

Convention on Cluster Munitions

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Other relevant matters for achieving the aims of the Convention

Elements for Possible Guidelines on the Management of the CCM Sponsorship Programme

Submitted by the Implementation Support Unit *

1. This working document has been prepared by the Implementation Support Unit (ISU) at the request of the Presidency of the Thirteenth Meeting of States Parties (13MSP). It is intended to support States Parties in their discussions by consolidating elements that could inform possible guidelines for the management of the CCM Sponsorship Programme.
2. As with other ISU working documents, it has been developed in fulfilment of the Unit's mandate to facilitate implementation of the Convention and preserve its institutional memory.

I. Introduction

3. In line with its mandate adopted by States Parties, the ISU manages the Sponsorship Programme in collaboration with the Geneva International Centre for Humanitarian Demining (GICHD), providing guidance, input, and support as necessary. At present however, the Programme does not operate under a formal procedure or agreed set of guidelines for its management.
4. Past practice has often followed a "first come first served" approach. While this has enabled participation, it has not fully reflected the strategic priorities of the Convention or the principles of transparency and accountability expected by States Parties and donors. Building on lessons from the disarmament field, this working document outlines possible elements for consideration towards a more structured and transparent approach. The aim is to provide a basis for discussion that could help ensure that sponsorship decisions are guided by the Conventions implementation needs and priorities while promoting clarity and accountability in the use of limited resources.
5. It is also recognized that certain practical aspects -such as the form of the sponsorship call (general or targeted) and the number of delegates per State- as well as broader questions that go beyond technical management, require explicit guidance from States Parties. This will ensure that the Sponsorship Programme remains consistent with the Convention's objectives and the collective will of its membership.

* The present document is being issued without formal editing.

II. Purpose and Scope

6. The Sponsorship Programme seeks to facilitate the participation of representatives of States Parties, signatories and States not party in CCM meetings and intersessional work. Its aim is to enhance universalization, support implementation and promote inclusive dialogue in line with the Convention's strategic objectives.

7. This document outlines possible guiding principles, eligibility criteria, and options for the application and selection process. It is intended as a basis for discussion, and does not predetermine decisions on management of the Sponsorship Programme, which remain the prerogative of States Parties.

III. Guiding Principles

8. The Sponsorship Programme could be guided by the following principles:

- **Transparency:** Allocation processes should be clear, communicated in advance and documented;
- **Strategic relevance:** Sponsorship should support the Convention's core objectives, including universalization, implementation and effective participation of affected and underrepresented States;
- **Equity and inclusion:** Priority consideration could be given to delegations from Least Developed countries (LDC's), Small Island Developing States (SIDS) and lower-income countries, as well as those with significant implementation obligations or challenges;
- **Accountability:** Sponsored delegates would be expected to confirm participation and fulfil administrative requirements to ensure responsible use of funds;
- **Responsiveness to States Parties' direction:** In circumstances that go beyond technical management, sponsorship decisions should reflect guidance from States Parties to ensure alignment with the Convention's objectives and donor priorities.

IV. Eligibility Criteria

9. Sponsorship could be considered for:

- States Parties with limited financial means, particularly those:
 - With pending or ongoing implementation obligations (e.g. clearance, stockpile destruction, victim assistance);
 - That have recently submitted transparency reports or national implementation updates;
 - That have not been sponsored in previous cycles;
 - That nominate representatives of affected communities or other underrepresented groups, where applicable.
- Signatories and States not party demonstrating concrete engagement toward ratification or accession, especially where participation may catalyse progress toward joining the Convention.

V. Application and Selection Process

A. Call for Expressions of Interest

10. The ISU could issue a general call inviting States to express interest in receiving sponsorship approximately three months ahead of the Meeting of States Parties. Applications could be submitted within a defined period (e.g. four weeks), allowing sufficient time for review, prioritization, and travel arrangements.

B. Review and Prioritization

11. Applications could be assessed using a transparent matrix that considers factors such as -inter alia- strategic value, implementation engagement, past participation, regional balance and financial needs. Early applications would not guarantee automatic selection moving away from the “from the first-come first-served” practice.

C. Collegial Consideration

12. To ensure inclusivity and shared ownership, States Parties may wish to consider introducing a collegial element into the allocation process. Possible models, inspired by practice under other Conventions, include:

- Sponsorship Coordinator model (APMBC precedent)

A State Party could serve as Sponsorship Coordinator, facilitating allocation in consultation with donors, the Presidency and the ISU.

- Donor consultation model (CCW precedent: “Steering Committee”)

The Presidency convenes informal consultations of interested donors, supported by the ISU, to collectively agree on allocations at the beginning of the Convention work cycle.

13. Each model has advantages and challenges; States Parties may wish to decide which arrangement best ensures transparency, efficiency, and inclusivity.

D. Approval and Confirmation

14. Once allocations are agreed through the chosen mechanism, selected delegates would be formally notified, both directly and through a note verbal addressed to the relevant Permanent Mission.

15. The formal notification could also outline expectations of their participation as well as travel and administrative requirements. A deadline for confirmation may be set with unconfirmed offers reallocated as necessary.

E. Additional Clarifications

16. States Parties may also wish to provide guidance on two practical aspects of the Programme:

- Form of the call: Whether the ISU should rely solely on a general call to all States or also issue targeted calls to those that meet agreed strategic priorities;
- Number of delegates per State: Past practice has generally limited sponsorship to one delegate per delegation. States Parties may wish to confirm whether this practice should continue or whether exceptions should be made in specific circumstances.

VI. Scope of Sponsorship

17. Subject to the availability of funds, sponsorship may cover essential participation costs including:

- Travel: Economy class airfare;
- Daily subsistence: Accommodation and per diem allowance to cover meals and local expenses;
- Administrative costs: Visa and insurance costs, where required;
- Flexible arrangements: in cases of limited resources, partial sponsorship may be considered or cost-sharing approaches explored;

VII. Monitoring and Reporting

18. The ISU could maintain a record of supported delegates and prepare an annual summary for transparency and review. Any irregularities such as repeated withdrawals or non-attendance would be noted and may be taken into account in future sponsorship considerations. This would ensure responsible use of resources while keeping the process fair and predictable.

VIII. Decision Guidance Framework

19. To support consistency and transparency in sponsorship allocations, States Parties may wish to consider a simple matrix of factors to guide discussions. The following elements are provided for illustration only and could be adapted to reflect priorities agreed by States Parties:

A. Budget Information

- Total sponsorship budget available;
- Average cost per delegate expected;
- Type of sponsorship to be offered (full or partial).

B. Geographic and Strategic Priorities

- Regions or countries to be prioritized (e.g. pending obligations, universalization targets, new States Parties;
- Possible exclusions e.g. recently sponsored states or delegates not complying with participation requirements.

C. Eligibility Criteria – *inter alia*-

- Pending implementation obligations;
- Transparency reporting status;
- Prior participation / rotation principle;
- Financial need;
- Political engagement;
- Donor specific priorities.

D. Practical Information

- List of interested States;
- Desired number of sponsored delegates.

20. The factors above highlight several considerations that States Parties may wish to address in determining sponsorship modalities. Clarifying these points would help ensure that the Sponsorship Programme remains consistent, and responsive to both implementation needs and practical considerations.

IX. Conclusion

21. The Sponsorship Programme has long been a practical enabler of participation under the Convention. To continue fulfilling this role, clearer parameters and a collegial approach to selection would help strengthen the transparency and accountability expected by States Parties and donors alike. By considering more structured and inclusive arrangements- whether through a dedicated coordinator or donor consultations, or other modalities- States Parties can reinforce shared ownership of the process. Doing so would not only ensure the most effective use of limited resources but also enhance the credibility and legitimacy of the Convention itself.

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