

# Tenth Meeting of States Parties to the Convention on Cluster Munitions

19 September 2022

Original: English  
Arabic, English, French and  
Spanish only

---

**Tenth Meeting of States Parties**  
**Geneva, 30 August to 2 September 2022**

Agenda item 14

**Consideration and adoption of the final document**

## **Final report of the Tenth Meeting of States Parties**

### **I. Introduction**

1. In accordance with article 11 of the Convention on Cluster Munitions and the decisions of the First Review Conference (Dubrovnik, Croatia, 7-11 September 2015), the Second Review Conference of the Convention (Geneva, 25-27 November 2020 and 20 and 21 September 2021) decided to convene annually, until the Third Review Conference, a Meeting of States Parties for up to four days and decided that the Tenth Meeting of States Parties would be postponed to 2022 and would take place from 30 August to 2 September 2022.<sup>1</sup>

2. By operative paragraph 9 of resolution 76/47, the General Assembly requested the Secretary-General to convene the Tenth Meeting of States Parties to the Convention on Cluster Munitions and to continue to render the necessary assistance and to provide such services as may be necessary to fulfil the tasks entrusted to him by the Convention and the relevant decisions of the Second Review Conference. Accordingly, and in compliance with article 11 of the Convention on Cluster Munitions, the Secretary-General of the United Nations convened the Tenth Meeting of States Parties and invited all States Parties, as well as States not parties to the Convention, to participate in the Meeting.

3. At the Second Review Conference, the States Parties confirmed the designation of Mr. Aidan Liddle, Ambassador and Permanent Representative of the United Kingdom of Great Britain and Northern Ireland to the Conference on Disarmament, as President of the Tenth Meeting of States Parties. In accordance with the decision taken at the First Review Conference, his term commenced on the day following the conclusion of the Second Review Conference until the last day of the Tenth Meeting of States Parties.

4. In accordance with the mandate received at the Second Review Conference, the President convened an intersessional meeting on 16 and 17 May 2022 at the Centre International de Conférences (CICG) in Geneva.

### **II. Organization of the Tenth Meeting of States Parties**

5. The Tenth Meeting of States Parties was held in Geneva, Switzerland, from 30 August to 2 September 2022.

6. Ms. Sheila N. Mweemba, Director of the Implementation Support Unit (ISU) of the Convention on Cluster Munitions, participated in the work of the Meeting.

7. Ms. Erika Kawahara, Associate Political Affairs Officer, Conference on Disarmament Secretariat and Conference Support Branch of the United Nations Office for Disarmament

---

<sup>1</sup> Para 84 (ii) (a) of the Final report of the Second Review Conference (CCM/CONF/2021/6).



Affairs served as Secretary of the Meeting on 30 August. Ms. Silvia Mercogliano, Political Affairs Officer, Conference on Disarmament Secretariat and Conference Support Branch of the United Nations Office for Disarmament Affairs served as Secretary of the Meeting from 31 August to 2 September.

8. The following States Parties to the Convention participated in the work of the Meeting: Australia, Austria, Belgium, Bosnia and Herzegovina, Botswana, Bulgaria, Burkina Faso, Burundi, Cameroon, Canada, Chad, Chile, Colombia, Costa Rica, Côte D'Ivoire, Cuba, Czech Republic, Dominican Republic, Ecuador, El Salvador, Eswatini, Fiji, France, Gambia, Germany, Guatemala, Guinea-Bissau, Guyana, Holy See, Honduras, Hungary, Iraq, Ireland, Italy, Japan, Lao People's Democratic Republic, Lebanon, Lithuania, Luxembourg, Madagascar, Malawi, Malta, Mauritania, Mauritius, Mexico, Monaco, Montenegro, Mozambique, Namibia, Netherlands, New Zealand, Nicaragua, Norway, Panama, Paraguay, Peru, Philippines, Portugal, Saint Lucia, Samoa, San Marino, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, State of Palestine, Sweden, Switzerland, Togo, Tunisia, United Kingdom of Great Britain and Northern Ireland, Uruguay and Zambia.

9. The following States signatories to the Convention participated in the work of the Meeting as observers: Angola, Cyprus, Democratic Republic of the Congo, Djibouti, Haiti, Nigeria, Tanzania and Uganda.

10. Argentina, Armenia, Azerbaijan, Finland, Marshall Islands, Myanmar, Nepal, Serbia, South Sudan, Thailand, Türkiye, United Arab Emirates, Yemen and Zimbabwe also participated in the work of the Meeting as observers.

11. The Cluster Munition Coalition (CMC), Geneva International Centre for Humanitarian Demining (GICHD), International Committee of the Red Cross (ICRC), United Nations Development Programme (UNDP), United Nations Institute for Disarmament Research (UNIDIR), United Nations Mine Action Service (UNMAS) and United Nations Office for Disarmament Affairs (UNODA) also participated in the work of the Meeting as observers, pursuant to rule 1 (2) of the rules of procedure.

12. The European Union, Danish Refugee Council, Development and Ability Organization, Human Rights Watch, Humanity & Inclusion, James Madison University, Labour Health and Human Rights Development Centre, MAAT for Peace, Development and Human Rights, Mines Action Canada, Mines Advisory Group (MAG), Nonviolence International Southeast Asia (NISEA), Norwegian People's Aid, Protection and The HALO Trust also took part in the work of the Meeting as observers, pursuant to rule 1 (3) of the rules of procedure.

### **III. Work of the Tenth Meeting of States Parties**

13. On 30 August 2022, the Tenth Meeting of States Parties was opened by Mr. Aidan Liddle, Ambassador and Permanent Representative of the United Kingdom of Great Britain and Northern Ireland to the Conference on Disarmament.

14. The Meeting held eight formal plenary meetings.

15. At the first plenary meeting on 30 August 2022, Mr. Graham Stuart, Minister of State for Foreign, Commonwealth and Development Affairs of the United Kingdom of Great Britain and Northern Ireland, Mr. Daniel Craig, United Nations Global Advocate for the Elimination of Mines and Explosive Hazards, Ms. Izumi Nakamitsu, United Nations High Representative for Disarmament Affairs, and Mr. Muowffak Al-Khafaij of the Cluster Munition Coalition delivered video messages to the Meeting. Statements were also made by Mr. Felix Baumann, Ambassador and Permanent Representative of Switzerland to the Conference on Disarmament, and Dr. Gilles Carbonnier, Vice President of the International Committee of the Red Cross (ICRC).

16. At the same meeting, Mr. Peter Kolarov, Political Affairs Officer, Conference on Disarmament Secretariat and Conference Support Branch of the United Nations Office for Disarmament Affairs, was confirmed as Secretary-General of the Meeting.

17. At the same meeting, Germany, Nicaragua, Sri Lanka and Switzerland were elected vice-Presidents of the Meeting.

18. At the same meeting, the provisional agenda (CCM/MSP/2022/1/Rev.1) was adopted, as orally amended, to be reissued as CCM/MSP/2022/1/Rev.2. The provisional programme of work (CCM/MSP/2022/3) was also adopted with the same oral amendment. The rules of procedure as contained in document CCM/MSP/2010/3, *mutatis mutandis*, were also confirmed.

19. A list of documents submitted to the Tenth Meeting of States Parties is contained in annex II to this report. These documents are available through the United Nations Official Documents System (<http://documents.un.org>).

#### **IV. Decisions and recommendations**

20. The Meeting thanked the United Kingdom of Great Britain and Northern Ireland for its efforts that led to the adoption of General Assembly resolution 76/47 entitled “Implementation of the Convention on Cluster Munitions”.

21. The Meeting underscored the obligation of States Parties never under any circumstances to use cluster munitions and, in accordance with the object and provisions of the Convention, condemned any use of cluster munitions by any actor. In this connection the Meeting expressed its grave concern at the increase in civilian casualties and the humanitarian impact resulting from the repeated and well-documented use of cluster munitions since the Second Review Conference. This grave concern applies in particular to the use of cluster munitions in Ukraine.

22. The Meeting took stock of the implementation of the Convention and progress made since the Second Review Conference and welcomed the Progress report on the implementation of the Lausanne Action Plan, which covers the period 3 October 2020 to 30 June 2022.

23. The Meeting expressed its appreciation for the efforts made by the Philippines and Spain as Coordinators on Universalisation for coordinating with various key partners on strategic efforts to enhance universalisation and for widening the membership of the already existing informal working group (IWG) on universalisation to all interested States Parties. The Meeting reiterated that Universalisation is the joint responsibility of all States Parties under the leadership of the Presidency and in coordination with the thematic Coordinators.

24. The Meeting thanked the President for the work undertaken, in cooperation with the Coordinators on universalisation, to promote the implementation of the recommendations on initial actions contained in the paper “Ways Forward on Universalisation of the Convention on Cluster Munitions” (CCM/CONF/2020/12), which had been endorsed by the second Review Conference.

25. The Meeting took note of the work of the President in engaging with States Parties implementing obligations under Article 3 or 4 or retaining or transferring cluster munitions in line with Article 3.6 and 3.7 having omitted to submit an Article 7 report for two consecutive years, in close cooperation with the relevant Coordinators, as mandated by the Second Review Conference.

26. The Meeting welcomed the continued progress in stockpile destruction which had led to one State Party, Guinea-Bissau, clarifying that after verification activities, it could confirm that it did not have any cluster munition stockpiles in its inventory. The Meeting thanked Bulgaria and Australia, Coordinators on Stockpile Destruction and Retention, for the diligent follow-up efforts with the remaining four States Parties with destruction obligations under Article 3.

27. The Meeting assessed the request submitted by Bulgaria for an extension of its deadline to complete the destruction of all its cluster munition stockpiles in accordance with Article 3.2 of the Convention and agreed to grant the request for an extension until 31 December 2023.

28. In granting the request, the Meeting noted that Bulgaria had provided a detailed outline of events that led to a 13-month disruption of its destruction activities. The Meeting also noted that Bulgaria had provided a revised work plan that lent itself to monitoring and had secured all necessary funding to complete the destruction process. The Meeting further

noted that Bulgaria had highlighted that the ongoing war in Ukraine presented a risk to the scheduled transportation and destruction of its cluster munitions.

29. In this regard, the Meeting noted that the Convention would benefit from Bulgaria reporting annually through Article 7 reports and at Meetings of States Parties on the following:

- (a) Progress made on the destruction of its cluster munition stockpiles relative to the projections Bulgaria made in its extension request.
- (b) Updated information on the use of its retained submunitions.
- (c) Other relevant information.

30. In addition to reporting as requested above, the Meeting noted the importance of Bulgaria keeping the States Parties regularly apprised of other pertinent developments regarding the implementation of Article 3 during the period covered by the request and other commitments made in the request at Meetings of States Parties as well as through its Article 7 reports due before 30 April every year.

31. The Meeting expressed appreciation for the work of Sweden and Guyana, Coordinators on Clearance and destruction of cluster munition remnants and risk reduction education, and welcomed their efforts to engage with States Parties with Article 4 commitments to advance implementation of this obligation.

32. The Meeting assessed the request submitted by Bosnia and Herzegovina for completing the clearance and destruction of cluster munition remnants in accordance with Article 4.1 of the Convention, and agreed to grant the request for an extension of 12 months until 1 September 2023.

33. In granting the request, the Meeting noted that the provision of a clear work plan and information on the actual contaminated area still to be addressed would make the plan easier to understand and monitor.

34. In this regard, the Meeting noted that the Convention would benefit from Bosnia and Herzegovina reporting annually through Article 7 reports due before 30 April every year and at the Eleventh Meeting of States Parties on the following:

- (a) Progress made by Bosnia and Herzegovina on the implementation of the work plan provided in its extension request.
- (b) Updated information on the contaminated area still to be addressed.
- (c) Any other relevant information.

35. In addition to reporting as requested above, the Meeting noted the importance of Bosnia and Herzegovina keeping the States Parties regularly apprised of any other pertinent developments as necessary.

36. The Meeting assessed the request submitted by Chad for an extension of its deadline for completing the clearance and destruction of cluster munition remnants in accordance with Article 4.1 of the Convention and agreed to grant the request for an extension of thirteen months until 1 October 2024, with the expectation that a detailed work plan and budget will be included in a subsequent extension request to be considered at the Eleventh Meeting of States Parties if cluster-munition contaminated areas are discovered during the planned non-technical survey.

37. In granting the request, the Meeting noted that the non-technical survey (NTS) would inform the extent of the remaining cluster munition contamination to be cleared. The Meeting recommended that Chad regularly report to the Analysis Group on its resource mobilization activities and status, so that the Group is informed of the extent of NTS efforts that can be carried out. The Meeting further recommended that Chad regularly reports to States Parties on the outcomes of the NTS and provides a costed work plan that includes risk education activities, resource mobilization plan, and annual work schedule broken down by month for the next extension period.

38. In this regard, the Meeting noted that the Convention would benefit from Chad reporting annually through Article 7 reports due before 30 April every year and at the Eleventh Meeting of States Parties on the following:

- (a) Progress made relative to resource mobilization and non-technical survey activities.
- (b) Updated information on the remaining cluster munition contamination based on the findings of the non-technical survey.
- (c) A detailed work plan and budget for the subsequent year, that includes a risk education plan.
- (d) Other relevant information.

39. In addition to reporting as requested above, the Meeting noted the importance of Chad keeping the States Parties regularly apprised of any other pertinent developments as necessary.

40. The Meeting assessed the request submitted by Chile for an extension of its deadline for completing the clearance and destruction of cluster munition remnants in accordance with Article 4.1 of the Convention and agreed to grant the request for an extension of three years until 1 June 2026.

41. In granting the request, the Meeting noted that it would be crucial for Chile to secure the necessary financial resources for the extension period and to start clearance operations as soon as possible.

42. In this regard, the Meeting noted that the Convention would benefit from Chile reporting annually through Article 7 reports and at Meetings of States Parties on the following:

- (a) Progress made relative to the clearance operations to be undertaken as indicated in its extension request.
- (b) Updated information on remaining contamination.
- (c) A detailed work plan and budget for the subsequent year.
- (d) Resource mobilization efforts including international cooperation and assistance received, and resources made available by the Government of Chile to support implementation efforts.
- (e) Other relevant information.

43. In addition to reporting as requested above, the Meeting noted the importance of Chile keeping the States Parties regularly apprised of other pertinent developments regarding the implementation of Article 4 during the period covered by the request and other commitments made in the request at Meetings of States Parties as well as through its Article 7 reports due no later than 30 April of each year.

44. The Meeting recalled that the Second Review Conference had decided that the Coordinators on General Status and Operation of the Convention would act as the focal points of the Convention to provide advice on gender mainstreaming and to ensure that matters related to gender and the diverse needs and experiences of people in affected communities are considered in the implementation of the Lausanne Action Plan (LAP), in cooperation with the other thematic Coordinators. The Meeting thanked the Coordinators on the General Status and Operation of the Convention, Namibia and France, for the General Status and Operation Gender Focal Points Terms of Reference (CCM/MSP/2022/WP.3) and for their important work done in this regard.

45. Stressing that assistance to victims, their families and communities is essential in the implementation of the Convention, the Meeting thanked Chile and Mexico, Coordinators on victim assistance, for their continued work to improve coordination on victim assistance issues with other relevant disarmament conventions and to encourage States Parties with this obligation to use the focal point database as well as to integrate Victim Assistance into the framework of international cooperation and assistance that went beyond international aid.

46. Reiterating that international cooperation and assistance is essential in providing support to implementation of the Convention, the Meeting thanked Germany and Montenegro for their work as Coordinators on cooperation and assistance and underscored the importance of States Parties presenting their requests for cooperation and assistance in a way that is i) evidence-based, and ii) based on concrete needs contained in coherent and comprehensive national plans.

47. Reiterating that initial and annual national reporting is a critical obligation under article 7 of the Convention in its role as a key instrument of measuring implementation, the Meeting noted that reporting rates have fallen in 2022. The Meeting thanked Iraq, in its capacity as Coordinator on Transparency Measures, for its continued work, in compliance with Action 45 of the Lausanne Action Plan, to adapt the reporting template. The Meeting requested the incoming Coordinator on Transparency Measures, under the guidance of the Presidency, to continue this work with a view to adopting the adapted reporting template at the Eleventh Meeting of States Parties.

48. Recalling the importance for States Parties to comply with the provisions of Article 9 of the Convention, the Meeting expressed appreciation for the work done by New Zealand, in its capacity as Coordinator on National Implementation Measures to support countries in the implementation of its Article 9. The Meeting commended New Zealand for the development of a user-friendly video available on the Convention's website that explains the importance of national implementation and outlines the tools that exist to support States comply with this provision.

49. Ms. Sheila N. Mweemba, Director of the ISU, presented the ISU budget and workplan for 2023 (CCM/MSP/2022/2), which was approved by the Meeting.

50. Ms. Mweemba also presented a summary of the 2020 to 2021 annual report of the ISU (CCM/MSP/2022/8). The Meeting welcomed that the annual work plans had been implemented as approved and commended the consistent prudent use of the ISU Trust funds.

51. The Meeting also agreed that the 2024 ISU budget and work plan would be submitted sixty days prior to the Eleventh Meeting of States Parties and that the Director of the ISU would continue to submit reports on the work undertaken by the ISU annually.

52. The Meeting took note of the work done by the President in the fulfilment of his mandate to elaborate a calendar and a selection procedure for the recruitment of future ISU Directors, and considered the documents circulated on 26 August (CCM/MSP/2022/WP.1 and CCM/MSP/2022/WP.2).

53. The Meeting decided to adopt the following calendar and selection procedure for the recruitment of future ISU Directors as well as the updated Terms of Reference (ToR) of the Director's position attached to this decision document as Annex I:

- (a) A selection panel is established with the mandate to shortlist and interview candidates and make a recommendation to the States Parties on the appointed candidate.
- (b) The selection panel will be composed of five members, with four surrogate members identified to replace any full members who may have a conflict of interest.
- (c) The President of the Eleventh Meeting of States Parties will act as Chair of the selection panel and will select the other members of the selection panel from members of the Coordinating Committee and any other State Parties that expresses its interest in serving on the panel, ensuring a balance of gender, geographical representation and status (affected/non-affected States Parties).
- (d) The vacancy announcement will be published after the closure of the Tenth Meeting of States Parties and the selection procedure will run in accordance with the calendar proposed herewith;
- (e) The members of the selection panel should take into account that the selection procedure will require their professional time from October 2022 to March 2023;

- (f) The selection panel will produce a report on the interviews that it conducted and will make the final decision about the appointed candidate. The report should remain confidential within the selection panel as long as the procedure is running. The President will propose the appointed candidate for the approval of the States Parties, via written silence procedure. After the designation of the ISU Director, the report of the selection panel will be made available to the members of the Coordinating Committee;
- (g) The GICHD salary scale will be applied to the ISU Director's work contract and the GICHD staff rules and regulations will apply to them;
- (h) The GICHD will provide administrative and logistical support throughout the selection process. This may require employing a professional recruitment agency with possible budget implications.

54. The Meeting also decided that the calendar for the recruitment of the ISU Director would be as follows:

- (a) a) The GICHD will post the vacancy announcement on relevant websites (5-25 September 2022 = 3 weeks).
- (b) b) Under the oversight of the selection panel, the GICHD will conduct the pre-screening of applications based on the updated Director's Terms of Reference (ToR) Annexed to this document. The GICHD will circulate the list of suitable candidates to the selection panel, as well as of all the applications received, upon request by the selection panel and taking into account transparency and confidentiality considerations (26 September – 7 October 2022 = 2 weeks).
- (c) c) The selection panel will consider the applications received and will shortlist the best five candidates to be invited to the interviews (7 October – 9 December 2022 = 2 months).
- (d) d) The selection panel will define the competency profile and leadership skills prior to the interviews, based on the updated ToR (7 October – 9 December 2022 = 2 months).
- (e) e) Based on the competency profile and with the assistance of the GICHD, the selection panel will elaborate the list of competency-based questions and the evaluation grid which will facilitate debrief sessions and the submission of the report with the selection panel's recommendations (7 October – 9 December 2022 = 2 months).
- (f) f) The selection panel will carry out the interviews of the selected candidates (12 December 2022 – 27 January 2023 = 7 weeks).
- (g) g) The selection panel will submit the report containing its recommendations on its preferred candidate by 17 February 2023 (= 3 weeks).
- (h) h) The GICHD will be in charge of all of the administrative issues related to the contract of the appointed candidate.

55. The Meeting also took note of the work done by the Presidency in the fulfillment of the mandate received at the Second Review Conference to follow with all the necessary diligence matters related to the United Nations assessed contributions pursuant to Article 14 of the Convention, including the implementation of the decisions taken by the Conference. The Meeting expressed its thanks to the Presidency for writing to the States that had not contributed to the payment of its assessed contributions towards the Tenth Meeting of States parties by 30 April to ask them to clarify when the payment would be made. The Meeting also expressed its appreciation to the President for contacting the States in arrears for two or more years asking them to enter into a payment schedule with the President of the Convention, supported by the United Nations.

56. On 2 September 2022, Ms Agnieszka Broniek, Finance and Budget Officer, FRMS, UNOG, presented the financial status of the Convention.

57. Expressing deep concern about the financial situation due to the arrears in payment of the assessed contributions, the Meeting underlined the importance of ensuring full

compliance with article 14 obligations and called upon all the States Parties and States not Parties participating in the meetings of the States Parties to address issues arising from outstanding dues.

58. The Meeting requested the Eleventh Meeting of States parties to keep financial issues under close review.

59. At its seventh plenary meeting, the Meeting welcomed new Coordinators to guide the intersessional work programme, as follows:

- (a) Working group on the general status and operation of the Convention: France until the end of the Eleventh meeting of States parties) working with Belgium (until the end of the Twelfth Meeting of States parties).
- (b) Working group on Universalization: Spain until the end of the Eleventh Meeting of States parties) working with Malawi (until the end of the Twelfth Meeting of States parties).
- (c) Working group on Victim Assistance: Chile until the end of the Eleventh Meeting of States parties) working with Austria (until the end of the Twelfth Meeting of States parties).
- (d) Working group on Clearance and risk reduction: Guyana until the end of the Eleventh Meeting of States parties) working with Norway (until the end of the Twelfth Meeting of States parties).
- (e) Working group on Stockpile destruction and retention: Bulgaria until the end of the Eleventh Meeting of States parties) working with the Netherlands (until the end of the Twelfth Meeting of States parties).
- (f) Working group on Cooperation and Assistance: Germany until the end of the Eleventh meeting of States parties) working with Lebanon (until the end of the Twelfth meeting of States parties).

60. At the same plenary meeting, the Meeting welcomed the Coordinators to lead the following thematic areas:

- Transparency Measures: Gambia
- National Implementation Measures: New Zealand.

61. The Meeting reaffirmed its attachment to the principle of multilingualism.

62. The Meeting confirmed the designation of H.E. Mr. Abdulkarim Hashim Mustafa, Ambassador and Permanent Representative of the Republic of Iraq to the United Nations Office in Geneva, as the President of the Eleventh Meeting of the States Parties. In accordance with the decision taken at the First Review Conference, his term will commence on the day following the conclusion of the Tenth Meeting of States Parties until the last day of the Eleventh Meeting of States Parties.

63. The Meeting also decided that the Eleventh Meeting of States Parties would take place from 11- 14 September 2023 in Geneva, unless its President decides at a later stage to host the meeting in another venue, in accordance with paragraph 92 of the Final Report of the CCM Second Review Conference (CCM/CONF/2021/6).

64. The Meeting approved the estimated costs of the Eleventh and Twelfth Meeting of States Parties as contained in document CCM/MSP/2022/10, as orally amended, to be reissued as CCM/MSP/2022/10/Rev.1.

65. In accordance with the decision of the Second Review Conference,<sup>2</sup> the Meeting decided not to hold intersessional meetings during the ensuing annual cycle.

66. The Meeting also decided to designate H.E. Mrs Francisca Elizabeth Méndez Escobar, Ambassador and Permanent Representative of Mexico to the United Nations Office in Geneva, as the President of the Twelfth Meeting of States Parties to be held in 2024.

---

<sup>2</sup> Para 84 (ii) (c) of the final report of the Second Review Conference (CCM/CONF/2021/6).

67. At its eight plenary meeting, on 2 September 2022, the Tenth Meeting of States Parties adopted its final report, as contained in CCM/MSP/2022/CRP.1/Rev.1, as orally amended, to be issued as document CCM/MSP/2022/12.

## Annex I

### **Terms of reference of the Convention on Cluster Munitions Implementing Support Unit (CCM ISU) Director**

#### **Position: Director, Implementation Support Unit, Convention on Cluster Munitions**

**Duty Station:** Geneva, Switzerland

**Reporting to:** President of the MSP/Review Conference

**Duration:** 4 years, with possibility to renew once for 4 years

**Workload:** 100 %

#### **I. Organisational context**

1. The overall goal of the Implementation Support Unit (ISU) is to support the President, President-designate Coordination Committee and States parties to the Convention on Cluster Munitions (CCM) in their implementation of the provisions of the Convention. The ISU is to demonstrate an active and strategic engagement with States parties assisting them in the furthering of the overall goals of the Convention including in partnership with other States not yet party and actors vital for the successful implementation of the Convention.

2. The ISU serves as the interface of States parties with the international community on issues related to the implementation of the CCM. It supports States parties in their fulfilment of obligations and responsibilities with respect to provisions of the treaty and its agreed architecture, the Coordination Committee and its various Thematic Working Groups under the lead of the thematic Coordinators.

3. Hosted by the Geneva International Centre for Humanitarian Demining (GICHD), providing administrative support and necessary infrastructure to the unit, the ISU Director reports to the President of the MSP (or RevCon), is accountable to the States parties and will contribute to the successful implementation by States of the CCM. The Director will provide executive support and substantive policy advice to the Presidency, President-Designate, Coordinators and States parties covering all aspects of the work under the Convention. Finally, he/she will also support the Presidency, President-Designate, Coordinators and States parties in overseeing and guiding the functioning of the Convention, both in areas of management and substantive policy/programmes, and in ensuring effective coordination with the rest of the community.

#### **II. Key functions/key results expected**

##### **Summary of Key Functions**

- Leads and manages the Team, ensuring optimization of resources and nurturing a culture of results and solutions orientation with the highest performance standards.
- Collaborates with States parties, States not yet party, international organizations and civil society organizations in building and maintaining close, effective and efficient contacts to ensure the optimal implementation of the Convention in an independent but inclusive and transparent manner accountable to States parties.
- Assists the President and the President-Designate in all aspects of the presidency, including preparing and convening formal and informal meetings and in providing substantive and other support to the President, the President-Designate and the Coordinators.
- Offers advice and support to States parties on the implementation of the Convention.

- Develops and maintain a resource base of relevant technical expertise and, upon request, provide States parties with such expertise.
  - Assists in the management and implementation of the Convention's sponsorship programme.
4. In doing so, the Director shall submit a work plan and a budget, endorsed by the Coordination Committee, as well as an annual report on the activities and the finances of the Implementation Support Unit to each Meeting of the States Parties or Review Conference for approval.
  5. When fulfilling its tasks, the Implementation Support Unit shall cooperate closely with the States parties and be fully accountable to them.
  6. The Director of the Implementation Support Unit (ISU) will specifically:

**A. Lead and manage the ISU Team, ensuring optimization of resources and nurturing a culture of results and solutions orientation with the highest performance standards, with a focus on:**

- Leading the Team in the establishment of output-based work plans, their regular management and monitoring and document progress towards achievement of the outputs.
- Providing strategic guidance and direction to the Team in accordance with organizational strategic plan and prescribed guidelines.
- Create an environment of team spirit and high motivation leading the Team towards achieving organizational goals.
- Coaching and mentoring the Team to enhance ISU service delivery.
- Supervision of the Team ensuring that results and competencies assessments are carried out in a timely fashion, and good/poor performance is duly acknowledged/addressed, and
- Contracting and supervision of consultants engaged to provide a service in line with the approved ISU work plan and budget.

**B. Collaborate with States parties, States not yet party, international and civil society organizations in building and maintaining close, effective and efficient contacts to ensure the optimal implementation of the Convention in an independent but inclusive and transparent manner accountable to States parties with a focus on:**

- Increased communication and coordination among States parties, States not yet party and relevant actors among international and civil society organizations and institutions, building strategic partnerships for cooperation in the implementation of the Convention.
- Increased awareness of the Convention, maintain public relations, including efforts to promote the universalization of the Convention.
- Builds and maintains the institutional memory of the Convention including through knowledge management; data analysis, codification of knowledge, packaging and presentation of reports, information and background documents; and
- Maintains and develops the primary information outlet of the Convention being the [www.clusterconvention.org](http://www.clusterconvention.org) website.

**C. Assist the President and the President-Designate in all aspects of the presidency, including preparing and convening formal and informal meetings and in providing substantive and other support to the President, the President-Designate and Coordinators with a focus on:**

- Preparing and supporting formal and informal meetings of the Convention, including the preparation of relevant documents, and carry out follow-up activities upon request of the States parties, which may include resource mobilization for specific events, budget projections and financial monitoring, management of logistics and procurement of goods and services.
- Keeping records of formal and informal meetings under the Convention and other relevant expertise and information pertaining to the implementation of the Convention.
- Assisting Coordinators and individual State parties in sourcing the relevant technical expertise and background information necessary to realize implementation goals relating to specific thematic areas of the Convention, e.g. clearance and risk reduction, stockpile destruction and retention, victim assistance, cooperation and assistance, transparency reporting, national implementation measures and universalization;
- Contracting, if required, relevant technical expertise.
- Representing the Convention in a variety of fora that address humanitarian disarmament issues at the policy and/or technical levels, including clearance and risk reduction, stockpile destruction and retention, victim assistance, cooperation and assistance, transparency measures and national implementation measures.
- Preparing and submitting a work plan and associated budget, endorsed by the Coordination Committee, as well as an annual report on the activities and the finances of the Implementation Support Unit to each Meeting of the States Parties or Review Conference for approval.

**D. Provide advice and support to States parties on the implementation of the Convention, with a focus on:**

- Advising States on an effective and efficient implementation of the Convention, the obligations thereof, deadlines to be adhered and processes to be followed.
- Channelling effective support to States parties in their implementation of relevant obligations under the Convention, including in sourcing relevant technical expertise that can assist in i) the development and review of national strategies aimed at addressing the challenges faced by cluster munitions; ii) implementation support in response to requests by affected States in the field of stockpile destruction, clearance, victim assistance, cooperation and assistance, national legislation and reporting.

**E. Develop and maintains a resource base of relevant technical expertise and good practice and, upon request, provides States parties with such expertise with a focus on:**

- Developing and updating on regular basis a resource base of relevant technical expertise in the following areas: clearance and risk reduction, stockpile destruction, victim assistance cooperation and assistance national implementation measures and reporting.
- Developing and updating on regular basis a resource base of relevant good practice in the following areas: clearance and risk reduction, stockpile destruction, victim assistance cooperation and assistance national implementation measures and reporting.
- Mapping support structures and platforms for cooperation and assistance in Member States including existing training facilities, knowledge hubs and knowhow on

clearance and risk reduction, stockpile destruction, victim assistance national implementation measures and reporting with the aim of facilitating South-South and triangular cooperation among and between States; and

- Ensuring follow up and matching of provisions made by States under sections on cooperation and assistance in Article 7 reports and annual progress reports published by the Presidencies incorporating needs expressed and support offered by States.

#### **F. Supervise the management of the Convention’s sponsorship programme and support the programme with a focus on:**

- Ensuring an effective, efficient, gender-balanced and targeted sponsorship programme enabling low income and affected States in need of support to participate in relevant discourse under the Convention.
- Promoting representative participation at events, activities and processes relevant to States parties.
- Ensuring follow-up in-country through targeted liaison and demarches with relevant ministries and national institutions assisting States to identify relevant technical and/or policy orientation among sponsored delegates; and
- Raising awareness of the funds necessary to ensure the existence of an effective sponsorship programme.

#### **G. Oversees the financial management of the Convention with a focus on:**

- Ensuring that funds are spent as approved by the States Parties.
- Providing financial updates to the States Parties as stipulated in the Financial Procedures.
- Distributing annual audit reports with the stipulated timeframes.
- Maintaining a Working Capital Reserve at the pre-determined level.

#### **Summary of Key Results**

- A highly motivated, efficient and effective ISU team has provided the requisite support to facilitate full implementation of the Convention by States.
- A resource base of relevant technical expertise and good practice is developed and maintained.
- The institutional memory of the Convention is well-established and maintained.
- The Convention’s machinery has received the requisite support to deliver on its mandate.
- The Sponsorship Programme has facilitated the participation of low-income, gender balanced, and affected States at formal meetings of the Convention that is as regionally diverse as possible.
- The Convention’s profile is raised and regularly updated.

### **III. Impact of results**

- The key results have an impact on the implementation of the Convention with respect to strengthening the processes, partnerships and projects charged with supporting the implementation of the Convention.
- The work of the Director enhances the alignment of the activities of the ISU with the current five-year Action Plan and subsequent documents of similar nature and orientation to that effect.

- Effective representation of the CCM at relevant meetings and consultations and advocacy for the CCM ensures the Conventions' universalization among States.

## **IV. Candidate competencies/profile**

### **Functional competencies:**

#### **Advocacy/Advancing A Policy-Oriented Agenda**

- Demonstrates political/cultural acumen in proposing technically sound, fact-based approaches/solutions in a cooperative yet independent and transparent fashion.

#### **Building Strategic Partnerships**

- Makes effective use of the CCM resources and comparative advantage to strengthen partnerships.
- Creates networks and promotes initiatives with partner organizations.

#### **Promoting Organizational Learning and Knowledge Sharing**

- Actively seeks and promotes innovative methodologies and leads the development of supporting policies/tools to encourage learning and knowledge sharing.
- Develops and/or participates in the development of policies and new approaches and participates in training of staff in their application throughout the organization.

#### **Job Knowledge/Technical Expertise**

- Possesses expert knowledge of advanced concepts in humanitarian disarmament, a broad knowledge of related disciplines, (HR, IHL, disarmament, humanitarian action, peacebuilding and conflict prevention) as well as an in-depth knowledge of multilateral work.
- Keeps abreast of new developments in area of conflict prevention and recovery and seeks to develop him/herself personally.
- Demonstrates expert knowledge of project management tools and manages the use of these regularly in work assignments.

### **Core competencies:**

#### **Ethics & Values: Promoting Ethics and Integrity/Creating Organizational Precedents**

- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status.

#### **Organizational Awareness: Building support and political acumen**

- Builds and maintains alliances and networks of partners, colleagues and interest groups inside and outside of the organization to achieve results.
- Developing & Empowering People/Coaching and Mentoring: Building staff competence, Creating an environment of creativity and innovation.
- Takes appropriate risk in developing new or adapting existing methods and approaches to perform tasks more effectively or to solve problems in new and unique ways.

#### **Financial Acumen: Overseeing and directing team financial management**

- Prepares and distributes annual invoices to States in accordance with the ISU financial procedures.
- Annual audited accounts and audit reports are provided to States Parties as stipulated.

- Provides regular updates on the financial status of the ISU.
- Exercises prudence in the use of ISU funds.

#### **Working in Teams: Building and promoting effective teams**

- Encourages and creates mechanisms to share expertise and team approaches with other partners and stakeholders.
- Communicating Information and ideas: Creating and promoting enabling environment for open communication.
- Makes effective use of existing communication tools and creates new ones to ensure effective internal and external communication.

#### **Self-Management & Emotional Intelligence: Creating an emotionally intelligent organization**

- Provides a sense of direction and purpose, and maintains operational effectiveness of the organization, even during times of organizational crisis or change.

#### **Conflict Management/Negotiating & Resolving Disagreements: Leveraging conflict in the interests of the work & setting standards**

- Acts as a role model for positive handling of potential situations of conflict to others inside and outside the organization.

#### **Knowledge Sharing & Continuous Learning: Sharing knowledge across the organization and building a culture of knowledge sharing and learning**

- Creates, supports, and promotes an enabling environment for organizational knowledge sharing and learning including the use of technology.

#### **Appropriate and Transparent Decision-making: Fair and transparent decision making; calculated risk-taking**

- Ensures that criteria and reasons for important decisions are communicated and explained to all those affected, especially in the case of tough or sensitive decisions.

### **Recruitment Qualifications**

#### **Education:**

- Advanced university degree (master's degree or equivalent) in one of the following disciplines: political/social sciences, international law, international relations, geography, business administration, or another relevant field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

- A minimum of 10 years professional work experience in the field of international relations and cooperation and considerable experience in the field of conflict prevention and post-conflict recovery work.
- Experience in managing a mine action programme is desirable.
- Included in the above requirements is a minimum of 8 years specific substantive and technical experience in the nexus of development/humanitarian/disarmament work in fields of research, policy and/or programme development; strategy formulation.
- Proven track record of management at an international level.
- Considerable experience working in an international multilateral and diplomatic environment.

**Language Requirements:**

- Fluency in English, both oral and written, is required; working knowledge of other UN official language is an asset.

**Remarks**

- The present Terms of Reference may be modified and/or amended at any time.

## Annex II

### List of documents submitted to the Tenth Meeting of States Parties to the Convention on Cluster Munitions

<i>Symbol</i>	<i>Title</i>
CCM/MSP/2022/1/Rev.1	Provisional agenda
CCM/MSP/2022/1/Rev.2	Revised provisional agenda
CCM/MSP/2022/2	Implementation Support Unit 2023 Work Plan and Budget
CCM/MSP/2022/3	Provisional annotated programme of work
CCM/MSP/2022/4	Analysis of Bulgaria's request of deadline extension under Article 3 of the Convention on Cluster Munitions
CCM/MSP/2022/5	Analysis of Chile's deadline extension request under Article 4 of the Convention on Cluster Munitions
CCM/MSP/2022/6	Analysis of Bosnia and Herzegovina's request of deadline extension under Article 4 of the Convention on Cluster Munitions
CCM/MSP/2022/7	Analysis of Chad's deadline extension request under Article 4 of the Convention on Cluster Munitions
CCM/MSP/2022/8	Convention on Cluster Munitions Implementation Support Unit – 2020/2021 Annual report
CCM/MSP/2022/9	General Status and Operation Gender Focal Points Terms of Reference
CCM/MSP/2022/10	Estimated costs of the Eleventh and Twelfth Meeting of States Parties of the Convention on Cluster Munitions
CCM/MSP/2022/10/Rev.1	Revised estimated costs of the Eleventh and Twelfth Meeting of States Parties of the Convention on Cluster Munitions
CCM/MSP/2022/11	Convention on Cluster Munitions 10MSP Progress Report Monitoring progress in implementing the Lausanne Action Plan
CCM/MSP/2022/12	Final report
CCM/MSP/2022/WP.1	Terms of Reference of the Director of the Convention on Cluster Munitions Implementation Support Unit
CCM/MSP/2022/WP.2	Draft decision on the selection procedure for the recruitment of future CCM ISU Directors to be considered at the 10MSP
CCM/MSP/2022/WP.3	General Status and Operation Gender Focal Points Terms of Reference
CCM/MSP/2022/CRP.1	Draft final report
CCM/MSP/2022/INF.1	Information for States parties, observer States, intergovernmental organizations and non-governmental organizations — Note by the Secretariat
CCM/MSP/2022/INF.2	List of participants

<i>Symbol</i>	<i>Title</i>
CCM/MSP/2022/MISC.1	Provisional list of participants
CCM/MSP/2022/MISC.2	Explanation of position on “the State of Palestine” submitted by Australia, Czechia, Germany and the Netherlands.

---

---