



## REPORT ON THE 2013 ACTIVITIES, FUNCTIONING AND FINANCES OF THE IMPLEMENTATION SUPPORT UNIT

### Background:

1. At the Tenth Meeting of the States Parties (10MSP), the States Parties adopted the “Directive from the States Parties to the ISU” in which it is stated that the Implementation Support Unit (ISU) shall “report in written form as well as orally on the activities, functioning and finances of the ISU to each Meeting of the States Parties or Review Conferences, and to informal meetings under the Convention as appropriate.” The “Directive” further states that “an audited annual financial report” for the previous year and “preliminary annual financial report” for the present year shall be submitted by the ISU to the Coordinating Committee and subsequently to each Meeting of the States Parties or Review Conferences for approval.
2. At the Twelfth Meeting of the States Parties (12MSP), the States Parties adopted ISU’s 2013 work plan and budget.

### Report:

*Mandate #1: “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, Standing Committees, the Coordinating Committee and the Article 5 Extension Request Analysing Group”*

*Mandate #2: “Provide substantive and other support to the President, President-Designate, Co-Chairs and Co-Rapporteurs in their work related to all such meetings”*

3. The ISU prepared, supported and carried out follow-up activities associated with eight meetings of the Coordinating Committee. At the first meeting in 2013, the ISU provided a detailed briefing for Coordinating Committee participants. The outcome of this was that the Co-Chairs were well prepared to carry out their responsibilities in 2013.
4. The ISU met on numerous occasions with individual sets of Co-Chairs to assist and advise them on preparations for the May meetings of the Standing Committees and on activities that could be undertaken throughout the course of the year. The ISU provided advice to individual Co-Chairs regarding follow-up on specific decisions of the 12MSP, supported their efforts in preparing discussion papers and assisted in preparing customised letters addressed to individual States Parties to encourage their participation in the 27-30 May meetings of the Standing Committees.
5. The ISU compiled and distributed the Programme and Co-Chairs’ letters for the 27-30 May meetings of the Standing Committees. The ISU followed-up to distribute additional background documents. In total, 94 States, numerous international and non-governmental organizations and 464 delegates were registered to participate in these meetings.

6. The ISU supported the Co-Chairs of the Standing Committee on Mine Clearance in holding bilateral meetings, prior to the 27-30 May meetings of the Standing Committees, with numerous States Parties that are in the process of implementing Article 5. One outcome of this is that many of these States Parties provided more and better information on the implementation of Article 5 in their updates to the Standing Committee than they had in their formal information submissions to the depository.
7. The ISU supported the Co-Chairs of the Standing Committee on Cooperation and Assistance at a briefing for all delegations on the work of the Co-Chairs and in organizing and participating in the June 2013 Bangkok Symposium on Cooperation and Assistance. (The ISU's participation and other costs related to the symposium were covered by Australia through enhanced funding to the ISU.)
8. The ISU further supported the Co-Chairs of the Standing Committee on Cooperation and Assistance by maintaining the *Platform for Partnerships* information exchange tool. As of the end of 2013, nine States Parties had made information available on financial resources or expertise and equipment available or experiences to share.
9. The ISU supported the Co-Chairs of the Standing Committee on Victim Assistance, including by organizing and participating in an experts' workshop on child mine victims. The outcome of this effort was a paper presented to the Thirteenth Meeting of the States Parties (13MSP) by the Co-Chairs.
10. The ISU supported the President-Designate of the 13MSP in the development of initial ideas and a programme for the 13MSP, subsequently distributing, on behalf of the President-Designate, a document for discussion on 30 May. The ISU continued supporting the President-Designate following the 27-30 May meetings of the Standing Committees by assisting in the preparation of substantive documents, liaising with the United Nations Office for Disarmament Affairs (UNODA) and distributing documents and organizational information on the 13MSP to delegations. In addition, the ISU organized, on behalf of the President-Designate, a briefing for all delegations which took place on 19 September.
11. At the 13MSP, the Director of the ISU served as the President's Executive Coordinator. In addition, the ISU supported Switzerland in its role as Secretary-General-Designate and host of the 13MSP.
12. The ISU organised and led two briefings for the States Parties mandated in 2013 to analyse requests submitted under Article 5 of the Convention. The outcome of these efforts was that the representatives of the States Parties in question had the tools and information necessary to carry out their responsibilities. The ISU also supported the Article 5 extensions process by preparing, supporting and carrying out follow-up activities associated with six meetings of the group of States Parties mandated to analyse Article 5 extension requests. The ISU prepared and distributed communications from the President informing the States Parties of requests received and inviting expert input on requests. The ISU compiled the input provided by experts in order to assist the analysing group with its work. The ISU arranged for informal meetings between the analysing group and requesting States Parties. The ISU's efforts overall amounted to a manifestation of actions consistent with recommendations agreed to at the 12MSP as contained in the paper entitled "Reflections on the Article 5 Extensions Process."

*Mandate #3: "Provide advice and technical support to States Parties on the implementation and universalization, including on the Sponsorship Programme, of the Convention"*

13. The ISU provided advice to the seven States Parties that submitted requests for extended mine clearance deadlines in 2012 and began doing so with respect to States Parties that had indicated that they would need to or may need to submit requests for consideration at the Third Review Conference. This included the ISU carrying out missions to Ethiopia, Mozambique, Serbia, Sudan and Turkey.
  14. The ISU deployed an expert consultant to Burundi to assist this State Party in better understanding the nature and scope of its Article 5 implementation challenge, in developing a plan to address this challenge and to prepare the ground for completion. At the 13MSP, Burundi confirmed that it was on track to complete implementation by its 2014 deadline.
  15. The ISU provided advice to Hungary, Germany and Niger in acting upon the political commitments agreed to at the 12MSP concerning previously unknown mined areas. At the 13MSP, Germany and Hungary reported that they no longer had obligations to fulfil under Article 5 of the Convention and Niger requested and was granted an extended mine clearance deadline.
  16. The ISU provided advice to various States Parties on the completion of their Article 5 obligations, including by providing assistance in the preparation of declarations of completion. At the 13MSP, the following States Parties declared completion of their efforts to implement Article 5 of the Convention: Venezuela, Bhutan, Hungary and Germany.
  17. The ISU advised a large number of States Parties on the implementation of the victim assistance commitments and understandings that the State Parties have adopted.
  18. The ISU advised numerous States Parties regarding participation in the annual UN Mine Action Programme Directors Meeting, which took place in April 2013. On the margins of this meeting, the ISU met with various States Parties to provide advice on mine clearance and victim assistance.
  19. The ISU provided advice to the Coordinator of the Universalisation Contact Group and Contact Group members. The result of this support in part was increased coordination and information exchange amongst those States Parties that are active on universalization.
  20. The ISU provided advice to the Coordinator of the Article 7 Contact Group on reporting matters. The result of this support in part will be advances made by the Coordinator in promoting more efficient and effective ways and means of reporting
  21. The ISU submitted a 2012 report and financial projections for 2013-2014 to the Sponsorship Programme's Donors' Group. The ISU proposed to the Donors' Group a set of decisions for the Intersessional Work Programme and for the 13MSP. The ISU subsequently provided support to two meetings of the Sponsorship Programme Donors' Group, disseminated summaries of the actions taken at those meetings, and carried out follow-up work on the decisions of the Donors' Group. The follow-up work included extensive efforts to liaise with States which were invited by the Donors' Group to request sponsorship.
- Mandate #4: "Facilitate communication among the States Parties, and promote communication and information regarding the Convention towards States not Party and the public"*
22. The ISU received and responded to numerous inquiries from States not party to the Convention regarding participation in the Convention's activities.

23. The ISU supported the 12MSP President, the European Union and individual States Parties in issuing 14 press releases related to Convention activities. The ISU made a concerted effort to ensure that press communications were made available in English, French and Spanish, and occasionally in other languages.
24. The ISU delivered presentations on the Convention and its implementation mechanisms at the annual workshop convened by the Geneva Forum for new disarmament diplomats and at the United Nations Disarmament Fellowship Programme.
25. The ISU participated in a March 2013 symposium hosted by the Belgium's Higher Institute for Defence in Brussels entitled *The spirit of the Ottawa Convention and its significance for humanitarian disarmament*.
26. The ISU participated in a December 2013 symposium hosted by the GICHD and the Kuwait Institute for Scientific Research entitled *The Environmental Impact of Landmines/Explosive Remnants of War and Mine Action in the Arab World*, including by presenting a paper entitled, *International humanitarian law and environmental law: conflict or compatibility*. Costs of the ISU's participation in this event were covered by the event's organizers.
27. The ISU continued to update and enhance the Convention's website, including by establishing content for the Thirteenth Meeting of the States Parties ([www.13msp.org](http://www.13msp.org)). The ISU put considerable effort into revising content on the Convention's website ([www.apminebanconvention.org](http://www.apminebanconvention.org)), including by updating information on pages dedicated to each individual State Party, on the core aims of the Convention and on the Implementation Support Unit. The ISU featured the work of States Parties and partner organisations on the home page of the Convention's website 22 times.
28. The ISU continued to maintain the Convention's presence on leading social media. The Convention's Facebook page was viewed over 1,000 times each week on average. In addition, the ISU provided a photo service to the States Parties through Flickr, with the Convention's Flickr pages having been viewed over 15,000 times in 2013. As well, the ISU continued to make itself available to student groups and others that wish to learn about the Convention and its implementation processes. The ISU hosted visits by three groups of university students in 2013.
29. While the ISU did not anticipate, as part of its 2013 work plan, producing background publications for the May 2013 meetings of the Standing Committees and the 13MSP, with earmarked support provided by Switzerland the ISU was able to produce a background publication for the 2-6 December 2013 meetings of the Convention.

*Mandate #5: "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"*

30. The ISU made available information related to the outcomes of the 12MSP and on the Convention's meetings in 2013. In addition, the ISU continued to ensure that the volume of documents and statements generated at the 12MSP, at the May 2013 meetings of the Standing Committees at the 13MSP were collected and made available on the Convention's website and in the Convention's Documentation Centre.

*Mandate #6: "Liaise, and coordinate as appropriate, with relevant international organisations that participate in the work of the Convention, including the ICBL, the ICRC, the UN and the GICHD"*

31. The ISU met on several occasions with the ICBL, ICBL member organizations and the ICRC to exchange ideas on ways to plan for and ensure the effectiveness of the May 2013 Intersessional Work Programme and the 13MSP, and to otherwise discuss collaboration on supporting implementation and universalization.
32. The ISU delivered presentations at two meetings of the UN Mine Action Inter-Agency Coordination Group. In addition, the ISU participated in the annual UN meeting of mine action programme directors and advisors in April 2013, including by delivering two presentations. As well, the ISU had regular contact with partners from the UN, including by meeting in New York in October 2013 with collaborators from UNMAS, the UNDP and UNICEF.
33. The ISU maintained contact throughout 2013 with the African Union (AU), including by participating in a March 2013 workshop in Addis Ababa which was hosted by the AU and the ICRC and a December 2013 workshop in Addis Ababa which was hosted by the AU and UNMAS. In addition, the ISU maintained contact and liaised well with the Organisation for Security and Cooperation in Europe (OSCE) the Organization of American States (OAS) and the Pacific Islands Forum (PIF).
34. The ISU continued to liaise with the Convention on the Rights of Persons with Disabilities (CRPD), including by attending relevant portions of and delivering a statement to the CRPD's 8<sup>th</sup> session. In addition, the ISU met frequently with representatives of the UN Office for the High Commissioner for Human Rights to discuss ongoing collaboration between the Anti-Personnel Mine Ban Convention and the CRPD. In addition, the ISU maintained contact with the World Health Organization (WHO) and International Labour Organization (ILO) on matters of mutual interest.
35. The ISU provided numerous inputs to GICHD staff in their work, including by contributing to the drafting of the GICHD's updated *Guide to Mine Action* publication and advising on matters concerning the role of the United Nations' International Mine Action Standards in the implementation of the Convention. The ISU also delivered presentations on mine clearance, victim assistance and the implementation of the Convention at workshops organised by the GICHD.

**Other activities:**

36. The ISU's 2013 work plan notes that, in keeping with past practice, the ISU is able to execute other activities, in a manner consistent with its mandate, if additional funds are made available to fully fund these efforts (including funding any additional human resource costs). The work plan further notes that subject to availability of additional funding, the 2013 ISU core work plan and budget may be enhanced and expanded in a variety of specified areas. The work plan states that the ISU will report to, and update, the Coordinating Committee as well as the May 2013 meeting of the Standing Committee on the General Status and Operation of the Convention, on the adjustments that such additional funding may call for to the core work plan.
37. With enhanced funding provided by Australia, the ISU continued to carry out two research projects related to victim assistance. The first initiative is examining the role of mine action programmes and national authorities in victim assistance, particularly with regard to the sustainability of efforts. The second initiative is advancing research undertaken by the ISU in 2011 on the role of development assistance in supporting victim assistance. The ISU delivered presentations on these matters at the United Nations' April 2013 meeting of mine action programme directors and advisors, at a side event on the margins of the May 2013 meetings of the Standing Committees, at the June 2013 Bangkok Symposium on Cooperation and Assistance, and at a side event on the margins of the 13MSP.

38. With enhanced funding provided by Australia, the ISU continued to carry out targeted initiatives related to the Convention's aims in the Pacific. Efforts included providing ongoing advice to Palau on implementation, researching Palau as a case study of how demining efforts relate to environmental laws and standards, and supporting sponsorship of delegates from States in the Pacific.
39. With enhanced funding provided by Australia, the ISU was able to support Thailand in staging the June 2013 Bangkok Symposium, including by administering a sponsorship programme and producing a symposium publication.
40. In December 2012, the ISU signed a contract with the European Union to implement a European Union Council Decision in support of the implementation of the Cartagena Action Plan. Efforts to implement this Council Decision began in January 2013 and included supporting Peru, Ecuador, Tajikistan, Colombia and the Democratic Republic of the Congo in assessing their application of the mine clearance aspects of the Cartagena Action Plan and supporting Peru and Ethiopia in assessing their application of the victim assistance aspects of the Cartagena Action Plan. In addition, the ISU supported high level engagement of one State not party to the Convention (China) and began efforts on a study of border security without anti-personnel mines.

**Gender and diversity:**

41. In 2013, the ISU continued to implement its gender and diversity action plan, which has its goal to ensure consistent gender and diversity mainstreaming in all ISU activities. Examples of how the ISU seeks to achieve this goal include: advising those being supported by the ISU in convening meetings, workshops and conferences on the importance of ensuring, to the extent possible, that both men and women of different ages and backgrounds, including women and men with disabilities, are able to participate and that there is gender balance in terms of panellists; conducting accessibility audits prior to engaging in the use of any meeting facility; proposing that invitation letters to meetings, workshops and conferences should encourage diverse participation; ensuring that the principal tools used by the ISU in supporting States Parties continue to take into account age and gender; advising States Parties in preparing Article 5 extension requests on the collection and analysis of sex and age disaggregated data and information; continuing to place an increasing emphasis on ISU staff using gender and age sensitive language that promotes a positive and inclusive image of women and men with disabilities; and, ensuring that a gender and diversity balance exists in images used in any ISU communication tools.

**Staffing:**

42. The regular staffing of the 2013 continued to include five staff positions amounting to 4.1 full-time equivalent staff positions: Director (full time), Implementation Support Specialist (60 per cent of full time), Mine Action Implementation Support Specialist (full time), Implementation Support Officer (full time), and Administrative Assistant (50 per cent of full time). The ISU's staffing complement again permitted the ISU to provide professional support, advice and information to the States Parties in English, French and Spanish.
43. As reported in 2012, funding provided by the European Union saw that the ISU engage in 2013 a junior officer as EU Council Decision Project Manager on a 21 month contract. In addition, funding provided by the European Union combined with funds made available in the 2013 work plan for temporary staffing enabled the ISU to re-engage a temporary, part-time communications coordinator (40 percent of full time). As well, the ISU hosted four interns / junior programme officers in 2013.

## Finances:

44. The ISU's work plan projected expenditures in 2013 totalling CHF 940,694. The ISU's core work plan started 2013 with a positive carry-over from 2012 totalling CHF 5,957.
45. In 2013, the ISU received contributions to its work plan totalling CHF 857,655 from the following States Parties: Albania, Algeria, Australia, Austria, Bulgaria, Cambodia, Chile, Colombia, Cyprus, Denmark, Estonia, Germany, Hungary, Indonesia, Iraq, Ireland, Italy, Jordan, Mexico, the Netherlands, New Zealand, Norway, Slovenia, Sweden, Switzerland and Turkey.<sup>1</sup> (See Table 1.) The ISU also received CHF 12, 157.61 in extraordinary income, which included CHF 8,959.18 from the European Union to off-set administrative costs associated with the implementation of the EU Council Decision and CHF 3,198.43 from the Kuwait Institute for Scientific Research to off-set costs associated with the ISU's participation in a December 2013 symposium in Kuwait.
46. In 2013, expenses attributed to the ISU's work plan totalled CHF 895,580. (See Table 2.) This amounted to approximately CHF 45,000, or approximately 5 per cent, below budgeted projections. The ISU ended 2013 with a CHF 19,822.06 deficit, which will need to be absorbed by contributions in 2014. (See Table 3.)
47. As of the end of 2013, four States Parties (Australia, Austria, Denmark and Ireland) had committed to providing a total of CHF 251,618 in support of the ISU's 2014 work plan and two States Parties (Australia and Denmark) had committed to providing a total of CHF 149,500 in support of the ISU's 2015 work plan. (See Table 4.)
48. At the Eleventh Meeting of the States Parties, it was recommend that the States Parties "work to improve the present funding model and to ensure sufficient contributions are provided to the ISU as long as the financing model remains unchanged." The ISU assisted in this effort by, on several occasions preparing and distributing letters to all States Parties in which the President requested that States Parties forward their contributions to the ISU. In addition, the ISU assisted with targeted letters to some individual States Parties. As well, ISU staff invested a considerable amount of time into preparing documentation to obtain funds from interested States Parties and to report on the use of these funds. The heavy involvement of ISU staff in resource mobilisation was not foreseen in either the ISU Directive or the 2013 work plan.
49. In September 2013, the ISU invited recent financial contributors to the ISU to briefings on the ISU's activities and finances.
50. In accordance with the "Directive by the States Parties to the Implementation Support Unit", which states that "an audited annual financial report for the previous year (...) shall be submitted by the ISU to the Coordinating Committee and subsequently to each Meeting of the States Parties or Review Conferences for approval," the ISU Director presented the 2012 audited financial statement to the Coordinating Committee and made this available to all interested parties on the Convention's website. The audited statement was approved by the 13MSP.
51. In accordance with the agreement on implementation support, which was signed by the 10MSP President and the GICHD Director on 6 September 2011, the GICHD continued in 2012 to provide infrastructure, administrative and other support for the operations of the ISU. In addition, the GICHD continued to support the organisation of the Intersessional Work Programme and the

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<sup>1</sup> The figure in this report (CHF 857,655) representing total contributions differs from the from the total of the contributions listed in the ISU's 2013 auditor's statement because this report includes in its total CHF 21,918 in additional funds attributed to Australia given that Australia permitted these funds, originally intended for another project, could in fact be applied to the ISU's 2013 work plan.

administration of the Sponsorship Programme. GICHD support to the ISU includes human resources management, financial management, internal information management, office space and general logistics, information and communication services, travel services, conference management, sponsorship administration, publications support and website management. These support services are funded by Switzerland's core contribution to the GICHD.

3 July 2014

**Table 1: Financing of the ISU's 2013 work plan**

ALBANIA	CHF 1'736
ALGERIA	CHF 6'043
AUSTRALIA	CHF 121'086
AUSTRIA	CHF 18'532
BULGARIA	CHF 466
CAMBODIA	CHF 2'805
CHILE	CHF 14'236
COLOMBIA	CHF 13'689
CYPRUS	CHF 1'230
DENMARK	CHF 48'925
ESTONIA	CHF 1'211
GERMANY	CHF 85'295
HUNGARY	CHF 12'152
INDONESIA	CHF 1'700
IRAQ	CHF 5'348
IRELAND	CHF 61'400
ITALY	CHF 60'798
JORDAN	CHF 888
MEXICO	CHF 4'533
NETHERLANDS	CHF 100'000
NEW ZEALAND	CHF 14'458
NORWAY	CHF 137'694
SLOVENIA	CHF 12'136
SWEDEN	CHF 67'465
SWITZERLAND	CHF 60'000
TURKEY	CHF 3'638
<b>Subtotal States Parties' 2013 contributions</b>	<b>CHF 857'464</b>
States Parties' 2013 contributions	CHF 857'464
Other 2013 income	CHF 12'337
Carry-over from 2012	CHF 5'957
<b>Total 2013 revenue</b>	<b>CHF 875'758</b>

**Table 2: ISU 2013 work plan expenses**

	<b>2013 Budgeted expenses</b>	<b>2013 Actual expenses</b>
Salaries and social costs	CHF 826'694	CHF 824'574
Staff travel	CHF 50'000	CHF 52'028
Consultants' costs and travel	CHF 50'000	CHF 4'523
Publications / printing	CHF 5'000	CHF 2'685
Translations	CHF 2'000	CHF 3'020
Other costs	CHF 7'000	CHF 8'750
<b>Total expenses</b>	<b>CHF 940'694</b>	<b>CHF 895'580</b>

**Table 3: ISU 2013 work plan revenue versus expenses**

2013 Revenue	CHF 875'758
2013 Expenses	CHF 895'580
<b>End of year balance</b>	<b>-CHF 19'822</b>

**Table 4: Financing of the ISU's 2014 and 2015 work plans**

Confirmed revenue by end of 2013	2014 work plan	2015 work plan
Australia (contract in place)	CHF 100'000	CHF 100'000
Austria (received)	CHF 24'218	
Denmark (contract in place)	CHF 56'000	CHF 49'500
Ireland (received)	CHF 61'400	
	<b>CHF 241'618</b>	<b>CHF 149'500</b>