

Convention on Cluster Munitions (CCM). Description of a possible Implementation Support Unit. Draft working paper.

Submitted by the President

At the Second Meeting of States Parties to the Convention on Cluster Munitions in Beirut, States Parties agreed to establish a small and independent structure – the CCM Implementation Support Unit (ISU) - to provide support to States Parties in their implementation of the Convention. The ISU will be directly accountable to the States Parties, independent of any other institutions and conduct its work based on the principles of: independence, inclusiveness, transparency, accountability, efficiency and effectiveness. Drawn from the decisions taken by States Parties at the 2nd MSP in Beirut including an ISU directive adopted at the meeting, the following is a preliminary description of what States Parties agreed and the subsequent more detailed suggestions of the general setup of the ISU.

Tasks and responsibilities

States Parties defined the ISU's tasks and responsibilities in the ISU Directive, adopted by the 2MSP. According to the Directive, the ISU shall support States Parties, inter alia, in the following ways:

- 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, offer advice and support to States Parties on the implementation of the Convention;
- Develop and maintain a resource base of relevant technical expertise and, upon request, provide States Parties with such expertise;
- Facilitate communication among States Parties, and with all relevant other actors, cooperate and coordinate with relevant actors and maintain public relations, including efforts to promote the universalization of the Convention;
- 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;
- Organise the set-up of a sponsorship programme assisted by the host and provide guidance, input and support to the programme.

The ISU will in practice perform two separate but related functions. It will be the institutional home of the CCM, with records of meetings, decisions and established practices. It will host, maintain and develop the CCM website and be the hub for interactions and communications among and between States Parties, relevant UN and other international organisations and NGOs, to support their formal and informal implementation and universalization efforts. The ISU will plan and help execute the formal and informal meetings (esp. Meetings of States Parties/Review

Conferences and intersessional meetings), as well as being responsible for documenting progress in implementation and the results of these meetings.

The other function is as the public face of the CCM, where the ISU should establish a reliable and relevant source for information on what the Convention is and does for all interested actors, including the general public, media, and states not-parties. Therefore the ISU should be identified by a distinct profile that emphasizes its role as supporting entity for the CCM, which represents its independent identity from the hosting institution and other instruments, including separate bank accounts, and logo, email-addresses and similar features.

Structure and format

The ISU envisioned by the States Parties is thus a lean and effective organization led by a Director, supported by an Implementation Support Specialist and an Implementation Support Assistant, that may contract or otherwise arrange for relevant technical expertise in support of tasks as needed, in accordance with its mandate. The ISU will need a basic infrastructure of adequate workspace for up to 4 persons (3 staff + occasional consultant, intern or similar) with workstations, printers, Internet access and related equipment and services, including some storage space for publications etc. In addition to cover its own working space needs, the ISU should have access to adequate meeting rooms.

Being a small organization, the ISU needs to be staffed with persons who are willing and able to cover a variety of the ISU's tasks in a flexible and efficient manner. The President shall act in a transparent manner and the recruitment process shall be conducted in accordance with normal standards and procedures for international institutions based on qualifications and relevant experience. Documented competence to support and cooperate effectively with a broad range of actors and understanding of the implementation complexities facing States Parties should be key criteria when selecting ISU staff.

An outline of the responsibilities of the new ISU staff may include the following:

Director

Report to the States Parties for the implementation of the Directive. Manage and direct the ISU and its staff. Maintain a close dialogue with the President and the Coordinators to ensure consistency of efforts and a clear direction, including on draft documents produced by the ISU. Prepare annual work plans and budgets as well as annual reports on the activities and finances of the ISU to States Parties. Assist the President in preparing and convening both formal and informal meetings. Keep records of formal and informal meetings of the Convention. Responsible for all public relations and external communications, liaise with relevant organisations and institutions and external actors.

Implementation Support Specialist

Report to the Director of the ISU and function as Acting Director in the Director's absence. Assist the Coordinators in preparing and convening meetings on their various thematic responsibilities, and in their outreach and bilateral dialogue with States Parties having obligations to fulfil, as well as with relevant organisations and institutions. Support States Parties in understanding the nature and extent of their obligations under the Convention. Maintain a resource base of available and relevant technical expertise within the various thematic areas and on request assist States Parties in coming into contact with such expertise. Contract or otherwise arrange for relevant technical expertise in support of specific activities and projects organised by the President or the Coordinators, including for development of substantive documents.

Implementation Support Assistant

Assist the Director and the Implementation Support Specialist with practical, administrative and substantive matters. Maintain databases on substantive, technical and administrative matters, including documentation from formal and informal meetings under the Convention. Manage the Convention's webpage. Draft reports, summaries etc. from meetings as necessary.

In addition, the ISU should outsource or otherwise collaborate with external partners all non-core activities to avoid unnecessary institutional growth and commitments.

1.	Director	<ul style="list-style-type: none">- Report to the States Parties for the implementation of the Directive.- Manage and direct the ISU and its staff.- Maintain a close dialogue with the President and the Coordinators to ensure consistency of efforts and a clear direction, including on draft documents produced by the ISU.- Prepare annual work plans and budgets as well as annual reports on the activities and finances of the ISU to States Parties.- Assist the President in preparing and convening both formal and informal meetings.- Keep records of formal and informal meetings of the Convention.- Responsible for all public relations;- External communications,- Liaison with relevant organisations and institutions and external actors.
2.	Implementation Support Specialist	<ul style="list-style-type: none">- Report to the Director of the ISU and function as Acting Director in the Director's absence.- Assist the Coordinators in preparing and convening meetings on their various thematic responsibilities,

		<ul style="list-style-type: none"> - Assist in Coordinators outreach and bilateral dialogue with States Parties having obligations to fulfil as well as relevant organisations and institutions. - Support States Parties in understanding the nature and extent of their obligations under the Convention. - Maintain a resource base of available and relevant technical expertise within the various thematic areas and on request assist States Parties in coming into contact with such expertise. - Contract relevant technical expertise in support of specific activities and projects organised by the President or the Coordinators, including for development of substantive documents.
3.	Implementation Support Assistant	<ul style="list-style-type: none"> - Assist the Director and the Implementation Support Specialist with practical, administrative and substantive matters. - Maintain databases on substantive, technical and administrative matters, including documentation from formal and informal meetings under the Convention. - Manage the Convention's webpage. - Draft reports, summaries etc. from meetings as necessary.
4.	Contracted Consultants on needs basis	<ul style="list-style-type: none"> - Outsourced non-core activities to relevant technical expertise in support of specific activities and projects organised by the President or the Coordinators, including for development of substantive documents

Institutional arrangement and budget

States Parties decided at the 2MSP to mandate the President to initiate negotiations with the Geneva International Centre for Humanitarian Demining on an agreement concerning the hosting of the ISU and to develop a financial model to sustain the Unit outlining how States Parties will mobilize the necessary resources for the effective operation of the ISU and how to distribute the costs. The agreement shall furthermore define the hosting services and the respective tasks and responsibilities of the GICHD in relation to the Implementation Support Unit.

A draft hosting agreement including the suggested provisions for a financial model will be presented to States Parties in 2012, and are subject to approval by the States Parties.