

Convention on Cluster Munitions

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Tenth Meeting of States Parties

Geneva, 30 August to 2 September 2022

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 2023 work plan and budget

Submitted by the Implementation Support Unit*

Summary

Main objective: Support States Parties in the implementation of the Convention during the period of 1 January to 31 December 2023 in accordance with decisions taken by States Parties at the Second Review Conference and pursuant to the priorities established by States Parties through the Lausanne Action Plan.

Specific objectives:

- Provide technical support and advice to the Presidency in all aspects of its role and mandate to lead the work of the Convention;
- Provide support to all States Parties through the implementation machinery of the Convention;
- Provide 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;
- 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;
- Facilitate communication amongst States Parties and other relevant actors, as well as cooperate and coordinate amongst these;
- Maintain public relations including efforts to promote universalisation and other work of the Convention;
- Support the CCM Sponsorship Programme;

* Due to financial constraints, translation will be prioritized in Arabic, French and Spanish only.



	<ul style="list-style-type: none">• Serve as an interface between States Parties and the international community on issues related to the implementation of the CCM.
Expected outcomes:	<ul style="list-style-type: none">• The implementation machinery of the Convention has performed its mandate in accordance with the 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 a gender-balanced and diverse participation.• 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 their deadline in accordance with the Convention.• 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.• 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 more universal.
Budget:	CHF 518,057

I. Mandate of the Implementation Support Unit

1. The CCM Implementation Support Unit is mandated to coordinate and provide support to the implementation 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 thematic 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 Signatory States and States not Parties and maintain public relations, including efforts to promote the universalisation 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 2023 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 2023 work plan and budget is being circulated to all States Parties for their consideration, 60 days prior to the 10th Meeting of States Parties (10MSP) to be held in Geneva from 30 August to 2 September 2022. The proposed 2023 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 that was already considered and approved by States Parties during the 2RC. The only additional cost to the 2RC approved budget is the inclusion of CHF 23,000 which will be the cost of engaging a consultancy agency to assist in the recruitment of the next ISU Director.

3. The work plan aims to be a detailed 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 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, *inter alia*:

- (a) Assist in the preparation and hosting of formal and informal meetings as required including the Eleventh Meeting of States Parties (11MSP), 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 and update Convention implementation status records and analyses;
- (e) Orient the new group of thematic Coordinators on their role;
- (f) Prepare and transmit invoices or reminders 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 Universalisation and States Parties in their universalisation efforts, the ISU will, *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) Identify potential new States Parties, provide country summaries with background information on universalisation efforts, as well as follow-up on these States;
- (c) Provide support in the organisation of meetings, workshops, seminars and side events that support universalisation efforts;
- (d) Participate in CCM related outreach activities;
- (e) 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, *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) Support the Article 3 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 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 Education perform its mandate and States Parties implement Article 4 obligations, the ISU will, *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, *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, *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 targeting of 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 their Article 7 obligations, the ISU will, *inter alia*:

(a) Encourage the submission of timely and high quality reports by States Parties and regularly highlight the important role played by information that is 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 and underscore 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, *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 facilitate the provision of 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) Raise awareness on the Convention at all relevant fora;
- (d) 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.

IV. Expected outcomes

14. The Convention's implementation machinery has performed its mandate in accordance with decisions of States Parties.

15. The Eleventh Meeting of States Parties (11MSP) and other formal and 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 have become more universal.

V. 2023 Outcomes, outputs and activities

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
The implementation machinery of the Convention has performed its mandate in accordance with the decisions of the States Parties.	– The presidency receives the information and advice necessary to carry out its functions.	<ul style="list-style-type: none"> • Assist the presidency in all aspects to achieve the objectives of the Convention. • Participate in the preparation of documentation and provide other support during formal and informal meetings. • Provide implementation status updates, situational analysis and other practical documents and tools. • Provide support and follow-up as necessary on formal and informal meetings of the Convention.
	– Coordinators receive the requisite advice and support to undertake their roles as well as enable them to guide States Parties in meeting their obligations.	<ul style="list-style-type: none"> • Prepare and support informal meetings on behalf of coordinators, including the preparation of relevant documents. • Carry out follow-up activities upon the request of coordinators. • Keep up-to-date records of formal and informal meetings and of other relevant knowledge products, expertise and information.
The Eleventh Meeting of States Parties and other formal and informal meetings have been held as required and organized efficiently and	– The presidency and coordinators receive adequate advice and support to ensure a successful hosting of the Eleventh Meeting of States Parties (11MSP) and all meetings related to the achievement of the aims of the Convention throughout the year.	<ul style="list-style-type: none"> • Provide support required by the presidency and the Coordination Committee in organizing the 11MSP. • Prepare and convene formal and informal meetings under the Convention upon request. • Produce and maintain records and documentation of formal and informal meetings of the Convention.

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
effectively, including the Sponsorship Programme to facilitate a gender-balanced and diverse participation.	<ul style="list-style-type: none"> – Increased gender-balanced and diverse participation from States because of a well-functioning sponsorship programme. 	<ul style="list-style-type: none"> • Manage and collaborate with donors and the GICHD on the implementation of the CCM Sponsorship Programme objectives. • Prioritize female participation in meetings of the Convention. • Facilitate and encourage participation in CCM meetings of under-represented regions.
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.	<ul style="list-style-type: none"> – 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. 	<ul style="list-style-type: none"> • Support meetings convened by Coordinators and furnished relevant background information, tools and resources as required. • Assist the Coordinators in their outreach and follow up efforts upon request. • Facilitate information sharing between and amongst States requiring assistance, donor States and other key actors to enhance partnerships and boost implementation of the Convention. • Facilitate the hosting of at least one country coalitions meeting in Geneva.
	<ul style="list-style-type: none"> – All relevant States Parties receive the requisite advice and support needed to fulfil their obligations under Article 3 or Article 4. 	<ul style="list-style-type: none"> • Carry out support missions upon the request of States Parties. • Provide all necessary information or facilitate exchange with relevant technical expertise required by States Parties.
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.	<ul style="list-style-type: none"> – 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. 	<ul style="list-style-type: none"> • Support meetings convened by all thematic Coordinators and furnished relevant background information, tools and resources as required. • Assist the Coordinators in their outreach and follow up efforts upon request. • Support the preparation and timely submission of high quality transparency reports. • Support States Parties as necessary to increase the report submission rate.

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
	<ul style="list-style-type: none"> – States Parties receive the necessary advice and support to act on the commitments contained in the Lausanne Action Plan. 	<ul style="list-style-type: none"> • Provide advice to States Parties and facilitate relevant technical expertise, necessary information, tools and resources to implement their obligations. • Facilitate increased cooperation between and among relevant stakeholders in the implementation of the Convention. • Upon request, carry out support missions to offer technical assistance or organize workshops with a regional or thematic focus on the core Convention commitments.
Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work efficiently and effectively.	<ul style="list-style-type: none"> – State representatives are more knowledgeable about the Convention. 	<ul style="list-style-type: none"> • Provide in-depth briefs to new State Party or State not Party representatives on the Convention as relevant. • Facilitate communication to encourage strengthened partnerships among States Parties and other relevant actors to accelerate the full implementation of the Convention. • Produce Convention-related publications and promotional materials as necessary.
	<ul style="list-style-type: none"> – Information on the Convention and its operations is more readily available to States Parties and other stakeholders. 	<ul style="list-style-type: none"> • Maintain and update the official website and social media accounts of the Convention to ensure quality and timely dissemination of information. • Communicate, as appropriate, the decisions and priorities arising from the Convention's meetings.
Adherence to the Convention has become more universal.	<ul style="list-style-type: none"> – The Presidency and Universalisation Coordinators receive sufficient advice and support to conduct their universalisation outreach efforts. 	<ul style="list-style-type: none"> • Identify potential new States Parties and provide summaries and background information on these. • Assist the Presidency and Coordinators in their outreach and follow up efforts upon request. • Carry out support missions upon request of the Presidency or Coordinators.

<i>Outcomes</i>	<i>Outputs</i>	<i>Activities</i>
	<ul style="list-style-type: none"> – States receive adequate support to advance the universalisation of the Convention as described in the Lausanne Action Plan. 	<ul style="list-style-type: none"> • Organize, upon request, formal and informal meetings on the universalisation of the Convention. • Promote the Convention with the aim to increase adherence to and reinforcement of the norms established by the Convention. • Provide existing tools and practical assistance to Signatory States and States not Parties requiring assistance prior to accession or ratification.

VI. 2023 Budget of the Implementation Support Unit

<i>Cost</i>	<i>2023</i>	<i>Notes</i>
Salaries	365,881	The Director and Implementation Support Specialist working at 100% and the Implementation Support Assistant at 50%.
Social charges	69,176	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.
Consultant fees	23,000	Hiring of external recruitment agency to oversee the recruitment process of the next ISU director
Communication	12,000	Website maintenance, promotional material, publications, consultancies, etc.
Travel	22,000	Staff travel for participation in meetings and missions as required
Other implementation support costs	26,000	Consultancies, room rentals, workshops, catering, etc.
Total	518,057	
Administrative expenses	Geneva International Centre for Humanitarian Demining, 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 full restoration of in-country support with an average of 10 economy class flights expected (5 long haul and 5 short or medium haul).
- Accounts for a changeover of Directors in the 2nd quarter of the year.

Assumptions

- States Parties ensure that the funding level is commensurate to the agreed ISU work plan for the year.
- The ISU remains at 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 continue to collaborate closely and carry out their roles as expected, given the small size of the ISU which requires its actions to be efficient and cost-effective.
- The in-kind contribution of the GICHD will be availed at levels corresponding to the approved annual work plan of the ISU.