required.

Activity 7.1.2: Assist the Coordinators in their outreach efforts and follow up upon requests.

Activity 7.1.3: Carry out support missions upon request by States.

Activity 7.1.4: Organize and convene, upon request, workshops or seminars on universalization with a regional or wider focus.

Activity 7.1.5: Provide existing tools and practical assistance to signatory States and/or States not Party requiring assistance prior to ratification/accession.

VI. Implementation Support Unit 2020 budget

<i>Cost</i>	<i>2020</i>	<i>Notes</i>
Salaries	361,669	The Director and Implementation Support Specialist working 100% supported by an Implementation Support Assistant working 50%.
Social Charges	66,626	Estimated cost dependant on staff age, social status and prevailing provider fee rates charged. Charges include mandatory accident and travel insurance.
Communication	8,000	Website maintenance, CCM promotional material, publications, consultancies, etc.
Travel	38,000	Participation in Convention meetings plus staff travel on missions to States as required. Anticipate at least 10 support missions and CCM representation trips.
Other implementation support costs	11,000	Consultancies, room rentals, workshops, catering, etc.
Total	485,295	
Administrative expenses	Geneva International Centre for Humanitarian Demining in-kind	Covers costs such as rent of office, internal control system, administration of sponsorship programme, HR management, etc.

VII. Assumptions

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

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

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

Budget notes

- Increased technical support activities are anticipated in 2020 as one Article 3 deadline and three Article 4 deadlines are due in 2021. Support will also continue to be provided to three States Parties that submitted and had their extension requests approved at the 9MSP.

- The anticipated 10 trips per year would include 4 long-haul and 6 short-haul economy class tickets for the ISU staff. Travel will also include in-country preparatory missions for the Second Review Conference.
 - The GICHD in-kind contribution will be dependent, inter alia, on the frequency of meetings held as will be decided by the States Parties.
-