

Working Document on Draft Elements for Guidelines on the Management of the Convention on Cluster Munitions' Sponsorship Programme

Presented by the Presidency of the Third Review Conference

The Presidency invites States Parties and other stakeholders to share their views on possible elements for future Guidelines on the Management of the Convention on Cluster Munition's Sponsorship Programme. The elements set out below are intended solely to facilitate consultations and do not constitute draft negotiated language. They build on previous institutional practice, discussions among States Parties, including a working paper submitted to the Thirteenth Meeting of States Parties (CCM/MSP/2025/16), while considering subsequent experience in the management of the Sponsorship Programme.

I. Purpose and Objectives of the CCM Sponsorship Programme

The CCM Sponsorship Programme forms part of the Convention's broader implementation support architecture and contributes to facilitating the participation of low-income, affected, and geographically diverse States in the formal work of the Convention.

In line with the mandate and expected results associated with the management of the Convention's Sponsorship Programme, the Programme seeks to support inclusive, representative and meaningful participation while contributing to the effective implementation of the Convention and strengthening engagement in Convention processes.

The Programme contributes to:

- Implementation of the Convention;
- Universalization efforts;
- Inclusive, balanced and gender-responsive participation;
- Geographic representation;
- Exchange of implementation experiences and good practices; and
- Continuity of institutional participation and cooperation.

In fulfilling its purpose and objectives the Programme will seek to:

- Support implementation priorities identified within the framework of the Convention;
- Facilitate meaningful and representative participation.
- Promote fairness, inclusivity, operational consistency and gender balance;
- Strengthen transparency and accountability; and
- Contribute to institutional continuity, sustained engagement and cooperation in Convention processes.

II. Guiding Principles

The Sponsorship Programme could be guided by the following principles:

Transparency

General sponsorship processes, timelines, and indicative considerations should be communicated clearly and sufficiently in advance.

Inclusivity and equitable participation

The Programme should support broad, inclusive, and balanced participation, including gender balanced, participation from affected States, Least Developed Countries (LDCs), Small Island Developing States (SIDS), and underrepresented regions.

Strategic and implementation relevance

Sponsorship should support the Convention's implementation objectives, including compliance with obligations, cooperation and assistance activities and universalization efforts.

Operational realism

Sponsorship arrangements should take into account practical realities, including available funding, travel costs, visa constraints, timelines, operational feasibility and, where applicable, conditions associated with specific funding arrangements.

Accountability and responsible use of resources

Sponsored delegates should comply with applicable administrative requirements and confirm participation in a timely manner, preferably no later than one month before the event.

Flexibility and contextual judgment

Sponsorship decisions may require flexibility to respond to evolving implementation priorities, exceptional circumstances, participation needs, and operational realities on a case-by-case basis.

Institutional continuity

Management of the Sponsorship Programme should support continuity, consistency, preservation of institutional knowledge, and sustained engagement across Convention cycles.

State Party ownership

Broader policy guidance concerning the Sponsorship Programme remains the prerogative of States Parties.

III. Indicative Sponsorship Considerations

Sponsorship could be considered for:

States Parties with limited financial means, including *inter alia*:

- With pending or ongoing implementation obligations;
- Participating in implementation-related discussions;
- Involved in extension request processes; or
- Actively engaged in Convention processes.

Affected States

Consideration could be given to affected States whose participation would contribute directly to implementation discussions, cooperation efforts, and/or the exchange of operational experience or technical expertise.

Universalization priorities

Signatories and States not party that demonstrate tangible engagement toward accession or ratification may also be considered where participation could support universalization efforts.

Gender balance, geographic balance and inclusivity

Consideration could be given to balanced regional participation, participation from underrepresented regions and efforts to support diverse and gender-balanced representation.

Rotation and prior participation

States not recently sponsored may be prioritized where appropriate in support of equitable participation and broader representational balance.

Consideration may also be given to sustaining continuity of engagement by relevant national institutions and focal points.

Suggested disclaimers:

- ❖ These considerations are indicative only and do not create automatic entitlement to sponsorship.
- ❖ Sponsorship remains subject to available funding, operational considerations, donor conditions, and broader Convention priorities.

IV. Application and Review Process

A. Calls for Expressions of Interest

The CCM ISU could issue general calls for expressions of interest sufficiently in advance of Meetings of States Parties and other sponsored activities to facilitate planning and review.

In specific circumstances, targeted outreach may also be undertaken to support implementation priorities, universalization objectives, and gender and geographical balance.

B. Review Process

The CCM ISU may review applications on the basis of the indicative considerations outlined in these guidelines, while preserving sufficient flexibility to take into account operational realities, available resources and exceptional circumstances.

The CCM ISU may prepare proposed sponsorship allocations or indicative recommendations, considering implementation priorities and overall Convention objectives. Such recommendations may be submitted for consideration, and validation to the Coordination Committee in accordance with existing Convention practice, while preserving transparency, operational efficiency, accountability and State Party ownership of the Sponsorship Programme.

The Presidency in consultation with the Coordination Committee, may provide strategic guidance in exceptional cases or on broader implementation related considerations.

V. Institutional Roles

States Parties

States Parties retain ownership of the Sponsorship Programme and may provide broader policy guidance regarding sponsorship priorities and related considerations.

Presidency/ Coordination Committee

The Presidency, in consultation with the Coordination Committee where appropriate, may provide strategic and/or political guidance concerning sponsorship priorities in support of Convention implementation objectives.

CCM ISU

Under the mandate provided by States Parties, the CCM ISU supervises the management of the Convention's Sponsorship Programme and supports the programme with a focus on:

- Facilitating application and review processes;
- Supporting implementation-oriented and representative participation, including gender balanced participation where appropriate;
- Communication and liaison with applicants, States Parties, donors, and service providers;
- Targeted outreach or follow-up efforts where relevant to implementation or universalization objectives
- Maintaining institutional continuity, records, and operational consistency across Convention cycles;
- Supporting awareness raising, and communication concerning sponsorship needs and available resources;

- Facilitating administrative, technical, or procedural orientation for sponsored participants where appropriate, and
- Supporting monitoring and reporting related to sponsorship participation and allocations.

GICHD Conference Department

Administrative and logistical support for the Sponsorship Programme may continue to be provided through existing institutional arrangements as contained in the Hosting Agreement between States Parties and the GICHD.

VI. Scope of Sponsorship

Subject to available funding sponsorship support includes:

- Economy-class travel;
- Accommodation;
- Daily subsistence allowance (“Per diem”).

VII. Responsibilities and Expectations of Sponsored Delegates

Sponsored delegates are required to participate actively and constructively in Convention meetings and related activities for which sponsorship is provided. Sponsored participation is intended to facilitate meaningful contribution to, and strengthen effective engagement in, the Convention processes, this may include, *inter alia*:

- Contribute to implementation-related discussions and exchanges;
- Maintain communication with relevant Convention actors and the ISU on matters related to Convention implementation;
- Support continuity of institutional engagement within their respective national administration;
- Share relevant information with national authorities and stakeholders following sponsored activities; and
- Respond to reasonable administrative or follow-up requests associated with the Sponsorship Programme.
- Provide brief feedback, updates, or observations concerning their participation and relevant implementation-related developments to help inform future work of the Convention.

VIII. Considerations for Future Sponsorship Allocations

When preparing recommendations on future sponsorship allocations, the CCM ISU may take into account participation records, administrative considerations and other relevant factors, with a view to promoting the effective, transparent and equitable use of available sponsorship resources.

Such considerations may include *inter alia*:

- Previous participation under the Sponsorship Programme;
- Repeated late withdrawals or non-attendance
- Fulfilment of administrative requirements
- Engagement in Convention processes following previous sponsored participation; and
- Other operational or implementation-related considerations relevant to the effective management of the Programme.

IX. Monitoring, Reporting and Participation Support

The CCM ISU is expected to maintain records relating to sponsorship allocations, participation and operational arrangements in order to support transparency, continuity, institutional memory, and reporting to States Parties and donors.

The CCM ISU may also provide periodic reporting, analysis or information sharing concerning participation trends, geographic representation, gender balance, operational challenges, implementation-related participation outcomes, and broader developments associated with the Sponsorship Programme.

Where appropriate and feasible, the CCM ISU may facilitate communication with sponsored delegates and provide relevant administrative, technical, and procedural orientation and information in order to support meaningful participation, understanding of Convention processes, and effective engagement in Convention activities.

Such support activities may include, *inter alia*:

- Briefings or orientation sessions prior to sponsored events;
- Information concerning Convention structures, processes, or implementation priorities;
- Coordination and information sharing among sponsored participants;
- Follow-up communication related to implementation or participation matters.

X. State Party Ownership and Oversight

States Parties should retain ownership of the Sponsorship Programme and may review and/or provide broader policy guidance regarding sponsorship allocations, priorities and related considerations at any time.

Questions for consultation

The Presidency would particularly welcome views on:

- Whether these elements provide an appropriate basis for developing future Guidelines on the Management the Convention's Sponsorship Programme;
- Whether the proposed objectives, guiding principles and indicative sponsorship considerations appropriately reflect the purpose and operation of the Sponsorship Programme;
- Whether the respective roles and responsibilities of the States Parties, the Presidency, the Coordination Committee, the CCM ISU and other relevant actors are appropriately reflected;
- Whether the proposed approach to application, review, participation support, monitoring and future sponsorship considerations provides an appropriate framework for the transparent, and effective management of the Programme.
- Whether the proposed balance between flexibility, operational judgement and transparency appropriately supports the effective management of the Sponsorship Programme.
- Whether, and if so how, the Sponsorship Programme could further encourage the meaningful participation of survivors, persons with disabilities and other individuals with relevant lived or professional experience, while preserving the State Party-driven nature of the Programme.
- Whether additional guidance should be considered on any aspect of the Sponsorship Programme.
- Whether any elements should be consolidated, revised or further developed.