

**INTERIM REPORT ON THE 2013 ACTIVITIES, FUNCTIONING AND FINANCES OF THE
IMPLEMENTATION SUPPORT UNIT (ISU) AND PRELIMINARY 2013 FINANCIAL REPORT**

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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 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:

"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 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. To date, nine States Parties have 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 will be 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. 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. In arranged for informal meetings between the analysing group and requesting States Parties. The ISU's efforts overall amounted to a manifestation of action consistent with recommendations agreed to at the 12MSP as contained in the paper entitled "Reflections on the Article 5 Extensions Process."

"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 have indicated that they will 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.
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.
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.
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, financial projections for 2013-2014 and a proposed set of decisions for the Intersessional Work Programme and for the 13MSP 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”

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 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 continued to update and enhance the Convention's website, including by establishing content for the Thirteenth Meeting of the States Parties (www.13msp.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. The ISU featured the work of States Parties and partner organisations on the home page of the Convention's website 22 times.
27. The ISU continued to maintain the Convention's presence on leading social media. The Convention's Facebook page is normally viewed over 1,000 times each week. 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.
28. 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.

“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”

29. 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 and at the May 2013 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”

30. 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.
31. 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.

32. 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. 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).
33. 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 8th 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.
34. 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. As well, the ISU made preparations to take part in the GICHD's Arabic-language outreach project's workshop in Kuwait in December 2013.

Other matters:

35. 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.
36. 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 and at the June 2013 Bangkok Symposium on Cooperation and Assistance.
37. 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.

38. 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.
39. 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.

Staffing:

40. 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.
41. 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:

42. 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.
43. As of 27 November 2013, the ISU had received contributions to its work plan totalling CHF 594,186 from the following States Parties: Albania, Algeria, Australia, Austria, Bulgaria, Cambodia, Chile, Colombia, Cyprus, Denmark, Estonia, Germany, Hungary, Iraq, Ireland, Jordan, Mexico, the Netherlands, New Zealand, Norway and Turkey. In addition, written commitments have been made by or the process of concluding agreements is underway with Cyprus, Italy, the Netherlands, Sweden and Switzerland totalling an additional CHF 219,260.
44. As of 31 October 2013, accounted core work plan expenses totalled CHF 738,326.
45. As of 27 November 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.
46. At the Eleventh Meeting of the States Parties, 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

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.

47. In September 2013, the ISU invited recent financial contributors to the ISU to briefings on the ISU's activities and finances.
48. 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.
49. 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.

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

(As of 27 November 2013)

REVENUE	
Contributions received as of 27 November	
ALBANIA	1'736
ALGERIA	6'043
AUSTRALIA	99'168
AUSTRIA	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
IRAQ	CHF 5'348
IRELAND	CHF 61'400
JORDAN	CHF 888
MEXICO	CHF 4'533
NETHERLANDS	CHF 60'740
NEW ZEALAND	CHF 14'458
NORWAY	CHF 137'694
TURKEY	CHF 3'638
Subtotal	CHF 594'186
Contributions pending	
ITALY (written commitment)	CHF 60'000
NETHERLANDS (contract in place)	CHF 39'260
SWEDEN (contract received)	CHF 60'000
SWITZERLAND (contract received)	CHF 60'000
Subtotal	CHF 219'260
Other revenue	
Carry-over from 2012	CHF 5'957
Other income received	CHF 149
Other income expected	CHF 900
Subtotal	CHF 7'006
Total revenues received / expected as of 27 November	CHF 820'452

Table 2: Financing of the ISU's 2014 and 2015 work plans

(As of 27 November 2013)

Contributions received / expected	2014 Work Plan	2015 Work Plan
AUSTRALIA (received)	CHF 100'000	CHF 100'000
AUSTRIA (proposal pending)	CHF 24'218	
DENMARK (signed contract)	CHF 66'000	CHF 49'500
IRELAND (received)	CHF 61'400	
Totals	CHF 251'618	CHF 149'500

Table 3: ISU 2013 WORK PLAN - BUDGETED EXPENDITURES (12 MONTHS) VS. ACTUAL EXPENDITURES (AS OF 31 OCTOBER, ALL FIGURES IN CHF)

		Salaries + Social Costs		Staff Travel		Consultants' costs and travel		Publications printing + layout		Translations		Other Costs		Totals	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Prepare, support and carry out follow-up activities from the Convention's formal, intersessional, Coordinating Committee and the Article 5 Extension Request Analysing Group meetings.	Budget	291'934		12'500						2'000		1'000		307'434	
	Actual		240'361		11'481						3'020		2'354		257'215
Provide substantive and other support to the President, President-Designate, Co-Chairs and Co-Rapporteurs in their work related to all such meetings.	Budget	155'937		2'500								2'000		160'437	
	Actual		130'482				1'801						1'970		134'252
Provide advice and technical support to States Parties on the implementation and universalization, including on the Sponsorship Programme.	Budget	186'290		30'000		50'000						2'000		268'290	
	Actual		157'951		22'348										180'300
Facilitate communication among the States Parties, and promote communication and information regarding the Convention towards States not Party and the public.	Budget	84'140		2'500				5'000						91'640	
	Actual		68'675		969								34		69'678
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.	Budget	47'282										1'000		48'282	
	Actual		41'205												41'205
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.	Budget	61'111		2'500								1'000		64'611	
	Actual		48'072		7'081								523		55'676
	Totals	826'694	686'745	50'000	41'879	50'000	1'801	5'000	0	2'000	3'020	7'000	4'881	940'694	738'326