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**MINUTES OF THE CCM COORDINATION COMMITTEE MEETING**

**Held on Wednesday 7 December 2016**

**at the Permanent Mission of the Federal Republic of Germany, from 10:00 – 11:30 hours**

**1. PRESENT:**

Germany - 7MSP President

H.E. Michael Biontino  
Mr. Toralf Pilz

Australia

Mr. Hugh Watson  
Ms. Thuy Nguyen

Bosnia and Herzegovina

Mr. Asim Dorović

Costa Rica

Ms. Maricela Muñoz

Croatia

Ms. Ines Sprem Scigliano

France

Ms. Camille Guffet

Iraq

Mr. Emad Al-Juhaishi

Italy

Ms. Palma D'Ambrosio  
Dr. Silvia Cattaneo

Mexico

Mr. Víctor Martínez

Netherlands

Mr. Marc Versteden

New Zealand

Ms. Katy Donnelly

Norway

Ms. Malgorzata Hauge

Switzerland

Ms. Aline Berdoz

Zambia

Mr. Samson Lungo

UNODA

Ms. Silvia Mercogliano

Secretariat ISU-CCM

Mr. Matthieu Laruelle

Apologies received

Ms. Amélie Chayer (CMC)  
Ms. Sheila Mweemba

## **2. Opening Remarks by the President**

The third Coordination Committee meeting under the German presidency was opened by the President of the Seventh Meeting of States Parties (7MSP), Ambassador Michael Biontino of the Federal Republic of Germany, with a warm welcome to all the Committee members.

The President then presented the Agenda and inquired of the Committee if it had any additional items for discussion. As there were no comments, he proceeded with the Agenda as presented.

## **3. Approval of the Minutes of 4 November 2016**

The draft Minutes, which had been circulated in advance, were approved without comments as a correct record of what had transpired during the Coordination Committee Meeting held on 4 November 2016.

## **4. Updates from the 7MSP Presidency**

The President started by providing an update on two of the Presidency's top priorities up to the 7MSP: the Country Coalitions strategy and the development of a structured dialogue with States not party to the CCM.

With regards to the Country Coalitions, the President reported that he had consulted widely with different stakeholders such as Norway, Canada and Norwegian People's Aid during the Anti-Personnel Mine Ban Convention (APMBC) 15<sup>th</sup> Meeting of States Parties (15MSP) in Santiago and that preliminary feedback on the strategy was positive. The President further confirmed that a regional workshop would be organized in Bangkok in March 2017 in order to operationalize the strategy. He informed the meeting that the seminar would be funded by the European Union and organized in partnership with *La Fondation pour la recherche stratégique*. The President further explained that *La Fondation pour la recherche stratégique* would soon set a date and define a methodology. When sharing the idea with the European Union of another workshop to be held in Addis Ababa, the Presidency was told that there were no funds available for now for a second initiative.

In anticipation of the Bangkok workshop to be held in spring 2017, the Presidency announced that it would organize a brainstorming workshop on 20 December 2016 at the Permanent Mission of the Federal Republic of Germany to discuss and elaborate elements for the Bangkok workshop but also for any future Country Coalitions. The President emphasized that since space was limited, invitations to the brainstorming session would be extended to one representative per country or organization. The President confirmed that invitations would be sent to a wide range of stakeholders, including ICRC, GICHD and UNMAS, in the coming days. He highlighted the importance of counting with the GICHD's support to address technical issues. The President concluded by saying he hoped that this preliminary workshop would help fine tune the draft Country Coalitions non-paper.

The Netherlands welcomed the President's initiative to hold a consultative workshop on 20 December. However, the coordinator informed the President that he would be unable to attend the meeting and enquired if contributions could be sent by email. Norway and New Zealand also conveyed their regrets at being unable to attend.

While encouraging coordinators dealing with operative commitments such as stockpile destruction, clearance, victim assistance and international cooperation and assistance to send one representative to the meeting, the President also welcomed written input from those who would not be able to attend.

As there were no more comments on the Country Coalitions, the President moved on to presenting its second priority: the structured dialogue. He informed the meeting that together with France and Zambia, Coordinators on universalization, they wished to adopt a proactive and public approach. The President reiterated the view that States not yet party generally fell into different categories and that strategies for engaging into a structured dialogue would be developed accordingly. The President described the categories as follows: main producers and/or possessors; States that did not join the Convention because of security concerns; States that were reluctant to join the Convention because they felt that the CCM had shortcomings; and finally States with no real fundamental reasons for not joining the Convention. The President then briefly outlined its outreach strategy per target group of States starting from December up to the 7MSP. He then explained his intention to engage these States in a constructive bilateral dialogue even though in some cases the chances of convincing them to join the Convention were slim. He further insisted that it was crucial to still engage these States in order to identify and address the key challenges they were facing and offer support.

The Netherlands thanked the President for sharing its plan for a structured dialogue. While agreeing with the different categories described earlier by the President, the Coordinator acknowledged that for most States this process would take months or even years. The Netherlands then spoke in its capacity as former CCM President and shared with the meeting that during its presidency it had been positively surprised by the feedback received by States, especially those that were thinking to join the Convention. The Netherlands thereafter highlighted the proposal made at the APMBC 15MSP held in Santiago to create a working group on universalization and suggested Conventions to join forces in their outreach activities with major producers and possessors.

In contributing to the discussion, Italy welcomed the idea highlighting that it was consistent with the further development of synergies between the APMBC and the CCM. In this context, Italy mentioned, as an example of good practice between the two instruments, the work accomplished by both Conventions on Victim Assistance. Italy also added that while the idea should be explored, some States Parties to the APMBC would most probably not be keen to adopting a joint approach.

In the ensuing debate, the Netherlands replied that one way of overcoming resistance would be for each President to report to its respective Convention.

Finally, Italy acknowledged the utility of adopting a bottom-up approach but also recognized the usefulness of reaching out to States in a more formal way.

In summing up the discussion, the President commented that adopting a case by case approach was crucial and that he would follow up on the Netherlands' proposal with the Austrian Presidency of the APMBC.

While acknowledging that most concept notes already contained specific activities and timelines, the President reminded Coordinators that during the last meeting they had been asked to provide written contributions on how they would operationalize their concept notes. In this context, the President invited Coordinators to briefly introduce their operational plans.

## **5. Presentation of operational plans based on thematic concept notes by the Coordinators of their work up to the 7MSP**

### **5.1 Victim Assistance (Italy and Chile)**

On behalf of the Coordinators on Victim Assistance, Italy distributed a paper copy of its Action Plan 2016-2017 and said it would welcome feedback from the Coordination Committee. Italy briefly explained that the document was based on the Dubrovnik Action Plan and structured around 6 expected outputs and their relevant activities which would be implemented until the 7MSP. Italy then brought the meeting's attention to output number 2 of its Action Plan namely '*At least five (5) States Parties with the capacity to do so have responded constructively to requests for assistance by 30 June 2017*'. Italy explained that this output was of particular relevance since Italy had taken the leadership of the Mine Action Support Group (MASG) in January 2016.

Italy informed the meeting that it would like the whole process to be consultative and that in this sense it would not only approach CCM Coordinators, the Presidency and the ISU but also other Committees. Italy further added that Coordinators on Victim Assistance wished to strengthen joint approaches with other CCM Coordinators and explore ways of improving the drafting of letters with overlapping target States. In this regard, Italy explained that it would reach out to at least 6 States Parties with Victim Assistance obligations this year and another 6 States Parties in 2017. Italy highlighted that it would consult with the ISU on the target list of States and then share it with other Coordinators. With regards to country prioritization, Italy emphasized that while it was important to develop a list of target States, it was equally essential to keep a flexible approach when targeting States. Finally, Italy informed the meeting that it would draft a model letter including several points to raise and share it with other Coordinators. Italy concluded this section by reminding the meeting that since the Austrian Presidency had declared at the APMBC 15MSP that Victim Assistance would be one of its key priorities, CCM Victim Assistance Coordinators would maintain a close contact with the APMBC Presidency.

The President thanked Italy and reiterated the importance of coordinating with other Committees. The President added that it would meet with the APMBC Presidency prior to the next coordination committee meeting.

In the ensuing discussion the Coordinator for Transparency Measures, Costa Rica, informed the meeting that the ISU-CCM had played a central role in defining its target list of States and that it agreed that letters should be drafted in a coordinated effort. In order to illustrate such practice, Costa Rica mentioned that it had identified overlaps with the Coordinator on National Implementation Measures.

New Zealand welcomed Costa Rica's comment and confirmed that it had shared a short paragraph with Costa Rica to be included in its outreach letters. With respect to overlaps, New Zealand noted that Afghanistan was the only State to be targeted by both Victim Assistance and National Implementation Measures. New Zealand said that the letter to Afghanistan had already been signed by H.E. Ambassador Higginson but that if Costa Rica had language it could add quickly this could be arranged.

In contributing to the discussion, Australia stressed that it would be a good idea to send one letter to each target State with elements from different Coordinators incorporated. Australia explained that it had intended to link the letters it would send with the workshop on International Cooperation and Assistance that it would organize in February.

The President thanked Costa Rica and other Coordinators for their input and concluded by saying that an option to improve coordination when reaching out to States would be for certain Coordinators to centralize input for specific target countries.

## 5.2 Universalization (France and Zambia)

Zambia, speaking on behalf of the Coordinators on universalization, explained that since the last meeting, the co-coordinators had the opportunity to meet with the President of the 7MSP on the margins of the APMBC 15MSP in Santiago to share more thoughts on the universalization outreach. Zambia then highlighted that, in line with its Concept Note, it would make use of any relevant opportunities to reach out to States and give universalization the importance it deserved. As to its list of target States, Zambia explained that it would focus efforts on the following four categories: (1) Signatory States; (2) States not Party that voted in favor of the December 2016 UNGA Resolution on the implementation of the CCM; (3) States Parties to the APMBC but not to the CCM and (4) other countries with which maintaining dialogue is fundamental. Regarding activities, Zambia stressed that Coordinators would soon reach out to States through letters to all four categories.

In contributing to the discussion, France emphasized that both Coordinators would work in close coordination with the Presidency to reach consensus, consolidate a target list of States and finally draft letters. France added that demarches would start in January 2017, both in capitals and in Geneva. France further informed the meeting that it had already approached a series of States not Party to the CCM during the APMBC 15MSP in Santiago. France mentioned among others Brunei, Cambodia, Viet Nam, Algeria, Sudan and South Sudan. The Coordinator also mentioned that developing a structured dialogue would very much serve in

outreach activities with States not Party belonging to the two categories described earlier by Zambia.

On the same theme, the President confirmed that France, Zambia and the Presidency had side meetings during the APMBC 15MSP and that it was awaiting France to produce a paper which he would look at in January 2017. The Presidency also informed the meeting that it had sent letters to States not Party to the CCM that had voted in favor of the UNGA Resolution on the CCM to thank them for their positive vote.

In contributing to the discussion, New Zealand informed the meeting that the date of the Association of South East Asian Nations (ASEAN) Inter-Sessional Meeting on Non-Proliferation and Disarmament, which the coordinator had announced during the previous coordination committee meeting, had been confirmed by capital and would be held on 8 and 9 March 2017 in New Zealand. In this regard, New Zealand asked the Presidency and Coordinators on universalization to bear this in mind when defining the dates of the South-East Asia workshop to be held in Bangkok in March 2017.

The President thanked New Zealand for sharing this valuable information and also highlighted that the ASEAN meeting would be a good opportunity for outreach.

In that regard, New Zealand also shared with the meeting that New Zealand had decided to include promotion of the CCM in all relevant bilateral and regional engagements in 2017.

To conclude this thematic, the President reiterated that the Presidency and Coordinators for universalization would meet before the next Coordination Committee meeting to fine-tune the approach.

### 5.3 Stockpile Destruction (Croatia and Mexico)

On the issue of operationalizing their Concept Note, Mexico speaking on behalf of the two Coordinators told the meeting that their Concept Note already contained specific activities and a clear timeline. Croatia further explained that the Coordinators' primary objectives would be to focus on States Parties with upcoming deadlines but that some target States had no representation in Geneva. In this context, Croatia explained that during a meeting with Coordinators on international cooperation and assistance and the ISU it had been agreed that the ISU would first try to reach out to these States and then pass the information on to Coordinators.

The ISU told the meeting that the ISU Director had been invited by the African Union to participate in a *Consultative meeting on enhancing assistance and coordination in the implementation of Art. 5 of the APMBC and Art. 4 of the CCM* in Addis Ababa and that it would make the most of the meeting to look for the focal points of those States that have permanent mission in Geneva.

The President welcomed the initiative and emphasized that points of contacts could also be sought through Germany's representation in Addis.

As there were no more comments on this thematic area, the President gave the floor to Coordinators on Clearance and Risk Reduction Education.

#### 5.4 Clearance and Risk Reduction Education (Norway and Netherlands)

The Netherlands, speaking on behalf of the Coordinators on Clearance and Risk Reduction Education, reported on the technical workshop with the Lebanon Mine Action Centre (LMAC) that it co-organized with Norway in Beirut, Lebanon, on 16 and 17 of November 2017. The Netherlands clarified to the meeting that it was a technical workshop focusing on cluster munition survey and clearance and implementation of Article 4 of the CCM. The Coordinator further elaborated on the fact that the timing of the workshop perfectly coincided with the revision of Lebanon's National Mine Action Standards and that the outcomes of the workshop would directly feed into this process. The Netherlands added that the workshop allowed overcoming challenges previously identified between the LMAC and operators working in the country and that it fitted into Lebanon's desire to develop a center of excellence in this field in the region. The Netherlands further explained that Coordinators on clearance would follow up on the outcomes of the workshop with side meetings at the International Meeting of National Mine Action Programme Directors and United Nations Advisers beginning of February 2017. The Netherlands stressed that this was the first workshop of the kind and that it would look into replicating the experience with another State with input from the ISU-CCM. The Netherlands concluded by saying that this initiative was perfectly in line with the Presidency's Country Coalitions strategy and objective to tackle upcoming deadlines and avoid extension requests. In his concluding remarks, the Netherlands informed the meeting that it would provide an operational plan as soon as possible.

The President thanked Norway and the Netherlands for the work accomplished and emphasized that the February meeting in Geneva would be a good opportunity to follow up on the Beirut workshop.

#### 5.5 International Cooperation and Assistance (Iraq and Australia)

Australia, speaking on behalf of the two Coordinators, apologized for not sending an Action Plan but ensured that its Concept Note already contained a detailed operational plan. Australia further explained that both Coordinators had already started implementing activities. In this context, Australia was glad to report that, in a cooperative effort with the APMBC Victim Assistance Committee, it had launched the publication *Guidance on an Integrated Approach to Victim Assistance* at a side event during the APMBC 15MSP in Santiago. Australia further added that it would have hard copies of the publication delivered to the ISU-CCM in the coming days. Australia also reminded the meeting that Coordinators on Cooperation and Assistance, Australia and Iraq, were planning to organize a side-event at the 2017 Mine Action Directors' meeting to bring together affected and donor states to discuss needs and priorities for cooperation and assistance. To prepare for this, Australia reported that both Coordinators had invited fellow Coordinators on Victim Assistance, Clearance and Risk Reduction, and Stockpile Destruction and Retention to a meeting on 22 November to discuss which affected states, with implementation challenges in the different

areas of responsibility, to engage with for the side-event. Given that the Mine Action Directors' meeting will take place during the first week of February, Australia told the meeting that it was planning to send out the invitation letters before the end of the year. In terms of methodology, Australia explained that Coordinators who participated in the meeting on 22 November agreed to adopt a participatory methodology and provide "guiding questions" for the discussion between affected States and donor States. Australia clarified that questions would be listed in the invitation letter. Australia finally concluded by saying that this workshop would be a good platform to present the Country Coalitions strategy.

The President thanked the Coordinators and welcomed the initiative which indeed fell in line with Germany's Country Coalitions strategy. The President asked the meeting if they had any questions before moving on to the next agenda item.

#### 5.6 Transparency Measures (Costa Rica)

Costa Rica, Coordinator for Transparency Measures, started by thanking the ISU-CCM for assisting in streamlining the list of target countries. Costa Rica then informed the meeting that, because of the nature of Article 7 reporting, its Concept Note was specific enough and would not require the drafting of a dedicated action plan. Moreover, the Coordinator emphasized that the list of target countries with either overdue initial transparency reports or annual reports, would be annexed to the Concept Note. Costa Rica further explained that, in line with commitments made during the previous Coordination Committee, it had already shared its target list of States with other Coordinators to better target common objectives and to avoid unnecessary duplication of work and was awaiting comments. Costa Rica added that it did not have a specific timeframe for sending letters but that it would start contacting States for bilateral meetings at the beginning of 2017, starting with those that might be easier to engage with.

#### 5.7 National Implementation Measures (New Zealand)

The Coordinator on National Implementation Measures, New Zealand, shared a general overview of progress made in the implementation of key activities outlined in its Concept Note. Against this backdrop, New Zealand informed the meeting that it had developed and shared a target list of States Parties for outreach on national legislation with all members of the Coordination Committee to ensure that opportunities were not lost. The Coordinator highlighted that the target list also aligned fully with the targets nominated and circulated by Costa Rica as Coordinator on transparency measures. In addition, New Zealand explained that it had integrated, in coordination with Costa Rica, Article 7 reminders in relevant outreach undertaken to countries on the list.

On the same theme, New Zealand told the meeting that in its capacity as Coordinator on National Implementation Measures it had notified a number of States Parties that were in the process of developing legislation to implement the CCM at the national level that it wished to hold bilateral meetings early 2017 in Geneva. New Zealand further explained that it would hold these bilateral meetings with a view to ensuring that the necessary information on the status of national implementing legislation for these States was provided in advance

of the 7MSP. With regards to yet another of its objectives to be achieved by December 2016, New Zealand informed that it had identified two States Parties that would be prepared to share good practices with respect to the dissemination of information on national obligations under the CCM. In this context, New Zealand told the meeting that it was expecting feedback from Ireland and Switzerland. As to the production of a guidance document with best practices on how to ensure that all relevant national actors were informed of their obligations under the Convention and of national implementation measures, New Zealand informed that the ICRC would soon share dates of the regional meetings it would hold in 2017. New Zealand further reported that based on broad discussions with different stakeholders, it was clear that the best mechanism for States Parties to report on their national dissemination of information on their obligations was through Article 7 transparency reports. To conclude its update, New Zealand mentioned that work on a guidance document for States on how to address the financing of cluster munitions had yet to start.

The President thanked New Zealand for its detailed update and gave the floor to Coordinators on General Status and Operation of the Convention.

#### 5.8 General Status and Operation of the Convention (Bosnia & Herzegovina and Switzerland)

Bosnia and Herzegovina, reporting on behalf of the Coordinators on the General Status and Operation of the Convention, informed the meeting that Coordinators had a meeting on finances with the ISU-CCM Director. The Coordinator explained that States clearly had different interpretations of the financial procedures of the ISU as some States Parties had made it clear that they considered the only mandatory contributions under the CCM to be those provided for in Article 14 of the Convention. In this context, the Coordinator explained they intended to consult broadly with other ISUs and States to find the best way for countries to pay their bills. In identifying ways to address this important issue, Bosnia and Herzegovina insisted that procedures should facilitate payments, even by States that wished to directly donate funds to the ISU. The Coordinator said that these were preliminary thoughts and that Coordinators would continue to explore the issue.

In its contribution to the discussion on universalization, UNODA informed the meeting that it had received one response from Benin to the letters sent in June 2016 by UN Secretary-General Ban Ki-moon encouraging States that have not ratified or acceded to the Convention on Cluster Munitions to consider joining the Convention. UNODA distributed a paper copy of the response provided by Benin.

Based on Bosnia and Herzegovina's update, the President asked the ISU-CCM to provide an update on the financial situation of the ISU prior to continuing the discussion on the financial procedures.

## **6. Implementation of the ISU-CCM Financial Decision**

The ISU-CCM informed the meeting that since the last update, the ISU-CCM had sent 76 personalized letters to States reminding them of their obligations. The ISU representative explained that at least 8 States had responded to the letters either by sending their contributions to the Trust Fund or by informing that their contributions were being processed. The ISU concluded that since the last meeting the shortfall had therefore been reduced from just over 100'000 CHF to 1,932.34 CHF.

While acknowledging that the ISU-CCM was in better financial health than other ISUs, the President told the meeting that it had discussions in Santiago on how to improve the levels of contributions to the Trust Fund and make sure that invoices sent were clear to all States. On the matter of ISU contributions, the President suggested that perhaps one of the ways to increase contributions by States Parties would be to send one letter signed by both UNOG Director and himself explaining the different billing systems and attaching two invoices: the UN invoice related to Conference Services and the invoice relating to the ISU-CCM contribution. Finally, the President said he would invite the Coordinators on the General Status and Operation of the Convention and the ISU-CCM Director to further discuss the issue during the week of 10 January.

In the ensuing debate, New Zealand asked if it would be possible to issue one letter only with bills or invoices for all the Conventions' ISU relevant to each State as well as costs for Conferences Services.

Bosnia and Herzegovina reminded the meeting that, while there was no way around the 13% administrative fee applied by the UN, it would be beneficial to involve UNOG in the process. In providing clarification, the Coordinator also re-explained the 40 / 60 funding model that States had agreed to in Dubrovnik. He clarified that contributions towards the funding of the ISU comprised of contributions by the States taking part in the Meetings of States Parties or Review Conferences on the basis of the costs for these Meetings, covering the activities of the ISU related to the organization of the Meetings and set as 40 per cent of the ISU budget; and contributions made each year by States parties on the basis of a scale covering 60 per cent of the ISU budget, based on the scale of assessments of the UN adjusted to the States parties to the Convention.

In its contribution, Norway asked if it was UNOG that would send the letters. The President explained that letters would be signed and sent by both UNOG Director and the President of the CCM.

New Zealand enquired if, based on this proposal, it would be feasible to create an electronic platform where bills would be uploaded.

In response to the concerns and proposals made by various Coordinators, the President explained that the challenge would be to send the joint letter and two invoices as early as possible in 2017. The President insisted that this was all the more important for UNOG since they had to have the funds on their account 90 days prior to any meeting being organized.

In the ensuing debate, Italy emphasized that it wasn't as much of a problem receiving communications regarding contributions but rather that some countries could not pay their contributions without receiving an invoice.

In response to Italy's concern, the ISU explained that it had received similar requests in the past and that invoices had been issued to some States.

Bosnia and Herzegovina, in its role with Switzerland as Coordinators on the General Status and Operation of the Convention, added it wanted to make sure that the financial system worked for both big and small contributors. In the same light of thought, Bosnia and Herzegovina also suggested to consider different ways of charging States that would ensure financing of the Convention while also working for the States.

In response to ideas expressed regarding the joint letter with two invoices, UNODA indicated that it would report to the acting Director of UNODA who would discuss the issue with UNOG finances.

To conclude this segment, the President reiterated that he would call a meeting at the beginning of 2017 with UNOG, the Coordinators on the General Status and Operation of the Convention and the ISU-CCM Director to re-examine the issue, work on a coordinated approach and agree on a billing system. Finally the President mentioned if they were to go ahead with the proposal, initial invoices would have to be sent early January and require a follow up every 2 months.

## **7. Date of the Next CC Meeting**

It was agreed that the next meeting of the Coordination Committee would be held on Wednesday, 25<sup>th</sup> January from 14:00h to 15:30h in the conference room of the Permanent Mission of the Federal Republic of Germany.

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