

Review Conference of States Parties to the Convention on Cluster Munitions

11 September 2020

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Lausanne, 23-27 November 2020

Item 8(i) of the provisional agenda

**Review of the operation and status of the Convention and other matters
important for achieving the aims of the Convention**

Implementation support

Convention on Cluster Munitions Implementation Support Unit 2021-2025 Work Plan and Budget

Summary

Main Objective:	Support States Parties in the implementation of the Convention during the period 1 January 2021 to 31 December 2025 in accordance with decisions taken by States Parties at the Second Review Conference and at subsequent Meetings of States Parties pursuant to the priorities established by States Parties through the Lausanne Action Plan.
Specific Objectives:	<ul style="list-style-type: none"> - Provide technical support and advice to the Presidency in all aspects of its role and mandate in leading the work of the Convention; - Provide support to all States Parties through the Convention's implementation machinery; - 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, cooperate and coordinate amongst these; - Maintain public relations including efforts to promote universalization and other work of the Convention; - Support the CCM Sponsorship Programme; - Serve as an interface between States Parties and the international community on issues related to the implementation of the CCM.

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Expected Outcomes:	<ul style="list-style-type: none">- The Convention's implementation machinery has performed its mandate in accordance with decisions of States Parties.- All Convention meetings, formal and informal, have been held as required and organized efficiently and effectively, including the Sponsorship Programmes.- States Parties have acted on their obligations and commitments under the Convention and reported on them as prescribed. Where necessary, States Parties have submitted extension requests that are compliant with the stipulations of the Convention.- Adherence to the Convention have become more universal.
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Budget: CHF 2'425'799

Implementation Support Unit Five-year Work Plan

I. Mandate of the Implementation Support Unit

The Implementation Support Unit of the Convention on Cluster Munitions was established in May 2015 based on decisions taken at Meetings of States Parties starting with the Second Meeting of States Parties in Beirut, Lebanon. The ISU is comprised of a Director and an Implementation Support Specialist working at 100% and an Implementation Support Assistant at 50%. The ISU is mandated to coordinate and provide support to the work of the Convention, inter alia, in the following ways:

1. Assist the President and the President-Designate in all aspects of the Presidency; support the Coordinators in their tasks; prepare, support and follow up on tasks derived from decisions taken at formal and informal meetings of the Convention;
2. Offer advice and support to States Parties on the implementation of the Convention;
3. Develop and maintain a resource base of relevant technical expertise and practices, upon request, and provide States Parties with such resources;
4. Facilitate communication among States Parties and other relevant actors, cooperate and coordinate amongst these and maintain public relations, including efforts to promote the universalization of the Convention;
5. 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;
6. Manage the Sponsorship Programme in collaboration with the Geneva International Centre for Humanitarian Demining (GICHD) by providing guidance, input and support as necessary;
7. Serve as an interface between States Parties and the international community on issues related to the implementation of the CCM.

II. Priorities of the Implementation Support Unit

The proposed 2021-2025 work plan and budget articulates the main activities that the ISU will undertake during the five years in a manner consistent with the Unit's mandate, decisions

taken at the Second Review Conference (2RC) and other formal meetings of the Convention. The work plan aims to guide the activities to be undertaken by the ISU in supporting States Parties in the implementation of the Convention through the commitments articulated in the Lausanne Action Plan (LAP). This draft 2021-2025 work plan has been reviewed and endorsed by the CCM Coordination Committee.

Based on decisions taken at the 2RC, the ISU in the five-year period from 2021 to 2025 will prioritize the following implementation support areas:

1. Support to the President, President-Designate and the Coordination Committee

To support the President, President-Designate and Coordination Committee in their efforts to discharge their mandates, the ISU will, inter alia:

- Assist in the preparation and hosting of formal and informal meetings as required including Meetings of States Parties, the Third Review Conference, Coordination Committee meetings, Analysis Group meetings, workshops, side events and seminars;
- Produce and maintain records and documentation of formal and informal meetings of the Convention;
- Facilitate communication with States Parties on behalf of office holders, as necessary;
- Maintain the Convention's implementation status updates and analyses;
- Send invoices and/or reminders to States Parties to make their annual contributions to the ISU budget.

2. Support on Universalization

To support the Presidency, Working Group on Universalization and States Parties in their universalization efforts, the ISU will, inter alia:

- Promote the Convention in relevant fora with the aim to increase adherence to and reinforcement of the norms established by the Convention;
- Identify potential new States Parties and provide summaries and background information on universalisation efforts of such States;
- Provide support in the organisation of targeted meetings, workshops, side events and seminars;
- Participate in CCM related outreach activities;
- Make available resources and tools to Signatory States and States not Party to facilitate the ratification or accession process.

3. Support on Stockpile Destruction

To support the Working Group on Stockpile Destruction and States Parties in the implementation of Article 3, the ISU will, inter alia:

- Facilitate communication with States Parties that have obligations under Article 3 on behalf of office holders, as necessary;

- Support in the collection, analysis and provision of summaries on the information submitted by States Parties on Article 3 implementation;
- Facilitate exchange of information, lessons learned and best practices in the implementation of Article 3 obligations;
- Provide relevant information or facilitate the exchange of relevant technical expertise required by States Parties with Article 3 obligations;
- Provide advice and/or in-country visits, as relevant, to assist States Parties in implementing Article 3 or preparing an extension request;
- Support the Analysis Group in the consideration of deadline extension requests submitted by States;
- Facilitate the communication of requests for international cooperation and assistance submitted by States Parties with obligations under Article 3 to States Parties and other relevant partners in a position to provide assistance.

4. Support on Clearance and Risk Reduction Education

To support the Working Group on Clearance and Risk Reduction Education and States Parties with Article 4 obligations, the ISU will, inter alia:

- Facilitate communication with States Parties that have obligations under Article 4 on behalf of office holders, as relevant;
- Support in the collection, analysis and provision of summaries on the information submitted by States Parties on Article 4 implementation;
- Facilitate exchange of information, lessons learned and best practices in the implementation of Article 4 obligations;
- Provide relevant information or facilitate the exchange of relevant technical expertise required by States Parties with Article 4 obligations;
- Provide advice and/or in-country visits, as relevant, to assist States Parties in implementing Article 4 or preparing an extension request;
- Support the Analysis Group in the consideration of deadline extension requests submitted by States;
- Facilitate the communication of requests for international cooperation and assistance submitted by States Parties with obligations under Article 4 to States Parties and other relevant partners in a position to provide assistance.

5. Support on Victim Assistance

To support the Working Group on Victim Assistance and States Parties with Article 5 obligations, the ISU will, inter alia:

- Facilitate communication with States Parties that have obligations under Article 5 on behalf of office holders, as necessary;
- Provide relevant information or facilitate the exchange of relevant technical expertise required by States Parties with Article 5 obligations to assist them in improving the quality and efficiency of assistance provided to cluster munition victims and other persons with disabilities;

- Encourage an increase in the involvement and integration of victims in policy-making and decision-making processes;
- Promote exchange of information on good and cost-effective practices between States Parties;
- Promote an integrated approach to victim assistance and facilitate cooperation with other Conventions and the broader disability sector.

6. Support on International Cooperation and Assistance

To support the Working Group on International Cooperation and Assistance and States Parties, the ISU will, inter alia:

- Facilitate exchanges between states parties requiring assistance with States in a position to do so;
- Facilitate communication between and among States Parties and other relevant actors to promote strengthened partnerships, better targeting of scarce resources and timely and effective implementation of Convention obligations;
- Promote cooperation and assistance through enhanced information and best practices sharing as well as through technical, financial and expertise exchanges;
- 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.

7. Support on Transparency Measures

To support the Coordinator on Transparency Measures and States Parties, the ISU will, inter alia:

- Encourage the submission of timely and quality reports by States Parties and regularly highlight the important role of information shared through transparency reports in the effective implementation and monitoring of the Convention;
- Provide targeted technical assistance to States Parties as required;
- Assist the thematic Coordinators in following up and monitoring the submission of initial and annual transparency reports;
- Raise awareness of the benefits of reporting through existing social media platforms and at other relevant fora;
- Provide States Parties with analytical summaries of information contained in Article 7 reports to facilitate the practical use of reporting.

8. Support on National Implementation Measures

To support the Coordinator on National Implementation Measures and States, the ISU will, inter alia:

- Facilitate communication and dissemination of existing tools and best practices to encourage an increased rate of Article 9 compliance by States Parties;

- Assist in monitoring Article 9 compliance by States Parties and provide targeted technical assistance to States Parties as necessary;
- Assist to increase awareness of national actors of obligations under the Convention's Article 9 resulting in compliant national military doctrine, policies and training;
- Provide support in the organization of meetings, workshops, side events and seminars on Article 9 implementation;
- 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.

9. Communication

To act in addition to the priorities of States Parties based on decisions made at the 2RC and other formal meetings of the Convention, the ISU will, inter alia:

- Administer, maintain and constantly update the official website and social media accounts of the Convention to ensure quality and timely dissemination of information;
- Facilitate communication among States Parties, Signatory States and States not Party with all other relevant actors, organizations and institutions and maintain public relations;
- Raise awareness on the Convention at all relevant fora;
- Produce Convention-related publications and promotional materials as necessary.

10. Other Implementation Support

To further support the effective implementation of the Convention, the ISU will, inter alia:

- Provide in-depth briefings on the Convention and its provisions at various fora;
- Facilitate enhanced coordination with other conventions, organizations and stakeholders as appropriate;
- 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;
- Perform other tasks as instructed by States Parties through the Presidency or Coordination Committee.

III. Expected Outcomes

1. The Convention's implementation machinery has performed its mandate in accordance with decisions of States Parties.
2. Meetings of States Parties and other formal meetings have been held as required and organized efficiently and effectively, including the Sponsorship Programme to facilitate a gender and diverse participation in these meetings.
3. Informal meetings have been held as required and organized efficiently and effectively.

4. 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.
5. States Parties have acted on their obligations and commitments under the Convention and Lausanne Action Plan and have reported on them annually as required by the Convention.
6. Relevant knowledge products, expertise and information related to the Convention have enabled States Parties to carry out their work efficiently and effectively.
7. Adherence to the Convention have become more universal.

ISU 2021 TO 2025 BUDGET

<i>COST</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>NOTES</i>
SALARIES	341'405	355'162	365'881	348'103	364'282	The Director and Implementation Support Specialist working at 100% and the Implementation Support Assistant at 50%.
SOCIAL CHARGES	68'281	71'032	69'176	69'621	72'856	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.
COMMUNICATION	20'000	10'000	12'000	10'000	20'000	Website maintenance, promotional material, publications, consultancies, etc.
TRAVEL	25'000	25'000	22'000	27'000	27'000	Staff travel for participation in meetings and missions as required
OTHER IMPLEMENTATION SUPPORT COSTS	15'000	25'000	26'000	23'000	13'000	Consultancies, room rentals, workshops, catering, etc.
TOTAL	469'686	486'194	495'057	477'724	497'138	
ADMINISTRATIVE EXPENSES	GICHD In-kind	GICHD In-kind	GICHD In-kind	GICHD In-kind	GICHD In-kind	Covering costs such as rent of office, internal control system, administration of sponsorship programme, HR management, etc.

IV. Budget Notes

1. Communication costs expected to increase in 2021 due to the printing of the Lausanne Action Plan (LAP) in multiple languages and in 2025 due to promotional material in the lead up to the Third Review Conference (3RC)
2. Average of 10 flights per year anticipated (6 long haul and 4 short or medium haul in economy class)
3. Projected increase in other implementation support costs on account of envisioned intensified universalization activities

V. Assumptions

1. The proposed 5-year work plan is endorsed by States Parties.
 2. The ISU funding model continues to operate on the principles of sustainability, predictability and ownership.
 3. States Parties ensure that the funding level is commensurate to the agreed ISU work plan for the year.
 4. The ISU stays at the current capacity of the Director and Implementation Support Specialist working at 100% and the Implementation Support Assistant at 50% with a change of director in mid-2023.
 5. There will continue to be close collaboration with all key partners and that all relevant actors (States Parties, UNODA, international governmental and non-governmental organizations and civil society) carry out their roles as expected, given the small size of the ISU which requires all its actions to be efficient and cost-effective.
 6. The GICHD in-kind contribution will continue to be availed at levels corresponding to the approved annual work plan of the ISU.
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