Fourth Review Conference of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction

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Consideration of the 2020-2024 five-year work plan and budget and of the 2020 work plan and budget of the Implementation Support Unit

Implementation Support Unit Work Plan and Budget 2020-2024

Submitted by the President of the Fourth Review Conference*

I. Introduction

1. At the Fourteenth Meeting of the States Parties (14MSP), the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production, and Transfer of Anti-Personnel Mines and on their Destruction adopted a decision on *"Strengthening financial governance and transparency within the ISU".* This decision included a number of measures to increase predictability, accountability and ownership by States Parties of the work of the Convention's Implementation Support Unit (ISU) including the establishment of a financial security buffer and the adoption of a multi-annual work plan. These measures aimed at encouraging States Parties to plan their financial contributions to the ISU, including if possible, consider multi-annual commitments and to provide overall financial predictability to the ISU.

2. The following five-year work plan and budget provides information on the general tasks to be carried out by the ISU over the next five years. This work plan takes into account the application of the previous ISU work plan 2016-2019 and its mid-term review by the Sixteenth Meeting of the States Parties (16MSP), the current financial status of the ISU, as well as measures to ensure the more practical implementation of the ISU's activities. The work plan further ensures that, in accordance with the decision of the 14MSP, the financial security buffer is maintained so as to carry at all times an amount equivalent to one year of expenditures related to the ISU's yearly budget and guarantees the basic operation of the ISU for any foreseeable year. The ISU will carry out the tasks set out in this work plan within the indicated level of staffing. The work plan takes into consideration three important modifications to the decision on "Strengthening financial governance and transparency within the ISU":

- The current work plan is of a 5-year duration spanning the period from the Fourth Review Conference to the Fifth Review Conference;
- The workplan merges "enhanced support" with "core support" of the ISU to better support implementation and to ensure a more practical approach to implementation in line with the mid-term review of the Sixteenth Meeting of the States Parties;

* The present document was submitted after the deadline to include the latest available data.

- The workplan includes a 1.5% increase in staff salaries for anticipated adjustment to cost of living as well as seniority.

3. In addition to the above, and in accordance with the decision of the 14MSP, the ISU can undertake activities or projects that do not feature in its budget, including at the invitation of States Parties or third parties not signatory to the Convention, when full additional financing is being provided in the form of paid contributions or at least of written pledges and when the Coordinating Committee is explicitly consenting thereto.

II. The Implementation Support Unit

4. The Implementation Support Unit (ISU) was established by the Third Meeting of the States Parties in 2001 with the aim of assisting the States Parties with the implementation of the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mine and on their Destruction. In 2010, the Tenth Meeting of the States Parties adopted the Directive from the States Parties to the ISU which mandates the ISU to:

- Prepare, support and carry out follow-up activities from formal and informal meetings under the Convention including Meetings of the States Parties, Review Conferences, Amendment Conferences, intersessional meetings, Committees, and the Coordinating Committee;
- Provide substantive and other support to the President, President-Designate and Committees in their work related to all such meetings;
- Provide advice and support to States Parties on all aspects of the implementation and universalization including on the Sponsorship Programme of the Convention;
- Facilitate communication among the States Parties and promote communication and information regarding the Convention towards States not Party and the Public;
- Keep records of formal and informal meetings under the Convention, and communicate, as appropriate, the decisions and priorities resulting from such meetings to States parties and other stakeholders; and
- Liaise, and coordinate as appropriate, with relevant international organizations that participate in the work of the Convention including the ICBL, the ICRC the UN and the GICHD.

5. The Directive further requests the ISU to "propose and present a work plan and a budget for the activities of the ISU for the following year to the Coordinating Committee for endorsement and subsequently to each Meeting of the States Parties or Review Conferences for approval."

III. Main objectives

6. The main objectives of the ISU 2020 – 2024 work plan and budget are to support States Parties in the implementation of their Convention obligations and their Oslo Action Plan commitments during the period of 1 January 2020 to 31 December 2024.

IV. Reviews

7. This work plan will be subject to a mid-term review to be presented to the Twentieth Meeting of the States Parties to assess whether the staffing and resources of the ISU remain adequate for the ISU's practical and efficient functioning in support of the implementation of its mandate. The mid-term Review will include considering the ISU's delivery capacity across its mandate and whether further guidance may be needed, take into account new developments, and consider any adjustments that may be required. The review will include an assessment of the implications of consolidating the ISU's funding. Should the ISU's financial situation change considerably, the President, in consultation with the Coordinating

Committee will carry out an extra-ordinary review and recommend adjustments based on that review.

V. Activities of the ISU[1]

1. Support the President in the implementation of her/his mandate, in particular by:

- supporting the President in chairing intersessional meetings, Meetings of the States Parties and the Fifth Review Conference;
- supporting the President in chairing and organizing Coordinating Committee meetings;
- maintaining up-to-date information on the status of implementation on matters concerning the President's mandate;
- supporting the President in communications with States Parties on matters pertaining to his/her mandate;
- supporting the President's efforts in promoting the universalization of the Convention;
- supporting the President's efforts in mobilizing resources for the effective functioning of the ISU and to encourage payment by States of their assessed contribution to the Meetings of the States Parties / Review Conferences in line with Article 14 of the Convention;
- assisting in drafting observations and conclusions in accordance with the President's mandate;
- providing any additional support to the President as required in carrying out her/his mandate.

2. Support the Committee on Article 5 Implementation, in particular by:

- enhancing the knowledge of Committee members to be able to deliver their mandate (e.g., briefings, background information, training, documentation and institutional memory);
- supporting the Committee's effort in providing advice and support to States Parties in fulfilling their Article 5 mine clearance obligations under the Convention and relevant commitments under the Oslo Action Plan through written communications, bilateral meetings and the hosting of relevant workshops and events;
- supporting the Committee in compiling and reviewing the information on Article 5 implementation submitted by States Parties;
- supporting the Committee in their efforts to draft preliminary observations and final annual conclusions on Article 5 implementation to be presented at intersessional meetings, Meetings of the States Parties and the Fifth Review Conference;
- supporting the Committee in its efforts to prepare an analysis of each request for Article 5 extension submitted;
- supporting the Committee in the transmission to States Parties of lessons learned and voluntary best practices in the implementation of the Convention's mine clearance obligations.

[1] Notwithstanding any changes to the mandates of the Committees by the Fourth Review Conference.

3. Support the Committee on Victim Assistance, in particular by:

- enhancing the knowledge of Committee members to be able to deliver their mandate (e.g., briefings, background information, training, documentation and institutional memory);
- supporting the Committee's effort in providing advice and support to States Parties in fulfilling States Parties' victim assistance commitments within the Convention and the Oslo Action Plan through written communications, bilateral meetings and/or the hosting of events on victim assistance;
- supporting the Committee in compiling information on the implementation by States Parties of their victim assistance commitments;
- supporting the Committee in their efforts to draft reports, including conclusions and recommendations on the implementation of their victim assistance efforts to be presented at intersessional meetings, Meetings of the States Parties and Fifth Review Conference;
- supporting the Committee with their participation in other relevant fora to raise awareness of the importance of addressing the needs and guaranteeing the rights of mine victims in broader domains such as health care, disability and human rights, development, poverty reduction, and employment, including their engagement with the Committee on the Rights of Persons with Disabilities (CRPD), the World Health Organization, the UNOHCHR and the Special Rapporteur on the Rights of Persons with Disabilities, amongst others;
- supporting the Committee in the transmission to States parties of lessons learned and voluntary best practices, recognising States discretion in the implementation of the Convention's victim assistance commitments.

4. Support the Committee on the Enhancement of Cooperation and Assistance, in particular by:

- supporting the Committee in compiling information on cooperation and assistance efforts reported by States and supporting the Committee's communication with States Parties in this regard;
- supporting the Committee's efforts in organizing multilateral, regional, national dialogues on cooperation and assistance,
- supporting the Committee's efforts in the execution of the Individualized Approach on the margins of intersessional meetings, Meetings of the States Parties or the Fifth Review Conference;
- supporting efforts of the Committee to foster and facilitate partnerships between States Parties seeking to receive assistance and those in a position to provide assistance;
- supporting the Committee in the transmission of lessons learned and voluntary best practices in cooperation and assistance;
- supporting the Committee's efforts to promote cooperation and assistance under the Convention in general and the implementation of the cooperation and assistance actions of the Oslo Action Plan;
- strengthen possible coordination with other relevant treaties, organizations and partners.

5. Support the Committee on Cooperative Compliance, in particular by:

- enhancing the knowledge of Committee members to be able to deliver their mandate (e.g., briefings, background information, training, documentation and institutional memory);
- providing up-to-date information and continued analysis of open cases of non-compliance;
- assisting the Committee in continuing to refine the working practices and methods of procedure for assessing alleged cases of non-compliance;
- supporting the Committee in assessing the credibility of new cases of alleged non-compliance;
- supporting the Committee in assisting States Parties in acting upon their commitment under Article 8.1 to work together in a spirit of cooperation to facilitate compliance in a supportive and amicable manner;
- supporting the Committee in their efforts to draft observations and conclusions on implementation to be presented at intersessional meetings, Meetings of the States Parties and the Fifth Review Conference;
- supporting the Committee with any additional matters in support of the Committee's efforts to ensure compliance.

6. Support individual States Parties, in particular by:

- providing information to representatives of States Parties on their obligations and political commitments under the Convention and the Oslo Action Plan;
- advising representatives of States Parties on good practices with regard to reporting and the provision of information under Article 7;
- informing representatives of relevant States Parties on the Article 5 extension process, including by providing information on the preparation, submission and analysis of such requests as well as supporting States Parties on acting upon decisions of Meetings of the States Parties / Review Conferences on their Article 5 extension requests;
- supporting States Parties in drafting declarations of completion of their Article 5 obligations;
- supporting an active participation of the States Parties in the work of the Convention including in Convention meetings and other related activities;
- advising and providing information to States Parties on any matter related to the implementation of their obligations under the Convention.

7. Support to informal and formal meetings of the States Parties, in particular by:

- supporting the substantive preparations for the meeting including the drafting of agendas and programme of work for the intersessional meetings, Meetings of the States Parties and Review Conference;
- support the organization of the annual Pledging Conference;
- support the participation of delegations in meetings of the Convention by, for example, ensuring that information and documents for upcoming meetings are accessible on the Convention's website;

- liaising with the United Nations on matters concerning documentation as well as participation by delegation to Meetings of the States Parties and Review Conference, amongst other matters;
- supporting the Sponsorship Programme Coordinator by proposing a strategic approach for the use of limited sponsorship funds;
- ensuring that all presentations and information presented at during meetings (e.g. final report) are made available on the Convention's website.

8. Other activities:

- Support to the Coordinating Committee members and observers;
- facilitate communication to encourage strengthened partnerships between and among States Parties and other relevant stakeholders in order to accelerate the full implementation of the Convention;
- facilitate the exchange of information between States Parties requiring assistance and those in a position to provide it in order to better target scarce resources;
- Provide information on the Convention to States not party and the public;
- Liaise with international organizations that participate in the work of the Convention in their relevant area of expertise,
- carrying out missions to provide advisory services and to support and assist in facilitating national stakeholders' dialogues;
- upkeeping of the Convention's documentation centre.

VI. Expected outcomes

- The President, the Coordinating Committee, the Committee on Article 5 Implementation, the Committee on Cooperative Compliance, the Committee on Victim Assistance and the Committee on the Enhancement of Cooperation and Assistance, and the Sponsorship Programme Coordinator, receive support necessary to successfully carry out their mandates.
- Intersessional meetings, Meetings of the States Parties and the Fifth Review Conference are substantively and organizationally successful.
- High quality declarations of completion have been tabled or high-quality requests for extended deadlines are submitted by all relevant States Parties.
- The States Parties that have been requested or encouraged by Meetings of States Parties / Review Conferences to act upon decisions pertaining to their implementation of Article 5 act as requested.
- States Parties have acted on their obligations under the Convention and their commitments and under the Oslo Action Plan.
- The Coordinator of the Sponsorship Programme and the Donor Group receives strategic advice on the use of contributions to the Sponsorship Programme.
- The Convention has been made more visible in the public domain and with States not party and the public and States not party have an increased appreciation for the work of the Convention.

VII. Budget

FIVE-YEAR INDICATIVE BUDGET (CHF)

CORE SUPPORT					
	2020	**2021**	**2022**	**2023**	**2024**
Staff	491 321	522 463	530 299	538 254	546 327
Social Costs	100 721	107 105	108 711	110 342	111 997
Travel	45 000	54 000	45 000	54 000	60 000
Other Support	30 000	30 000	30 000	30 000	30 000
Total	**667 042**	**713 568**	**714 010**	**732 596**	**748 324**

8. The 2020 -2024 budget is intended to cover the salaries and related social costs of 3.6 full-time-equivalent staff positions. These positions include one full-time director and three professional officers (totalling 3.6 full-time-equivalent staff).

9. In accordance with the agreement on implementation support, which was signed by the 10MSP President and the GICHD Director on 6 September 2011, the ISU receives support from the GICHD including in the area of human resources management, financial management, internal information management, office space and general logistics, information services, travel services, conference and website management. These support services are funded by Switzerland’s core contribution to the GICHD.