
Nairobi, 29 November – 3 December 2004
Item 18 of the revised provisional agenda

**Report on the Functioning of the Implementation Support Unit
September 2003 – November 2004**

Prepared by the Director of the Geneva International Centre for Humanitarian Demining

Background

1. At the September 2001 Third Meeting of the States Parties (3MSP) the States Parties endorsed the President's Paper on the Establishment of the Implementation Support Unit (ISU) and mandated the Geneva International Centre for Humanitarian Demining (GICHD) to establish the ISU. The 3MSP also encouraged States Parties in a position to do so to make voluntary contributions in support of the ISU. In addition, the States Parties mandated the President of the 3MSP, in consultation with the Coordination Committee, to finalise an agreement between the States Parties and the GICHD on the functioning of the ISU.
2. The Council of Foundation of the GICHD accepted this mandate on 28 September 2001.
3. In accordance with the above-mentioned actions taken by the States Parties at the 3MSP, on 7 November 2001 an agreement on the functioning of the ISU was finalised between the States Parties and the GICHD by the President of the 3MSP and the Director of the GICHD. This agreement indicates i.a. that the Director of the GICHD shall submit a written report on the functioning of the ISU to the States Parties and that this report shall cover the period between two Meetings of the States Parties. As the First Review Conference is a formal meeting of the States Parties, this report has been prepared to cover the period between the Fifth Meeting of the States Parties (5MSP) and the First Review Conference.

Activities

4. During the reporting period, the Implementation Support Unit (ISU) worked closely with the 5MSP Presidency and the Co-Chairs of the Standing Committees in supporting their efforts to fulfil their responsibilities. The ISU assisted the 5MSP President in achieving the aims of the President's Action Programme and in facilitating the work of the Coordinating Committee.
5. A particular focus during the reporting period was for the ISU to support the active participation of mine-affected States Parties in the February and June 2004 Standing Committee

meetings, and to ensure that opportunities for exchanging information in advance of the Review Conference were maximized by all States Parties. Enhanced efforts were made to ensure that pertinent information reached those who needed to receive it.

6. The work load of the ISU increased dramatically in response to the States Parties' robust preparations for the First Review Conference. The ISU responded to an increasing number of requests for assistance in meeting both the additional information needs of the States Parties and the support needs of the President-Designate and Secretary-General Designate of the First Review Conference. At the 13 February 2004 First Preparatory Meeting, the President-Designate announced that he had asked the GICHD to have the Manager of the Implementation Support Unit serve as his Executive Coordinator. In this capacity, the ISU enhanced its strong cooperative relationship with the United Nations secretariat of the First Review Conference, working in close partnership with the United Nations Department for Disarmament Affairs to assure sound preparations for the First Review Conference.

7. The ISU responded to the priority expressed by the President-Designate and States Parties concerning communications aspects of the First Review Conference. A dedicated web site¹ was established and various communications tools were produced by the GICHD, and efforts were made to coordinate with key actors and wide-ranging communications activities were supported.

8. The ISU, in providing assistance to the States Parties and information on the Convention in accordance with its mandate, also provided support to and participated in numerous regional events organised in advance of the First Review Conference. The ISU provided advice and input on planning and preparations to regional conference hosts, developed background documents and information tools, and made various presentations on the Convention, its implementation mechanisms and its status.

9. The GICHD continued to administer the Sponsorship Programme established by some States Parties to the Convention.² This Programme aims to support widespread participation in meetings related to the Convention. During each of the two periods of Standing Committee meetings taking place in February and June 2004, the GICHD administered sponsorship to over 80 delegates. In accordance with the mandate to provide assistance in administrating the Sponsorship Programme, the ISU provided advice to the Programme's donors' group and information to sponsored delegates on how to maximise their participation in the Intersessional Work Programme.

10. To enhance the Convention's Documentation Centre, the ISU continued to collect a large number of pertinent documents. The number of documents obtained increased dramatically in 2003-2004 given the volume of Convention-related activity that took place during the reporting period. The Documentation Centre currently contains over 4,000 records and increasingly is being used by States Parties and other interested actors as an important source of information on the Convention. While the physical collection of documents is an important part of the work

¹ www.reviewconference.org or www.nairobisummit.org

² The Sponsorship Programme's donors group retains the responsibility for making all decisions related to sponsorship. The Programme is funded on a voluntary basis by these donors through contributions made to a separate trust fund.

associated with the Documentation Centre, the ISU has also worked to ensure that access to documents related to the work of the Convention is facilitated in making as many documents as possible available on-line.

Financial Arrangements

11. The 2004 budget for the ISU affirmed that the ISU should remain small in number of staff. In view of the additional workload as a result of the First Review Conference, the budget foresaw a temporary reinforcement of the ISU staff. In responding to priority needs, a communications officer was hired for the period June-December 2004. In 2005, the staff complement of the ISU will revert to a full-time ISU Manager, a full-time Implementation Support Officer, and a half-time Administrative Assistant.

12. In accordance with the 3MSP's President's Paper on the Establishment of the Implementation Support Unit (ISU) and the agreement between the States Parties and the GICHD, the GICHD created a voluntary trust fund for activities of the ISU in late 2001. The purpose of this fund is to finance the on-going activities of the ISU, with the States Parties endeavouring

Contributions to the ISU Voluntary Trust Fund³ 1 January 2003 to 31 October 2004

	Contributions received in 2003	Contributions received in 2004 ⁴
Australia	45,045	29,011
Austria		70,380
Belgium	14,470	
Canada	46,553	47,789
Croatia	1,357	2,580
Czech Republic	39,375	
Germany	38,250	
Hungary		12,400
Iceland	6,550	
Italy	120,218	
Malaysia		1,833
Mexico		7,500
Netherlands		63,000
New Zealand	19,064	
Norway	91,750	101,667
Sweden	34,068	
Thailand	6,950	
UK		11,168
Total	463,650	347,328

³ All amounts in CHF.

⁴ As of 31 October 2004.

13. In accordance with the agreement between the States Parties and the GICHD, in November 2003 the Coordinating Committee was consulted on a 2004 ISU budget⁵, covering the period from 1 January to 31 December 2004 and totalling CHF 498,000. The 5MSP Presidency subsequently distributed this budget to all States Parties and appealed to the States Parties to provide voluntary contributions to the ISU Trust Fund.

14. In accordance with the agreement between the States Parties and the GICHD, the Voluntary Trust Fund's 2003 financial statements were independently audited (by PriceWaterhouseCoopers). The audit indicated that the financial statement of the Voluntary Trust Fund had been properly prepared in accordance with the accounting policies of the Foundation of the GICHD and complies with the relevant Swiss legislation. The audited financial statement, which indicated that the 2003 expenditures of the ISU totalled CHF 419,278, was forwarded to the Presidency, the Coordinating Committee and donors.

—————

⁵ Basic infrastructure costs (e.g. general services, human resources, accounting, conference management) for the ISU are covered by the GICHD and therefore not included in the ISU budget.