

**INTERIM REPORT ON THE 2012 ACTIVITIES, FUNCTIONING AND FINANCES OF THE
IMPLEMENTATION SUPPORT UNIT (ISU) AND PRELIMINARY 2012 FINANCIAL REPORT**

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**APPROVED BY THE TWELFTH MEETING OF THE STATES PARTIES
7 DECEMBER 2012**

Background:

1. At the Tenth Meeting of the States Parties (10MSP), the States Parties agreed to and adopted the "Directive from the States Parties to the ISU" in which it is stated that the 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 Conference, 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 Eleventh Meeting of the States Parties (11MSP), the States Parties adopted ISU's 2012 work plan and budget.

Report:

"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"

"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 six meetings of the Coordinating Committee. In addition, the ISU organized two briefings for Coordinating Committee participants in February 2012 in order to ensure that Co-Chairs, Rapporteurs and others were well prepared to carry out their responsibilities in 2012.
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 11MSP, supported their efforts in preparing discussion papers and assisting in preparing letters addressed to individual States Parties to encourage their participation in the 21-25 May meetings of the Standing Committees.
5. The ISU compiled and distributed the Programme and Co-Chairs' letters for the 21-25 May meetings of the Standing Committees. The ISU followed-up on three occasions to distribute additional background documents.

6. The ISU supported the Co-Chairs of the Standing Committee on Mine Clearance in holding bilateral meetings, prior to the 21-25 May meetings of the Standing Committees, with numerous States Parties that are in the process of implementing Article 5.
7. The ISU supported the Co-Chairs of the Standing Committee on Cooperation and Assistance by drafting a background paper entitled "Exploring the options of trust funds to ensure the continuity of resources." In preparing this paper, the ISU liaised with a number of relevant stakeholders, particularly within the UN system.
8. The ISU supported the GICHD on various administrative aspects related to the GICHD's hosting of the meetings of the Standing Committees.
9. The ISU provided support to Co-Chairs following the 21-25 May meetings of the Standing Committees, including by supporting the Co-Chairs of the Standing Committee on Resources, Cooperation and Assistance in pursuing their initiative to develop an information exchange tool on available assistance and the Co-Chairs of the Standing Committee on Mine Clearance in their efforts to consult with interested States Parties on developing a rational response to the matter of mine areas discovered after deadlines have passed.
10. The ISU supported the Co-Chairs of the Standing Committee on Victim Assistance in preparations for the May Victim Assistance Experts' Programme, including by developing a table listing disability / victim assistance plans that have been developed by affected States Parties, by obtaining copies of plans not already in the ISU's possession and by developing and distributing a programme and pre-programme questionnaire. The ISU further supported the Co-Chairs in organizing a Victim Assistance Experts' Programme at the Twelfth Meeting of the States Parties, which features a training session on monitoring and evaluation.
11. The ISU supported the President-Designate of the Twelfth Meeting of the States Parties (12MSP) in the development of initial ideas and a programme for the 12MSP, subsequently distributing, on behalf of the President-Designate, a document for discussion on 25 May. The ISU continued supporting the President-Designate following the 21-25 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 12MSP to delegations.
12. The ISU supported Switzerland in its role as Secretary-General-Designate and host of the 12MSP, including by initiating and / or supporting various meetings with stakeholders to discuss collaboration on an opening ceremony, side events and communications matters.
13. The ISU organised and led a briefing on 30 March for the States Parties mandated in 2012 to analyse requests submitted under Article 5 of the Convention. The ISU also supported the Article 5 extensions process by preparing and distributing communications from the Presidency informing the States Parties of requests received and inviting expert input on requests. In addition, the ISU compiled the input provided by experts in order to assist the analysing group with its work. The ISU prepared, supported and carried out follow-up activities associated with nine meetings of the group of States Parties mandated to analyse Article 5 extension requests.

"Provide advice and technical support to States Parties on the implementation and universalization, including on the Sponsorship Programme, of the Convention"

14. The ISU provided advice to all States Parties submitting Article 5 extension requests in 2012 and began doing so with respect to States Parties that have indicated that they will need to or may need to submit requests in 2013. This included the ISU carrying out missions to Angola, Sudan, Turkey and Zimbabwe.
15. The ISU deployed an expert consultant to the Republic of Congo 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 an Article 5 extension request, should that be necessary. In follow-up to this mission, the ISU continued to provide advice and to liaise with Norwegian People's Aid on this matter.
16. The ISU provided advice to Niger on reporting as concerns a newly discovered mined area and what Niger intends to do to deal with this and did the same with Côte d'Ivoire as concerns previously unknown stockpiled anti-personnel mines.
17. The ISU provided advice to Denmark, Guinea-Bissau, Jordan, Mozambique and Uganda on the completion of their Article 5 obligations, including by providing assistance in the preparation of declarations of completion. ISU support included missions to Jordan to participate in Jordan's completion ceremony and to Mozambique to participate in a national workshop on completion.
18. The ISU carried out a mission to Skopje to observe the destruction of previously unknown stockpiled anti-personnel mines by the Former Yugoslav Republic of Macedonia and to advise authorities on reporting obligations.
19. The ISU deployed an expert consultant to Uganda to assist Uganda to collect and consolidate information and input necessary to support an assessment of its Comprehensive Plan on Victim Assistance 2010-2014. With the position of victim assistance specialist remaining unstaffed, the ISU was not in a position to support additional in-country advisory efforts, although it continued to advise all interested States Parties on victim assistance, for example, by advising Tajikistan on ways to ensure that its national victim assistance plan is consistent with Tajikistan's Cartagena Action Plan commitments, the understandings on victim assistance which have adopted by the States Parties, and the place of victim assistance in the broader context of disability. In addition, the ISU advised Tajikistan on accessibility guidelines and Peru and Ethiopia with respect to resource mobilisation for victim assistance.
20. The ISU carried out missions to two new States Parties, Somalia and South Sudan to advise both on their mine clearance, victim assistance, stockpile destruction and transparency obligations, and provided ongoing support with a view to both submitting initial transparency reports.
21. The ISU provided detailed briefings to three States Parties to inform their considerations regarding the possibility of offering to host and / or preside over a Meeting of the States Parties or Review Conference. This assistance included a mission to the capital of one of the States Parties in question to brief senior officials.
22. The ISU advised numerous States Parties regarding participation in the annual UN Mine Action Programme Directors Meeting, which took place the week of 26 March 2012. On the margins of this meeting, the ISU met with three States Parties to provide advice on victim assistance.
23. The ISU provided advice to the Coordinator of the Universalisation Contact Group. As well, the ISU exchanged views on numerous occasions with the Convention's Special Envoy on Universalization, including by making contact and initial arrangements with States not party to

the Convention that he may visit. In addition, upon request, the ISU briefed representatives of individual States Parties on the status of universalization.

24. The ISU provided advice to the Coordinator of the Article 7 Contact Group on reporting matters.
25. The ISU submitted a 2011 report, financial projections for 2012-2013 and a proposed set of decisions for the Intersessional Work Programme and for the 12MSP to the Coordinator of the Sponsorship Programme. 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.

“Facilitate communication among the States Parties, and promote communication and information regarding the Convention towards States not Party and the public”

26. The Director of the ISU wrote to all States not party to encourage their participation in the meetings of the Standing Committees and to highlight specific opportunities to provide updates.
27. The ISU received a delegation from Oman, organizing for it a two-day briefing on the Convention. The ISU provided advice to Somalia on its accession process and maintained frequent contact with Tonga concerning its ongoing consideration of the Convention. The ISU also provided information to States not party to the Convention to assist in their participation in the work of the Convention.
28. The ISU supported Denmark, Guinea-Bissau and Jordan in issuing press releases marking the completion of Article 5 implementation by these two States Parties. In addition, the ISU supported the Former Yugoslav Republic of Macedonia in issuing a press release highlighting the destruction of previously unknown stockpiles of anti-personnel mines by this State Party. The ISU also supported the 11MSP President in issuing press releases related to the President's engagement of Myanmar and concern over new anti-personnel mine use by Syria, and to mark the accession to and entry into force of the Convention for Finland and Somalia. As well, the ISU supported the Presidency in preparing press releases related to the President's high level address to the Conference on Disarmament on the eve of the anniversary of the entry into force of the Convention, and on the occasion of the UN's international mine awareness day.
29. The ISU delivered presentations on the Convention and its implementation mechanisms at the annual workshop convened by the Geneva Forum for new disarmament diplomats in January 2012, at the United Nations Disarmament Fellowship Programme in August, at a GICHD-organized Partnership For Peace training programme in October and at an event organized by the GICHD for new diplomats in November. The ISU also led a seminar presentation on measuring and assessing the Convention as a success story in disarmament at a Geneva Centre for Security Policy course and on transparency reporting at a GICHD-hosted course on mine action contracting.
30. In October, the ISU was invited to a regional workshop hosted by Regional Arms Control Verification and Implementation Assistance Centre (RACVIAC) in Croatia to share lessons learned from the Convention on victim assistance and transparency reporting.¹

¹ Costs for the ISU's participation in the RACVIAC workshop were covered by RACVIAC.

31. The ISU continued to update and enhance the Convention's website, including by establishing content for the Twelfth Meeting of the States Parties (www.12msp.org). The ISU put considerable effort into revising content on the Convention's website (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. In addition, the ISU continued to maintain the Convention's presence on leading social media. 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 2012.

32. While the ISU did not anticipate, as part of its 2012 work plan, producing background publications for the May 2012 meetings of the Standing Committees and the 12MSP, with earmarked support provided by Switzerland the ISU was able to produce, in English and French, a background publication for the 12MSP.

“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”

33. The ISU distributed to all States Parties a summary of the actions taken by the 11SMP and a reminder regarding meeting dates in 2012.

34. The ISU continued the effort to ensure that the volume of documents and statements generated at the 11MSP and at the May 2012 meetings of the Standing Committees were collected and made available on the Convention's website and in the Convention's Documentation Centre.

“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”

35. The ISU collaborated with the ICBL, UNMAS and the UNODA on “lend your leg for a mine-free world campaign” events. This included supporting the Presidency's participation in 1 March launch activities and the ISU Director chairing a panel discussion at a 4 April wrap-up event.

36. 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 2012 Intersessional Work Programme and the 12MSP, and to otherwise discuss collaboration on supporting implementation and universalization. The ISU also participated in events in New York marking the 20th anniversary of the ICBL.

37. The ISU participated in two meetings convened by the Permanent Mission of Austria which brought together all States Parties with victim assistance responsibilities related to conventional weapons instruments, implementation supporters and leading non-governmental and international organizations.

38. The ISU delivered a presentation at the February meeting of the UN Mine Action Inter-Agency Coordination Group on the work of the Convention in 2012. In addition, the ISU participated in the annual UN meeting of mine action programme directors and advisors the week of 26 March, including by deliver a presentation on the work of the Convention in 2012. As well, the ISU provided expert input to the United Nations on draft United Nations International Mine Action Standards and on the preparation of a revised United Nations Mine Action Strategy, including by participating in stakeholder consultations in Oslo in September 2012. In addition, the ISU had

regular contact with partners from the UN, including by meeting in New York in October 2012 with collaborators from UNMAS, the UNDP and UNICEF.

39. The ISU maintained contact throughout 2012 with the African Union (AU), including by meeting with AU representatives in Addis Ababa in September 2012. In addition, the ISU maintained contact and liaised well with the Organization of American States (OAS) and the Pacific Islands Forum (PIF).
40. The ISU continued to liaise with the Convention on the Rights of Persons with Disabilities (CRPD), including by attending relevant portions of the CRPD's 7th 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) on matters of mutual interest.
41. The ISU provided numerous inputs to GICHD staff in their work, including those carrying out a study on victim / injury surveillance mechanisms, on how data entered into the Information Management System for Mine Action (IMSMA) can be better used for mine action planning and on mine action contracting and on the GICHD's engagement with Myanmar. The ISU also supported a GICHD workshop for a visiting delegation from Iran by presenting on victim assistance and on the Convention and a GICHD-hosted briefing for delegation from Libya. As well, the ISU took part in the GICHD's Arabic-language outreach project's workshop in Dubai in November 2012.

Other matters:

42. The ISU's 2012 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 2012 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 2012 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.
43. The ISU received funding from Australia totalling CHF 132,320 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. These projects will continue in the first half of 2013.
44. The ISU received funding from Australia totalling CHF 25,778 to support implementation and universalization in the Pacific. The ISU used these funds to support Pacific Island States Parties to participate in the work of the Convention and to carry out a planning mission in advance of a regional workshop. The ISU is contracted to receive an additional AUD\$ 140,000 from Australia and received CHF 15,400 from New Zealand to support Palau, in collaboration with the Pacific Islands Forum, in organizing a regional workshop for the Member States of the Pacific Islands Forum, which took place in October 2012.

45. On 3 November 2011, the Director of the ISU presented a draft implementation plan for a possible EU Council Decision in support of the Convention. It was noted that an EU Council Decision was a wonderful opportunity for the ISU to do more of what it is mandated to do. The Coordinating Committee expressed general appreciation for the commitment of the EU to proceed with a Council Decision and to provide the funding necessary to the ISU to implement this decision. In addition, it was noted that the ISU was sensitive to the fact that while this is an opportunity for the ISU to take on additional activity, it must not be a drain on existing ISU priorities and that any additional human resource needs would need to be funded by the EU.
46. Throughout 2012, the ISU prepared budget estimates and project narratives in accordance with EU requirements. Approximately 10 versions of the budget estimates were prepared prior to acceptance, on 16 October, by the EU's Working Party of Foreign Relations Counsellors. On 13 November 2012, the Council of the European Union adopted the draft decision with this decision published in the Official Journal of the European Union on 14 November 2012. The ISU expects that the EU will soon send an agreement to the ISU for signature. The ISU aims to implement activities covered by the EU Council Decision in a 21 month period.

Staffing:

47. The regular staffing of the 2012 continued to include five staff positions amounting to 4.1 full-time equivalent staff positions: Director (full time), Implementation Support Specialist (60 percent of full time), Mine Action Implementation Support Specialist (full time), Implementation Support Officer (full time), and Administrative Assistant (50 percent 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.
48. On the basis of the evolution of discussions with the EU on the implementation of the EU Council Decision, the ISU had intended to proceed with a hiring process for a victim assistance professional officer. The EU subsequently made adjustments to its Council Decision such that funding will now be provided for a junior officer to be engaged for a 21 month period as a EU Council Decision Project Manager. In addition, on the basis of the evolution of discussions with the EU on the implementation of the EU Council Decision and given the earmarking of the funds from Switzerland (i.e., for matters that relate specifically to support to the 12MSP), the ISU was able 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 2012.

Finances:

49. The ISU's work plan projected expenditures in 2012 totalling CHF 925,837. The ISU's core work plan started 2012 with a negative carry-over from 2011 totalling CHF 39,260.
50. As of 28 November 2012, the ISU had received contributions to its work plan totalling CHF 719,733 from the following States Parties: Albania, Algeria, Argentina, Australia, Cambodia, Chile, Colombia, Cyprus, Denmark, Estonia, France, Germany, Malaysia, Mozambique, the Netherlands, Norway, Slovenia, Switzerland and Turkey. In addition, written commitments have been made by Germany, Italy, Mexico, the Netherlands and Sweden totalling an additional CHF 245,937.
51. As of 28 November 2012, accounted core work plan expenses totalled CHF 732,245.

52. At the 11MSP, it was recommended 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 four occasions (i.e., in March, June, September and November 2012) 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.
53. In March and November 2012, the ISU invited recent financial contributors to the ISU to briefings on the ISU’s activities and finances.
54. 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 ISU’s 2011 audited financial statement to the Coordinating Committee on 5 July 2012. In addition, this statement was made available to all interested parties on the Convention’s website.
55. 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 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.

Financing of the ISU's 2012 work plan

(As of 28 November 2012)

REVENUE	
Contributions received 2012	
Albania	CHF1'736
Algeria	CHF5'935
Argentina	CHF5'013
Australia	CHF195'909
Cambodia	CHF2'782
Chile	CHF27'850
Colombia	CHF9'434
Cyprus	CHF3'025
Denmark	CHF47'968
Estonia	CHF1'201
France	CHF11'894
Germany	CHF17'775
Malaysia	CHF978
Mozambique	CHF4'920
Netherlands	CHF77'040
Norway	CHF230'818
Slovenia	CHF11'822
Switzerland	CHF60'000
Turkey	CHF3'633
Subtotal contributions received 2012 as of 28 November	CHF719'733
Contributions expected in 2012 (based on estimated exchange rates)	
Germany	CHF66'250
Ireland	CHF24'000
Italy	CHF61'710
Mexico	CHF4'717
Netherlands	CHF19'260
Sweden	CHF70'000
Subtotal contributions expected 2012 as of 28 November	CHF245'937
Miscellaneous income	
Subtotal miscellaneous income as of 28 November	CHF405
Carry-over	
Subtotal carry-over from 2011	-CHF39'260
Total revenue received and expected as of 28 November	CHF926'410
EXPENSES	
Salaries and social costs	CHF 641'930
Staff travel	CHF 43'139
Consultancy fees and travel	CHF 27'434
Publications	CHF 6'856
Translations	CHF 457
Miscellaneous	CHF 12'429
Total expenses accounted for as of 28 November	CHF 732'245

ISU 2012 Work Plan: Year to date costs relative to budget estimates

	Salaries + Social Costs		Staff Travel		Consultants' costs and travel		Publications		Translations		Other costs		Totals	
	Budget	Year to date	Budget	Year to date	Budget	Year to date	Budget	Year to date	Budget	Year to date	Budget	Year to date	Budget	Year to date
1	CHF291'476	CHF231'095	CHF2'500	CHF1'113					CHF2'000	CHF457	CHF1'000	CHF10'904	CHF296'976	CHF243'569
2	CHF156'652	CHF121'967	CHF2'500								CHF2'000		CHF161'152	CHF121'967
3	CHF184'288	CHF147'644	CHF30'000	CHF28'722	CHF57'250	CHF27'434					CHF2'000	CHF367	CHF273'538	CHF204'167
4	CHF69'878	CHF57'774	CHF2'500				CHF5'000	CHF6'856				CHF672	CHF77'378	CHF65'302
5	CHF46'295	CHF38'516									CHF1'000		CHF47'295	CHF38'516
6	CHF65'998	CHF44'935	CHF2'500	CHF13'303							CHF1'000	CHF486	CHF69'498	CHF58'724
	CHF814'587	CHF641'930	CHF40'000	CHF43'139	CHF57'250	CHF27'434	CHF5'000	CHF6'856	CHF2'000	CHF457	CHF7'000	CHF12'429	CHF925'837	CHF732'245

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.
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 =	Provide advice and technical support to States Parties on the implementation and universalization, including on the Sponsorship Programme, of the Convention
4 =	Facilitate communication among the States Parties, and promote communication and information regarding the Convention towards States not Party and the public.
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.
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.