

Convention on Cluster Munitions

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Item 9 (j) 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

2018 Annual report of the Implementation Support Unit of the Convention on Cluster Munitions

Submitted by the Director of the Implementation Support Unit

I. Report summary

1. The Implementation Support Unit's 2016 to 2020 work plan and budget was endorsed at the First Review Conference (IRC) of the Convention on Cluster Munitions (CCM) by the States Parties to the Convention. As such the 2018 Implementation Support Unit (ISU) work plan and budget was derived from this earlier approved five-year work plan and its corresponding budget. This report outlines the key objectives and outcomes for the period under review which covers the period from 1 January 2018 to 31 December 2018 and has been aligned with the period covered by the financial audit reports of the CCM Implementation Support Unit Trust Fund accounts.

A. Key Objectives

2. The Implementation Support Unit (ISU) 2018 work plan was developed on the directive approved and established upon the creation of the Unit. This directive mandates the ISU to support States Parties, inter alia, in the following ways: assist the President in all aspects of the Presidency, support the Coordinators in their efforts to prepare, support and follow up from formal and informal meetings of the Convention; offer advice and support to States Parties on the implementation of the Convention; develop and maintain a resource base of relevant technical expertise and practices and, upon request, provide States Parties with such resources; 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; 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; and manage the sponsorship programme assisted by the GICHD through provision of guidance and input as necessary.

* Reissued for technical reasons on 22 August 2019.

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B. Key Outcomes

3. The Implementation Support Unit (ISU) met all of the main objectives outlined in the 2018 work plan. In accordance with its primary function, the ISU provided the administrative and substantive support necessary for the Convention's President and Coordination Committee members to effectively carry out their mandates in facilitating the implementation of the Convention's objectives as outlined in the Dubrovnik Action Plan (DAP). This included support to Nicaragua in its role as the President of the Eighth Meeting of States Parties (8MSP) to the Convention; thus contributing to the successful hosting of the meeting which was held in Geneva from 3 to 5 September 2018. Support was also availed to Sri Lanka, which took over from Nicaragua as the President of the Ninth Meeting of States Parties (9MSP).
4. The ISU continued to effectively and efficiently provide technical and logistical support to the 14 States Parties that make up the Convention's Coordination Committee which steers implementation of the Convention's various thematic priorities. Implementation support was also made available to States Parties and Signatory States while States Not Party were provided with additional information or clarification as required. Similarly, upon request, the ISU also enabled coordination and cooperation between States and relevant civil society organisations. In this regard, it facilitated the establishment of two country coalitions one of which achieved its objectives within twelve months and was concluded during the year under review.
5. In fulfilling its mandate to communicate the work of the Convention and raise its profile, the ISU continued to produce quarterly newsletters circulated electronically to its mailing list. These were also made available on the CCM website and its social media platforms together with other printed Convention related publications.
6. In response to requests from several States Parties, the ISU had the 3rd Edition of "*A Guide to Cluster Munitions*" translated into French. It became available in both soft and hard copy in June 2018. In collaboration with the Geneva International Centre for Humanitarian Demining (GICHD), the publication was also translated into Arabic in time for distribution at the 8MSP in September 2018.
7. In accordance with the agreement between CCM States Parties and the GICHD, the ISU continued to benefit from the administrative, logistical and infrastructural services provided to it by the GICHD.

C. Financial Report Overview

8. The approved ISU budget for 2018 was CHF 465,440 and at the beginning of the year, its Trust Fund account had an opening balance of CHF 170,392. During the year under review, CCM States Parties financial contributions towards the CCM ISU Trust Fund amounted to CHF 511,077. Therefore, the total funds available in 2018 were CHF 681,477. The total expenditure of the ISU during the review period was approximately CHF 422,089. The savings made of CHF 84,140 during the year were mainly as a result of minimal communication costs and underspending on staff costs and staff travel. Therefore, total funds carried over into 2019 amounted to CHF 254,532 which includes the CHF 170,392 carried over from 2017.
9. The balance of the CCM ISU Working Capital Reserve (WCR) was CHF 381,823 as at 31 December 2018. During the year under review only one State Party had made a contribution of CHF 4,856 to the WCR. The total amount still falls slightly short of the recommended optimum level of CHF 400,000 agreed by States Parties at the 7th Meeting of States Parties to the Convention on Cluster Munitions (7MSP).
10. The Audit Reports dated 25 April 2019 covering the CCM Implementation Support Unit Trust Fund and the CCM Sponsorship Programme financial reports were reviewed by external auditors, Deloitte SA, and deemed to be in compliance with Swiss Law. As required, and on behalf of the 9MSP presidency, the ISU transmitted the 2018 audit reports electronically on 8 May 2019 to all CCM States Parties for their information and record.

11. As at 31 December 2018, the available funds in the CCM ISU Trust Fund amounted to CHF 254,532 while the CCM ISU Sponsorship Programme Fund account had a balance of CHF 8,514. Both balances were carried forward into 2019 to enable the ISU to continue to undertake its activities without interruption.

II. Report on the 2018 Activities of the Implementation Support Unit

A. Objectives, Outputs and Outcomes

12. The Implementation Support Unit's 2018 work plan was based on the principal objective of the ISU which is to support the States Parties to the CCM on the implementation of the Convention during the period under review and in accordance with the decisions taken by the States Parties at the 1RC and subsequent meetings of States Parties; and pursuant to the priorities established by the States Parties through the Dubrovnik Action Plan. In keeping with its mandate, the ISU endeavoured to:

- 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 and Coordination Committee¹, as well as to the Sponsorship Programme;
- Provide advice and technical support to individual States Parties through relevant expertise and best 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 and maintain public relations including efforts to promote universalization and other work of the Convention;
- Serve as an interface between the States Parties and the international community on issues related to the implementation of the CCM.

13. In fulfilling this mandate, the ISU continued to establish its activities on the priorities, objectives and actions outlined in the Dubrovnik Action Plan (DAP) which seeks to carry forward the aim of ensuring effective implementation of the provisions of the CCM from the First to the Second Review Conference of the Convention which will be held in 2020. Most of these actions are aimed at ensuring the timely implementation of State Party commitments under the Convention particularly given that in the period between the First and Second Review Conferences, many States Parties will have to meet their respective Convention stipulated deadlines on stockpile destruction and clearance of cluster munition remnants in contaminated areas.

B. Provide support to the Presidency and Coordination Committee

14. In its role as President of the 8th Meeting of States Parties (8MSP) to the CCM, Nicaragua took up leadership of the implementation of the Convention on 7 September 2017 at the end of the 7MSP. The ISU consequently delivered substantive support to the 8MSP President in all aspects of the work of the Convention to facilitate the effective leading of its work by the Presidency, including the preparation and convening of formal and informal meetings, in addition to the provision of implementation status updates as well as analyses

¹ States Parties participating in the Coordination Committee during the period under review included Australia, Austria, Bosnia and Herzegovina, Chile, Croatia, France, Germany, Iraq, Ireland, Italy, Lao PDR, Mozambique, Netherlands, New Zealand, Nicaragua, Panama, Peru, Spain, Sweden, Switzerland and Zambia. Around half of these States stepped down at the 8MSP and were replaced by other States.

of various national reports to support the work of States Parties. This support comprised the provision of secretarial, logistical and administrative services at seven (7) Coordination Committee meetings. In addition, the ISU assisted the presidency on the preparation of the CCM Annual Progress report which was reviewed at the 8MSP.

15. During the period under review, the ISU also prepared for and provided substantive support at the three (3) Coordination Committee meetings chaired by 9th Meeting of States Parties to the CCM (9MSP) presidency, the Democratic Socialist Republic of Sri Lanka. Sri Lanka took over leadership of the implementation of the CCM immediately after the closure of the 8MSP on 5 September 2018. Sri Lanka's term of office will end immediately after the closure of the 9MSP on 4 September 2019.

16. Furthermore, logistical and technical support was made available at a lunchtime meeting organized by Sri Lanka at the UN Headquarters in New York on the universalization of the CCM with a focus on the Asia/Pacific region. The side event took place on Friday, 12 October 2018, in the margins of the 73rd session of the UN General Assembly First Committee and gathered 12 States not Party and 15 States Parties to the Convention from the Asia/Pacific region and other regions.

17. The ISU also assisted in reaching out to States to support 2018 UN General Assembly Resolution 73/54 on the "*Implementation of the Convention on Cluster Munitions*". The General Assembly voted on 5 December on the Resolution which was adopted with a vote of 144 in favour, 1 against, and 38 abstentions. Most notably, a State not Party that had voted NO in the previous 3 CCM Resolutions changed its position to Abstain.

18. In similar manner, the ISU supported individual thematic Coordinators in their efforts to accomplish the objectives as outlined in their respective mandates. This included providing them with the relevant information to assist with the discharging of their mandate to coordinate work associated with and derived from the Convention's Dubrovnik Action Plan (DAP) as well from other informal meetings of the Convention. The support of the ISU presented members of the Coordination Committee with the necessary tools, technical resources and analytical data to perform their functions and conduct the relevant follow up actions in accordance with the DAP.

19. Specifically, the ISU provided assistance to the Coordination Committee in the following ways:

Support on Universalization

20. Throughout the year under review, the ISU continued to provide information and clarification as necessary to Signatory States and States not Party upon request. Geneva-based activities included undertaking bilateral outreach in support of the Coordinators in the margins of meetings of other Conventions.

21. The thematic Coordinators on CCM Universalization, with the support of the ISU, organized an informal closed meeting with Signatory States on 23 May 2018 whose purpose was to discuss with the participants efforts they were undertaking to ratify the CCM and to address any challenges encountered in this endeavour. Though not all 17 Signatory States had attended, the level of participation and interaction had been very positive. Two of the Signatory States participating have since ratified the Convention.

22. Sri Lanka, in its role as the Presidency of the 9MSP, organized a lunchtime meeting at the UN Headquarters in New York on the universalization of the CCM with a focus on the Asia/Pacific region. The side event held on Friday, 12 October 2018, in the margins of the 73rd session of the UN General Assembly First Committee, gathered 12 States not Party and 15 States Parties to the Convention from the Asia/Pacific region as well as from other regions. Representatives from UNODA, the Cluster Munition Coalition and other civil society organizations also attended the meeting. The event underscored the good track record of countries adhering to the provisions of the Convention, clarified that joining the treaty put minimal financial burden on State Parties and stressed the extensive support available to States joining the Convention through the Coordination Committee, the ISU and other States Parties. It also highlighted different approaches and tools developed under the CCM aimed at increasing international cooperation and assistance thus overcoming challenges in joining

the Treaty: the military-to-military dialogue between States, the establishment of Country Coalitions and online resources such as the ICRC Ratification Toolkit.

23. With universalization as one of the main priorities of the Convention, with 24 States Parties still to join to reach the target of 130 States Parties by 2020, the ISU further supported universalization efforts through bilateral exchanges with several States present at the First Committee meetings of UNGA 73 held in New York in October 2018. Its outreach included engagement with 9 Signatory States and 3 States not Party.

Support on Stockpile Destruction and Retention

24. The ISU provided technical support to the Coordinators through the analysis of Article 7 Reports and by facilitating communication with States Parties with Article 3 on Stockpile Destruction obligations. This included initiating exchanges related to the Convention's first deadline extension requests under this key obligation as well as facilitating the establishment of the first Analysis Group to consider such requests. Additionally, the ISU collaborated with the Coordinators in the creation of a template to be used by States Parties to declare compliance with their Article 3 obligations upon completion of stockpile destruction activities. The draft declaration template was adopted by States Parties at the 8MSP and has already been used by a few of the States Parties that have complied with CCM Article 3.

Support on Clearance and Risk Reduction Education

25. In assisting the Coordinators in their role, the ISU provided technical support through the continuous analysis of Article 7 reports to keep abreast of progress recorded by States Parties in compliance with Article 4 obligations. Additionally, the ISU collaborated with the Coordinators to operationalize the *Guidelines for CCM Article 3 and Article 4 Extension Requests* which had been approved by States Parties at the 8MSP. This was in anticipation of the submission and consideration of Article 4 extension requests by two States Parties that had informed the 8MSP that they would miss the 1 August 2020 treaty deadlines.

26. Consequently, the ISU carried out a mission to Lao PDR to provide guidance in the preparation of its first extension request. The ISU also had bilateral meetings with the German delegation to discuss the preparation of its Request. Both States Parties submitted drafts to the ISU before the end of the year for its input. The ISU also provided support to the Coordinators on the establishment of the Analysis Group that would consider the two Requests.

Support on Victim Assistance

27. The ISU provided technical support to the coordinators through the analysis of Article 7 Reports and with updates on the implementation of Article 5. The thematic Coordinators, the CCM Coordinators on International Cooperation and Assistance and the ISU participated in a '*Victim Assistance Retreat*' organized by the Victim Assistance Committee of the APMBC on 22 February 2018. The main objectives of the Retreat were to look for ways to increase overall visibility of Victim Assistance across Conventions and identify opportunities to enhance Victim Assistance coordination between Conventions. One of the main outcomes of the VA Retreat was for similar Conventions to work on a collaborative country coalition/individualized approach, with a focus on victim assistance.

28. The ISU was also present at the event to launch the *Guidelines on Gender and Diversity-Responsive Victim Assistance in Mine Action* that took place in the margins of the Anti-Personnel Mine Ban Convention (APMBC) intersessional meeting in June 2018. The Guidelines were produced by the Gender and Mine Action Programme (GMAP) in collaboration with Humanity and Inclusion (HI) and financially supported by Italy, one of the CCM VA Coordinators.

Support on International Cooperation and Assistance

29. The ISU provided technical support to the Coordinators through the analysis of Article 7 Reports and kept them updated on the implementation of Article 6 of the Convention in accordance with Action 5 of the DAP. The ISU participated as well as supported the Coordinators in the organisation of the final closed meeting held as a follow up to the

previous year's three meetings on Enhancing International Cooperation and Assistance under the CCM. The meeting targeting both states with obligations and donor states was held on 8 June 2018 and brought to an end a series of closed events aimed at improving partnerships between the two groups of states. The outcomes of all the meetings were made available on the CCM website. The meetings had resulted in the establishment of three Country Coalitions; one of which was successfully concluded in 2018 when the State Party declared compliance with its Article 3 obligations over a year ahead of its treaty deadline.

Support on Transparency Measures

30. The ISU provided the Coordinator with regular updates and followed up on its behalf, States Parties with overdue national reports. The ISU accompanied the previous Coordinator Zambia to bilateral meetings with States Parties with overdue initial and annual reports to comply with the key convention obligation. During the UNGA73 First Committee meeting, the new Coordinator on Transparency Measures, Iraq, teamed up with New Zealand Coordinator on National Implementation Measures, to host a workshop promoting the implementation of Articles 7 and 9 by target States Parties. The ISU gave a presentation on Article 7 obligations and its importance. Two States Parties that had recently joined the CCM were also briefed on their upcoming reporting obligations. The ISU also used its time in New York to follow up the 13 States Parties late in providing their initial transparency report; four of which were due in 2011. The ISU was able to have bilateral meetings with six of the 13 States Parties.

31. To encourage timely reporting, the ISU awarded on the CCM website gold, silver and bronze medals to the first three States Parties submitting their 2017 annual reports. The States Parties awarded the medals in 2018 were Saint Kitts and Nevis, Uruguay and Mozambique respectively.

Support on National Implementation Measures

32. The ISU provided the CCM Coordinator on National Implementation Measures, New Zealand, with support in its efforts to increase compliance with the Convention's Article 9 provisions through technical and logistical support at two workshops held during the year. The first was the three-day *Pacific Conference on Conventional Weapon Treaties* held in New Zealand from 12 to 14 February 2018. Fourteen Pacific countries met in Auckland in order to take stock and advance implementation of three treaties dealing with conventional weapons: the Convention on the Prohibition of the Use, Stockpiling and Transfer of Anti-Personnel Mines and on their Destruction (1997), the Convention on Cluster Munitions (2008) and the Arms Trade Treaty (2013). The meeting sponsored by New Zealand and Australia was supported by the three Geneva-based Implementation Support Units (ATT, APMBC and CCM). The meeting was also attended by the International Committee of the Red Cross (ICRC) and civil society representatives.

33. The second was an informal event hosted at the Permanent Mission of New Zealand to the United Nations in New York on 11 October 2018. The meeting held in the margins of the UNGA73 was organized by New Zealand, in collaboration with Iraq, CCM Coordinator on Transparency Measures. States Parties in attendance discussed their obligations stemming from Article 7 and Article 9 of the Convention. The ISU made presentations at both events and provided clarifications as necessary to participating states.

C. Provide advice and technical support to individual States Parties through the development of a resource base of relevant expertise and practices on the implementation of the Convention

34. As in previous years, the ISU responded to requests from individual States Parties and other States requiring additional information on the Convention. This included the provision of clarification on interpretation of CCM Articles, guidance on where to find the requested information and/or how to contact the appropriate expert institutions or individuals. The ISU continuously updated the existing contact list of national focal points and key stakeholders in order to better facilitate outreach and support.

35. Aiming to provide clarity on CCM Article 6 obligations for all States Parties, the ISU produced a brochure highlighting how this key Convention article is pivotal in facilitating strengthened partnerships for CCM implementation. The brochure, which is also available on the Convention website, provides information on existing mechanisms and how to access resources available to States to facilitate CCM implementation. It also emphasizes the benefits of establishing country coalitions to enhance implementation efforts and fulfillment of treaty obligations within stipulated timeframes.

36. During the year, Bulgaria announced that it would submit an extension request in order to meet its Article 3 obligations; while Germany and Lao PDR informed that they would submit an extension request with regard to the fulfilment of their obligations under Article 4. Therefore, the ISU provided technical advice as relevant to the three States Parties that announced that they would be submitting treaty deadline extension requests before the end of the year. This support was in the form of providing advice on the process as well as content of the submissions and thereafter providing initial feedback on them. The ISU was also the liaison between the two Analysis Groups and the requesting States.

37. As reported in 2017, the work that started on the French version of the publication “A Guide to Cluster Munitions 3rd Edition” was finalized and made available in print version by the June 2018. Copies were distributed at the 8MSP. This was in addition to the Arabic version facilitated by the GICHD. The publication remains useful for new States Parties, or States considering accession to the Convention, who may be seeking additional information, including specific responsibilities of States Parties.

38. The ISU also continued to publish and circulate electronic versions of the CCM quarterly newsletter highlighting key events that occurred during the preceding quarter. They also included reminders for events occurring in the following quarter.

Table 1

	<i>Print Version</i>	<i>Electronic Version</i>	<i>Costs covered by ISU funds</i>	<i>Costs covered by other funds</i>	<i>Comments</i>
A Guide to Cluster Munitions 3 rd Edition – French version	✓	✓	✓		Translated in 2017 and printed in 2018
A Guide to Cluster Munitions 3 rd Edition – Arabic version	✓	✓	-	GICHD financed	
CCM Quarterly Newsletter	-	✓	-	-	
CCM Brochures	✓	✓	-	-	
CCM Membership Maps	✓	✓	-	GICHD in-kind support	
CCM Presidency Flags (table)			✓	-	

D. 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

39. The ISU prepared, supported, kept records of and conducted follow-up activities associated with ten meetings of the Coordination Committee held in 2018. Of these, seven were under the Nicaraguan presidency and three under the Sri Lankan presidency. The ISU also provided additional information and continuous updates to individual members of the Coordination Committee. This was in addition to the support provided in the development of their thematic action plans and strategies aimed at enhancing the implementation of the DAP and the effective execution of their mandates during the year and up to the 9MSP. All Minutes of the Coordination Committee and the reports of other meetings held during the year were

uploaded onto the Convention's website. Reports on activities and events held by the Coordinators were also made available on dedicated thematic pages on the Convention's website.

E. Facilitate communication amongst States Parties and other relevant actors, cooperate and coordinate amongst these and maintain public relations including efforts to promote universalization and other work of the Convention

40. During the period under review, the ISU continued to administer and maintain the official website of the Convention and constantly provided updated information on the Convention. The ISU, on a regular basis, also communicated updates on matters related to the Convention on its website and other media fora. This included the production of Convention related publications and other promotional materials including brochures on specific obligations under the Convention to further provide practical tools to CCM States Parties and others seeking to understand the Convention better. All such brochures/tools are available in downloadable pdf format on the Convention website.

41. The ISU continued its prolific use of the CCM's social media platforms (Twitter and Facebook) to raise visibility of the Convention and to share key information. The success of the use of the Twitter platform could be seen by the increase in new followers from 99 in 2016 to 259 in 2018 while impressions increased from 61,944 in 2016 to 127,274 in 2018. The CCM Twitter account at the end of 2018 had 617 followers. Through the Facebook platform, the number of followers also increased from 553 at the end of 2017 to 594 at the end of 2018. This strategy will continue to be employed to continue growing the CCM audience that follows, likes and shares the information provided.

42. The ISU continued to facilitate dialogue between States Parties, Signatory States and States not Party amongst themselves and /or with relevant organizations as appropriate. This resulted in the establishment or enhancement of partnerships at different levels in accordance with Article 6 of the Convention.

F. Serve as an interface between the States Parties and the international community on issues related to the implementation of the CCM

43. In addition, the ISU delivered presentations or briefings at various workshops/seminars as well as at donor meetings, to new diplomatic representatives in Geneva, to new GICHD staff and students of higher institutions of learning. This included presentations made at a meeting of the Committee on Hemispheric Security of the Organization of American States (OAS), at the inaugural regional workshop at the ASEAN Regional Mine Action Centre (ARMAC) and to 2018 United Nations Programme of Fellowships on Disarmament. These were conducted with the objective of further raising awareness of the CCM while disseminating understanding of the Convention regarding the obligations and implementation status of the Convention. This included sharing lessons learnt and key challenges in implementing the Convention. Some of these activities conducted were at events held outside Geneva.

Synergies with Secretariats of other Disarmament Conventions

44. CCM States Parties at the 7MSP encouraged the ISU to pursue and further develop informal cooperation on issues of substance with other implementation support units where such cooperation contributes to reinforcing its capacity to effectively support States Parties in implementing the convention and enhances efficiency and for the ISU to regularly report to the MSP on steps taken in this area.

45. Therefore, in response to a request by the Republic of Chad for international cooperation and assistance through its CCM 2017 annual report and national statement delivered at the 8MSP in September 2018, the ISU participated in the workshop organised by the National High Commission for Demining (Haut Commissariat National de Déminage,

HCND) for all partners and donors to take stock of the implementation of both the CCM and APMBC. The four-day joint mission by the two Convention ISUs was to assist Chad as necessary in its implementation of CCM Article 4 and in the preparation of its extension request of APMBC Article 5. The CCM ISU took the opportunity to seek clarity on progress made on implementation of its CCM Article 4 obligations and was also a good opportunity to spread a common message from both secretariats, as Chad is a party to both instruments.

Support of the Geneva International Centre for Humanitarian Demining (GICHD)

46. In accordance with the 2014 ISU Hosting Agreement between the CCM States Parties and the GICHD, the ISU was provided logistical and administrative support at an estimated amount of CHF 107'000. This in-kind support covered costs related to office occupancy, office supplies, IT network maintenance, software acquisition, human resources management, travel services, audit fees, insurance, hosting management of the CCM website, management of contribution agreements and service contracts and the monitoring and controlling of financial management.

47. Additionally, in accordance with the hosting agreement, the GICHD administers the sponsorship programme on behalf of the ISU. The GICHD therefore facilitated participation of beneficiaries related to a number of CCM related meetings and workshops. To this end, in 2018, the sponsorship of fifteen (15) state delegates was facilitated to participate in the 8MSP.

48. Furthermore, during the three-day 8MSP, the GICHD assisted the ISU by making available on rotation eight of its staff to augment the 2.5 ISU staff. This assistance continues to contribute to the ISU's successful management of administrative logistics during the meeting.

49. Regarding the financial management of the ISU Trust Fund account, the GICHD continued to support the ISU in the preparation of the schedule of contributions for CCM States Parties and in monitoring and updating records regarding the financial contributions of individual States Parties.

III. 2018 Financial report

50. The Financial Procedures on the financing of the Implementation Support Unit based on the principles of sustainability, predictability and ownership; adopted at the IRC and effected from 1 January 2016 continued to be implemented in 2018. In applying these procedures, during the year under review, the ISU sent to all States Parties their individualized invoices. The ISU also provided to the Coordination Committee regular updates on the prevailing financial position of the ISU Trust Fund.

51. In January 2018 the ISU Trust Fund account had an opening balance of approximately CHF 170,392 which was carried over from 2017. In 2018, 56 out of 102 States Parties invoiced by the ISU met their obligations contributing a total of CHF 511,077. This low number of States Parties contributing, nonetheless, represented a slight increase in contributing states from 54 in 2017 indicating that more and more States Parties have taken up their responsibilities towards the financing of the ISU. By comparison, only 39 States Parties made contributions in 2016. The 2018 contributions slightly exceeded the approved ISU budget of CHF 465,440 due to the very generous voluntary contributions of 13 States Parties who together contributed the equivalent of CHF 261,227, which was over 50 per cent of the total budget for the year. Total expenditure for the year amounted to CHF 422,089 which was CHF 43,351 less than budgeted.

52. The primary reason for the underspending was due to the savings from lower spending on all the budget lines as detailed in the table below. The largest saving was under the Other Implementation Costs budget line because most of the workshops/briefings during the year were held in Geneva. The ISU also continued to produce most CCM materials electronically rather than in print form. Notably, approximately CHF 84,140 of the total CHF 254,532 carried over into 2019 was almost equivalent to the voluntary contributions of two States parties which were made towards the end of 2018 and in January 2019. This carried over

surplus contribution ensured that the ISU continued to undertake its activities without interruption at the beginning of 2019.

2018 Approved versus Actual Budget with explanatory notes

53. The activities undertaken and detailed in the operational report above were all conducted within the approved ISU 2018 work plan and budget.

Table 2

<i>Item</i>	<i>2018</i>		<i>Notes on variance</i>
	<i>Approved Budget (CHF)</i>	<i>Actual Expenditure (CHF)</i>	
Salaries & Social Charges	408,440	383,839	ISU was fully staffed but budgeted amount was slightly higher than actual expenditure
Communication	10,000	8,519	Mostly electronic CCM related promotional material produced at little cost
Staff Travel	37,000	26,015	Travel expenses less than initially planned as less travel was undertaken
Other Implementation Support Costs	10,000	3,716	Less than budgeted expenses were incurred in supporting the CCM presidencies and coordinators at workshops/side events
Total	465,440	422,089	

Salaries and Social Charges

54. Though the ISU personnel structure was fully staffed since May 2018, expenditure was slightly less than budgeted because the actual salary and social costs were lower than estimated in 2015 when the budget was initially approved.

Communication

55. In 2018, the only major print publication produced was the French version of the CCM publication “*A Guide to Cluster Munitions 3rd Edition*” which had been translated from English in 2017. As in previous years, the ISU prepared for distribution the usual quarterly newsletters and additional brochures in electronic format on the Convention’s website. During the year under review, the ISU invested in a semi-professional camera to enable it take good quality photographs of Convention events for the CCM website and publications. In addition, the ISU purchased two table flags of the current Sri Lankan presidency to be used at various events alongside the CCM flag. The ISU, in accordance with the approved 2018 workplan, implemented its mandate to administer and maintain the official website of the Convention; provide information about the Convention; facilitate communication among States Parties and all relevant other stakeholders, to cooperate and coordinate with relevant actors and maintain public relations; produce Convention related publications and other promotional materials as necessary.

Staff Travel

56. The travel costs amounting to CHF 26,015 undertaken by the ISU staff included travel to participate in various workshops to promote the CCM held in Auckland, New Zealand; N’Djamena, Chad; Siem Reap, Cambodia, New York, USA, Washington D.C. USA, and Colombo, Sri Lanka. With the first Article 4 treaty deadlines becoming due in 2020, the ISU

commenced its support to States Parties with these obligations which included a mission to Lao PDR to provide technical support in the preparation of its extension request. The ISU also provided in-country support to Sri Lanka in its preparation of its initial Article 7 Report which was submitted ahead of its 28 February 2019 compliance deadline. For the second time, the ISU undertook a one-week mission to New York to interact with national delegations represented at the UNGA 73 First Committee (Disarmament and International Security Committee) sessions. The aim was to follow up on various CCM implementation matters with delegations that have no representation in Geneva and hardly participate in Meetings of States Parties but take part in First Committee meetings. These interactions in New York have been very effective in facilitating implementation of CCM provisions and also in identifying the contact details of the target delegations' national focal persons on the CCM.

Other Implementation Support Costs

57. All other implementation support activities undertaken by the ISU are reported under this budget line and in 2018 these amounted to only CHF 3,716. In undertaking these support activities, the ISU facilitated and participated in many CCM related events organized by the presidency or the thematic coordinators in various locations. Additionally, the ISU delivered presentations at various workshops, seminars and to visiting students of higher institutions of learning with the intention of further raising interest while disseminating understanding of the Convention regarding the obligations and implementation status of the legal instrument, including sharing lessons learnt and key challenges in its implementation. In commemorating the 10th anniversary of the signing of the CCM on 30 May 2008, the ISU had some CCM promotional materials made. These were used and given away throughout the year at various CCM events.

CCM ISU Working Capital Reserve

58. The CCM States Parties at the 1RC in 2015 resolved that “within the ISU Trust Fund there shall be maintained a working capital reserve at a level to be determined on a regular basis by the Meeting of States Parties. The purpose of the working capital reserve shall be to ensure continuity of operations in the event of a temporary shortfall of cash.”

59. In 2018, only 1 State Party, Ireland, made a contribution of CHF 4,856 to the Working Capital Reserve (WCR) bringing the total amount of restricted funds held within the ISU Trust Fund as at 31 December 2018 to CHF 381,823. This reduced the funds shortfall to reach the recommended reserve level of CHF 400'000 from approximately CHF 23,000 at the end of 2017 to CHF 18,177 at the end of 2018.

60. The contributions to the WCR in 2018 were as listed below:

Table 3

<i>State Party</i>	<i>Amount contributed in CHF</i>
Ireland	4,856
Sub-total	4,856
<i>Balance brought forward</i>	<i>376,967</i>
Total	381,823

CCM Sponsorship Programme Trust Fund

61. Diverse participation at the Meetings of States parties or Review Conferences of the Convention continues to be a crucial element in ensuring a broad-based and diverse participation of affected, low income States parties as well as of all other interested States unable to meet the costs of participation, which is necessary to further promote the objectives of the Convention. In this regard, the Implementation Support Unit is mandated to manage the CCM Sponsorship Programme guided by the Coordination Committee and contributing States on the criteria to be used for a particular meeting.

62. In fulfilling this mandate in 2018; and guided by the 8MSP presidency and contributing States, the selection criteria took into consideration the following elements in recommending potential beneficiaries of the programme:

- Attendance of new States parties
- Gender balance
- Signatory States expected to announce imminent ratification or to provide updates on progress made in their national processes
- States Parties in the process of implementing Articles 3, 4 or 5 and needing to provide updates at the meeting
- States not Party that were likely to join the Convention

63. In 2018, only three States (Australia, Canada, and Switzerland) contributed a total of CHF 40,848 to the CCM Sponsorship Programme to facilitate the participation of low-income States at the 8MSP which was held in September 2018. This was in addition to the CHF 7,972 carried over from 2017. Therefore, from the total of CHF 48,820 available under the Sponsorship Programme, the ISU was able to cover the travel and accommodation costs of sixteen (16) delegates from as many States. Of these, ten (10) were State Party representatives, four (4) were Signatory State representatives and two (2) were the representatives of States not Party. Unfortunately, one sponsored delegate from a State Not Party had to cancel his travel a few days before the Meeting due to a personal emergency. This brought the number of sponsored delegates participating in the Meeting to only 15. Of the four sponsored Signatory States, two have since ratified the Convention bringing the number of CCM States Parties to 106. One of these states made the announcement of its CCM ratification during the 8MSP. The total amount spent on sponsored delegates equalled CHF 40,306. However, as the Canadian funds were only provided very close to the dates of the 8MSP, it was not possible to utilize the full amount in the short time available. The balance of CHF 8,514 was therefore carried forward into 2019.

Expenditures and Revenue Statement (CHF) of the CCM Sponsorship Programme

64. Extracted from the 2018 Audit Report:

Table 4

		<i>Account 2018</i>
<i>Expenditures</i>		
Detailed Expenses	Travel	26,411
	Accommodation	9,868
	Per diems	3,937
	Miscellaneous	90
Total expenditures		40,306
<i>Revenues</i>		
<i>Contributions</i>		
Australia		10,848
Canada		20,000
Switzerland		10,000
Total contributions		40,848
Contributions deferred from 2017		7,972

	<i>Account 2018</i>
Total revenues	48,820
Contributions deferred to 2019	8,514
