

# Convention on Cluster Munitions

14 June 2024

Original: English

---

**Twelfth Meeting of States Parties****Geneva, 10-13 September 2024**

Item 10(i) 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 2025 Work Plan and Budget\*

**Submitted by the ISU Director**

### Summary

---

**Main Objective:** Support States Parties to the CCM in the implementation of the Convention during the period 1 January - 31 December 2025 in accordance with decisions taken at, inter alia, the Second Review Conference (2nd RC) and pursuant to the priorities established through the Lausanne Action Plan and subsequent Meetings of States Parties, notably the 11th and forthcoming 12th MSP.

**Specific Objectives** Under effective management and due diligence:

- Provide technical quality support and advice to the Presidency and Coordination Committee in all aspects of his/her and its role and mandate to lead the work of the Convention;
- Provide quality support to all States Parties through the implementation support machinery of the Convention;
- Provide quality advice and technical support to individual States Parties including through the development of a resource base of relevant expertise and practices on the implementation of the Convention in all its aspects;
- 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, including in preparation for the 13th MSP;
- Facilitate communication amongst States Parties and other relevant actors, as well as cooperate and

---

\* The present document is being issued without formal editing.



coordinate amongst these in all aspects of obligations under the Convention;

- Maintain public relations including active efforts to promote universalization and effective implementation of the Convention;
- Manage the CCM Sponsorship Programme administered by the GICHD.
- Serve as an interface between States Parties and the international community on issues related to the implementation of the CCM.
- With the objective of maintaining an effective ISU, review and revise, as necessary, standard management principles and processes.

Expected  
Outcomes:

- The Implementation Support Unit of the Convention has performed its mandate in accordance with international standard management practice and substantive decisions of States Parties.
- The Meeting of States Parties and other formal and informal meetings have been held as decided and organized efficiently and effectively, including the Sponsorship Programme to facilitate affected State Parties participation as well as a gender-balanced and diverse participation.
- Relevant States Parties have reported, inter alia, transparency measures under Article 7, including those referred to in Article 9 with regards to national implementation measures and, made declarations of completion under Article 3 and Article 4 within the stipulated Convention deadlines and/or have submitted timely high-quality requests to extend the deadline in accordance with the provisions under the Convention.
- States Parties have acted on their obligations and commitments under the Convention as elaborated by the Lausanne Action Plan, including but not restricted to actions 1 to 9 and have reported on them as required by the Convention.
- Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work efficiently and effectively.
- Adherence to the Convention has become increasingly universal.
- State Parties have actively redoubled their efforts to promote further the Convention and to reinforce the growing stigma associated with cluster munitions with the view to discourage any use of these weapons.
- State Parties have addressed allegations, reports or documented evidence of cluster munitions use with all the necessary diligence and attention.

---

Budget: CHF 497'138

---

## **I. Mandate of the Implementation Support Unit**

1. The CCM Implementation Support Unit is mandated to coordinate and provide support to the work of the Convention, *inter alia*, in the following ways:

(a) Assist the President and the President-Designate in all aspects of the Presidency; support the Coordinators in their tasks; prepare, support and follow up on tasks derived from decisions taken at formal and informal meetings of the Convention;

(b) Offer advice and support to States Parties on the implementation of the Convention;

(c) Develop and maintain a resource base of relevant technical expertise and best 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, facilitate communication with Signatories States and States not Parties 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 in collaboration with the Geneva International Centre for Humanitarian Demining (GICHD) by providing guidance, input and support as necessary;

(g) Serve as an interface between the States Parties and the international community on issues related to the implementation of the CCM.

## **II. Premise of the 2025 Work Plan**

2. In accordance with the decision (CCM/CONF/2021/6 para.83) of States Parties taken at the Second Review Conference (2RC) of the Convention, the 2025 work plan and budget is being circulated to all States Parties for their consideration, 60 days prior to the 12th Meeting of States Parties (12MSP) to be held in Geneva from 10 to 13 September 2024. The proposed 2025 work plan and its associated budget articulates the main activities that the ISU will undertake during the year in a manner consistent with its mandate, as well as in line with decisions taken at the 2RC. The outlined activities are derived from the six-year 2021-2026 ISU work plan and budget (CCM/CONF/2020/Rev.1) considered and approved by States Parties during the 2RC.

3. The work plan aims to be an overview of the activities to be undertaken by the ISU in support of CCM States Parties implementation of the Convention through the commitments articulated in the CCM itself and the Lausanne Action Plan (LAP). In accordance with the directives of the States Parties, this work plan has been reviewed and endorsed by the Coordination Committee of the CCM.

## **III. Priorities of the Implementation Support Unit**

### **A. Support to the President, the President-Designate and the Coordination Committee**

4. To support the President, President-Designate and Coordination Committee in their efforts to discharge their mandates, the ISU will proactively, *inter alia*:

(a) Assist in the preparation and hosting of formal and informal meetings as required including the Thirteenth Meeting of States Parties (13MSP), Coordination Committee meetings, Analysis Group meetings, workshops, seminars and side events;

- (b) Produce, maintain and make available records and documentation of formal and informal meetings of the Convention;
- (c) Facilitate communication between and among States Parties on behalf of office holders, as necessary;
- (d) Maintain quality reviewed and updated Convention implementation status records and analyses;
- (e) Orient and maintain regular contact with new and incumbent thematic Coordinators on their role and ongoing work;
- (f) Prepare and transmit invoices or reminders to States Parties related to annual contributions to the ISU budget to States Parties in a timely manner.

## **B. Support on Universalisation**

5. To support the Presidency, the Working Group on Universalization and States Parties in their universalization efforts, the ISU will proactively, *inter alia*:

- (a) Promote the Convention in relevant fora with an aim to increase adherence to and reinforce the norms established by the Convention;
- (b) Regularly scan relevant sources and collate—in collaboration with relevant partners—available information enabling the address of allegations, reports or documented evidence on use, development, production, acquisition, stockpiling, retention of transfer of cluster munitions, or that assist, encourage or induce anyone to engage in such so that these activities with the purpose of facilitating the calls for redoubled efforts to strengthen the norms established by the Convention.
- (c) Identify potential new States Parties, provide country summaries with background information on universalization efforts, as well as follow-up on these States;
- (d) Provide support in the organisation of meetings, workshops, seminars and side events that support universalization efforts;
- (e) Participate in CCM related outreach activities;
- (f) Make available resources and tools to Signatory States and States not Parties to facilitate the ratification or accession process as relevant.

## **C. Support on Stockpile Destruction**

6. To support the Working Group on Stockpile Destruction and Retention perform its mandate and States Parties implement Article 3 obligations, the ISU will proactively, *inter alia*:

- (a) Facilitate communication with States Parties with obligations under Article 3 on behalf of office holders, as relevant;
- (b) Provide support in the collection, analysis and provision of summaries on the information submitted by States Parties on Article 3 implementation;
- (c) Facilitate exchange of information, lessons learned and best practices in the implementation of Article 3 obligations;
- (d) Provide relevant information or facilitate the exchange of relevant technical expertise as required by States Parties with Article 3 obligations;
- (e) Provide advice or undertake in-country visits, as relevant, to assist States Parties in the implementation of Article 3 or in the preparation of a deadline extension request;
- (f) The communication of requests for international cooperation and assistance submitted by States Parties with obligations under Article 3 to other States Parties and other relevant partners in a position to provide assistance.

## **D. Support on Clearance and Risk Reduction Education**

7. To support the Working Group on Clearance and Risk Reduction Education perform its mandate and States Parties implement Article 4 obligations, the ISU will proactively, *inter alia*:

- (a) Facilitate communication with States Parties with obligations under Article 4 on behalf of office holders, as relevant;
- (b) Provide support in the collection, analysis and provision of summaries on the information submitted by States Parties on Article 4 implementation;
- (c) Facilitate exchange of information, lessons learned and best practices in the implementation of Article 4 obligations;
- (d) Provide relevant information or facilitate the exchange of relevant technical expertise required by States Parties with Article 4 obligations;
- (e) Provide advice or undertake in-country visits, as relevant, to assist States Parties in the implementation of Article 4 or in the preparation of a deadline extension request;
- (f) Support the Article 4 Analysis Group in the consideration of extension requests submitted by States Parties;
- (g) Facilitate the communication of requests for international cooperation and assistance submitted by States Parties with obligations under Article 4 to other States Parties and other relevant partners in a position to provide assistance.

## **E. Support on Victim Assistance**

8. To support the Working Group on Victim Assistance perform its mandate and States Parties implement Article 5 obligations, the ISU will proactively, *inter alia*:

- (a) Facilitate communication with States Parties on behalf of office holders, as necessary;
- (b) Provide relevant information or facilitate the exchange of relevant technical expertise required by States Parties with Article 5 obligations to enable them improve on the quality and efficiency of assistance provided to cluster munition victims and other persons with disabilities;
- (c) Encourage an increase in the involvement and integration of victims in policy-making and decision-making processes;
- (d) Promote exchange of information on good and cost-effective practices between States Parties;
- (e) Promote an integrated approach to victim assistance and facilitate cooperation with other Conventions and the broader disability sector.

## **F. Support on International Cooperation and Assistance**

9. To support the Working Group on International Cooperation and Assistance perform its mandate and States Parties implement Article 6 obligations, the ISU will proactively, *inter alia*:

- (a) Facilitate exchanges between States Parties requiring assistance with States in a position to do so;
- (b) Facilitate communication between and among States Parties and other relevant actors to promote strengthened partnerships, better targeted scarce resources and the timely and effective implementation of Convention obligations;

(c) Promote cooperation and assistance through the provision of supplementary information and best practices sharing by way of technical, financial and expertise exchanges;

(d) Support promotion of the establishment of country-specific approaches such as country coalitions that enhance the ability of States Parties in need of assistance to fulfil their obligations under Articles 3, 4 and 5 through coordinated and targeted cooperation.

## **G. Support on Transparency Measures**

10. To support the Coordinator on Transparency Measures perform its mandate and States Parties implement Article 7 obligations, the ISU will proactively, *inter alia*:

(a) Encourage the submission of timely and quality reports by States Parties and regularly highlight the important role played by information shared through transparency reports in the effective evaluation and monitoring of the Convention;

(b) Provide targeted technical assistance to States Parties as required in accordance with LAP Action 46;

(c) Assist the thematic Coordinators to follow-up on information provided in initial and annual transparency reports;

(d) Raise awareness on the benefits of reporting through existing Convention social media platforms and at other relevant fora to reinforce the message that reporting is an obligation for all States Parties;

(e) Provide States Parties with analytical summaries of information contained in Article 7 reports to facilitate the practical use of reporting.

## **H. Support on National Implementation Measures**

11. To support the Coordinator on National Implementation Measures and States Parties implement Article 9 obligations, the ISU will proactively, *inter alia*:

(a) Facilitate communication and dissemination of existing tools and best practices to stimulate an increase in Article 9 compliance by States Parties;

(b) Assist in monitoring Article 9 compliance by States Parties and provide targeted technical assistance to States Parties as necessary;

(c) Assist to increase awareness amongst national actors of the obligations under Article 9 resulting in higher compliance in national military doctrine, policies and training;

(d) Provide support in the organization of meetings, workshops, seminars and side events on Article 9 implementation;

(e) Encourage States Parties in need of assistance to seek cooperation and assistance in the review of existing national legislation to ensure it allows for the full implementation of the Convention and to achieve Article 9 compliance.

## **I. Communication**

12. In addition to acting on the thematic priorities of States Parties based on decisions taken at the 2RC and other formal meetings of the Convention, the ISU will also, *inter alia*:

(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 Parties with all other relevant actors, organizations and institutions and maintain public relations;

- (c) Manage procedural aspects of the Coordinators' work, including reminder communications and follow ups;
- (d) Raise awareness on the Convention at all relevant fora;
- (e) Produce Convention-related publications and promotional materials as necessary.

## **J. Other Implementation Support**

13. To further support the effective implementation of the Convention, the ISU will, *inter alia*:

- (a) Provide in-depth briefings on the Convention and its provisions at various fora.
- (b) Facilitate enhanced coordination with other conventions, organizations and stakeholders as appropriate;
- (c) Liaise with the UN, particularly UNODA, on matters pertaining to the organization and documentation of formal meetings of the Convention, as well as other relevant matters;
- (d) Perform other tasks as instructed by States Parties through the Presidency or Coordination Committee;
- (e) In undertaking the work and priorities as outlined under paragraphs A-J above, the Implementation Support Unit of the CCM will introduce and/or amend, as necessary, principles and processes in line with standard international management practice, including on operations management and human resources with the objective to improve the effectiveness of work systems and accountability to States Parties to the CCM.

## **IV. Expected outcomes**

- 14. The Convention's implementation machinery has performed its mandate effectively and efficiently, accountable to and in accordance with decisions of States Parties.
- 15. The Thirteenth Meeting of States Parties (13MSP) and other formal or informal meetings have been held as required and organized efficiently and effectively, including the associated Sponsorship Programme to facilitate a gender-balanced and diverse participation.
- 16. Relevant States Parties have made declarations of completion under Article 3 and Article 4 within the stipulated Convention deadlines or have submitted high-quality and timely requests to extend the deadline in accordance with the Convention.
- 17. States Parties have acted on their obligations and commitments under the Convention elaborated through the Lausanne Action Plan and have reported on them annually as required by the Convention.
- 18. Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work efficiently and effectively.
- 19. Adherence to the Convention has become increasingly universal.

## V. 2025 Outcomes, outputs and activities

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
<b>The implementation machinery of the Convention has performed its mandate in accordance with the decisions of the States Parties.</b>	<ul style="list-style-type: none"> <li>- The presidency receives the information and advice necessary to carry out its functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the presidency in all aspects to achieve the objectives of the Convention.</li> <li>• Participate in the preparation of documentation and provide other support during formal and informal meetings.</li> <li>• Provide implementation status updates, situational analysis and other practical documents and tools.</li> <li>• Provide support and follow-up as necessary on formal and informal meetings of the Convention.</li> </ul>
	<ul style="list-style-type: none"> <li>- Coordinators receive the requisite advice and support to undertake their roles as well as enable them to guide States Parties in meeting their obligations.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and support informal meetings on behalf of coordinators, including the preparation of relevant documents.</li> <li>• Carry out follow-up activities upon the request of coordinators.</li> <li>• Keep up-to-date records of formal and informal meetings and of other relevant knowledge products, expertise and information.</li> <li>• Review and revise, as necessary, ISU management practice, in line with standard international management standards, including on operations management and human resources with the objective to improve the effectiveness of work systems and accountability to States Parties to the CCM.</li> </ul>
<b>The Thirteenth Meeting of States Parties and other formal and informal meetings have been held as required and organized efficiently and effectively, including the</b>	<ul style="list-style-type: none"> <li>- The presidency and coordinators receive adequate advice and support to ensure a successful hosting of the Thirteenth Meeting of States Parties (13MSP) and all other meetings related to the achievement of the aims of the Convention throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support required by the presidency and the Coordination Committee in organizing the 13MSP.</li> <li>• Prepare and convene formal and informal meetings under the Convention upon request.</li> <li>• Produce and maintain records and documentation of formal and informal meetings of the Convention.</li> </ul>

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
<b>Sponsorship Programme to facilitate participation in these meetings.</b>	<ul style="list-style-type: none"> <li>- Increased gender-balanced and diverse participation from States because of a well-functioning sponsorship programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and collaborate with donors and the GICHD on the implementation of the CCM Sponsorship Programme objectives.</li> <li>• Prioritize participation of women and cluster munitions victims in meetings of the Convention.</li> <li>• Target participation of State parties with impending article 3 and 4 obligations.</li> <li>• Facilitate and encourage participation in CCM meetings of under-represented regions.</li> </ul>
<b>Relevant States Parties have made declarations of completion under Article 3 or Article 4 within the stipulated Convention deadlines or have submitted high-quality and timely requests to extend their deadline in accordance with the Convention.</b>	<ul style="list-style-type: none"> <li>- Coordinators on Stockpile Destruction and Retention, Clearance and Risk Education, and International Cooperation and Assistance receive the requisite advice and support to assist and follow up with States Parties with obligations under Article 3 or Article 4.</li> </ul>	<ul style="list-style-type: none"> <li>• Support meetings convened by Coordinators and furnish relevant background information, tools and resources as required.</li> <li>• Assist the Coordinators in their outreach and follow up efforts upon request.</li> <li>• Facilitate information sharing between and amongst States requiring assistance, donor States and other key actors to enhance partnerships and boost implementation of the Convention.</li> <li>• Facilitate the hosting of at least one country coalitions meeting in Geneva.</li> </ul>
	<ul style="list-style-type: none"> <li>- All relevant States Parties receive the requisite advice and support needed to fulfil their obligations under Article 3 or Article 4.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out support missions upon the request of States Parties.</li> <li>• Provide all necessary information or facilitate exchange with relevant technical expertise required by States Parties.</li> </ul>

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
<b>States Parties have acted on their obligations and commitments under the Convention as elaborated by the Lausanne Action Plan and have reported on them as required by the Convention.</b>	<ul style="list-style-type: none"> <li>- All thematic Coordinators receive the anticipated support to assist and follow up with States Parties to enable them report on their obligations under the Convention.</li> </ul>	<ul style="list-style-type: none"> <li>• Support meetings convened by all thematic Coordinators and furnish relevant background information, tools and resources as required.</li> <li>• Assist the Coordinators in their outreach and follow up efforts upon request.</li> <li>• Support the preparation and timely submission of high-quality transparency reports</li> <li>• Support States Parties as necessary to increase the report submission rate.</li> </ul>
	<ul style="list-style-type: none"> <li>- States Parties receive the necessary advice and support to act on the commitments contained in the Lausanne Action Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice to States Parties and facilitate relevant technical expertise, necessary information, tools and resources to implement their obligations.</li> <li>• Facilitate increased cooperation between and among relevant stakeholders in the implementation of the Convention.</li> <li>• Carry out support missions to offer technical assistance or organize workshops with a regional or thematic focus on the core Convention commitments, provided the ISU receives the resources to do so.</li> </ul>
<b>Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work efficiently and effectively.</b>	<ul style="list-style-type: none"> <li>- State representatives are more knowledgeable about the Convention.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide in-depth briefs to new State Party or State not Party representatives on the Convention as relevant.</li> <li>• Facilitate communication to encourage strengthened partnerships among States Parties and other relevant actors to accelerate the full implementation of the Convention.</li> <li>• Produce Convention-related publications and promotional materials as necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>- Information on the Convention and its operations is more readily available to States Parties and other stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and update the official website and social media accounts of the Convention to ensure quality and timely dissemination of information.</li> <li>• Communicate, as appropriate, the decisions and priorities arising from the Convention's meetings.</li> </ul>

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
<b>Adherence to the Convention has become more universal.</b>	- The Presidency and Universalization Coordinators receive sufficient advice and support to conduct their universalization outreach efforts.	<ul style="list-style-type: none"> <li>• Identify potential new States Parties and provide summaries and background information on these.</li> <li>• Assist the Presidency and Coordinators in their outreach and follow up efforts upon request.</li> <li>• Carry out support missions upon request of the Presidency or Coordinators.</li> </ul>
	- States receive adequate support to advance the universalization of the Convention as described in the Lausanne Action Plan.	<ul style="list-style-type: none"> <li>• Organize, upon request, formal and informal meetings on the universalization of the Convention.</li> <li>• Promote the Convention with the aim to increase adherence to and reinforcement of the norms established by the Convention, including with regards to paragraph 9 of the Lausanne Declaration, using available information to address allegations, reports or documented evidence on: use, development, production, acquisition, stockpiling, retention or transfer of cluster munitions or instances of encouraging or inducing anyone to engage in such practices, with the aim to redouble efforts to strengthen the norms established by the Convention.</li> <li>• Provide existing tools and practical assistance to Signatories.</li> </ul>

## VI. 2025 Budget of the Implementation Support Unit

<i>Cost</i>	<i>Amount in chf</i>	<i>Notes</i>
Salaries	364'282	The Director and Implementation Support Specialist working at 100% and the Implementation Support Assistant at 50%.
Social charges	72'856	Estimated cost (at 20% of salary) dependent on staff age, social status and prevailing provider fee rates charged. Charges include mandatory accident and travel insurance.
Communication	20'000	Website maintenance, promotional material, publications, consultancies, etc.
Travel	27'000	Staff travel for participation in meetings and missions as required
Other implementation support costs	13'000	Consultancies, room rentals, workshops, catering, etc.
Total	497'138	
Administrative Expenses	GICHD, in-kind	Covers costs such as rent of office, internal control system, administration of sponsorship programme, HR management, etc.

### Budget Notes

- Plans for an increase in implementation support costs on account of intensified universalisation activities.
- Anticipates in-country support with an average of 10 economy class flights expected (6 long haul and 4 short or medium haul).

### Assumptions

- States Parties ensure that the funding level is commensurate to the agreed ISU work plan for the year.
- The ISU remains at, as a minimum, the current staff capacity of a Director and Implementation Support Specialist working at 100% and an Implementation Support Assistant at 50%.
- All key partners and relevant actors, including the ISU itself continue to collaborate closely and carry out roles as expected, given the small size of the ISU which requires its actions to be efficient and cost-effective, and with regards to the latter, introduce or amend, as necessary management measures for increased efficiency and effectiveness.
- The GICHD in-kind contribution will be availed at levels corresponding to the approved annual work plan of the ISU.