

**INTERIM REPORT**  
**2016 ACTIVITIES, FUNCTIONING AND FINANCES OF THE ANTI-PERSONNEL**  
**MINE BAN CONVENTION IMPLEMENTATION SUPPORT UNIT**

**Submitted by the Director of the Implementation Support Unit**

**13 November 2016**

**Background**

1. At the 2001 Third Meeting of the States Parties (3MSP), the States Parties endorsed the President's Paper on the Establishment of the Implementation Support Unit (ISU) and mandated the Geneva International Centre for Humanitarian Demining (GICHD) to establish the ISU. The 3MSP also encouraged States Parties in a position to do so to make voluntary contributions to support of the ISU. In addition, the States Parties mandated the President of the 3MSP, in consultation with the Coordinating Committee, to finalise an agreement between the States Parties and the GICHD on the functioning of the ISU. The GICHD's Foundation Council accepted this mandate on 28 September 2001.
2. At the 2010 Tenth Meeting of the States Parties, the States Parties endorsed the final report of the ISU Task Force and, in doing so, adopted the Directive from the States Parties to the ISU, ensuring that the ISU is directly responsible to the States Parties while it continues to be hosted by the GICHD. In taking these actions, the States Parties agreed that the ISU would "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." In addition, the States Parties agreed that "an audited Annual Financial Report (...) for the previous year and a 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."
3. At the 2015 Fourteenth Meeting of the States Parties (14MSP) the States Parties adopted the Implementation Support Unit Work Plan and Budget 2016-2019 as well as the Implementation Support Unit 2016 Budget. Furthermore, the 14MSP adopted a decision on strengthening financial governance and transparency within the ISU which, in part, established a financial security buffer and measures related to the management of expenditures related to core support and of the financial security buffer.
4. This decision also established that early in each year a conference of States Parties shall be held to collect pledges and contribution in order to obtain an overview of funds that can be expected for the current year as well as for the foreseeable period.

**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<sup>1</sup>”**

**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<sup>2</sup>”**

5. The ISU prepared, supported and carried out follow-up activities associated with six meetings of the Coordinating Committee. At the first meeting on 22 January 2016, the ISU provided a briefing for Coordinating Committee members concerning the status of the Convention. As a result, Committee members had an increased understanding of the status of implementation of the Convention. The ISU also supported the Presidency in holding an extraordinary meeting of the Coordinating Committee on 5 October 2016 which included participation by the Director-General of the United Nations at Geneva, Mr. Michael Møller, and representatives from the Administrative Division, the Office of Disarmament Affairs at Geneva and the Conference Division to discuss the financial situation concerning United Nations’ support to the Fifteenth Meeting of the States Parties.
6. The ISU provided support to the Convention’s Committees and the Presidency in developing annual work plans and establishing key objectives to meet their respective mandates. In doing so, the ISU supported the Committees in preparing and distributing initial communications to relevant States Parties including, at the time, the 32 States Parties implementing mine clearance obligations under Article 5 of the Convention, the 29 States Parties which have indicated having a responsibility for a high number of landmine survivors, the 5 States Parties implementing stockpile destruction obligations under Article 4 of the Convention and the 4 States Parties in which allegations of use of mines in territory under their jurisdiction or control persist.
7. The ISU provided support to the Presidency in preparing and distributing initial communication including to all States Parties concerning the Presidency’s mandate to lead efforts to mobilise sufficient resources to fund the operations of the Implementation Support Unit; to Belarus, Greece, Poland and Ukraine concerning the Presidency’s mandate related to stockpile destruction, and; to the 35 States not party which are a target of the Presidency’s universalization efforts. The ISU further supported the Presidency in holding bilateral discussions with Sri Lanka which had indicated would be acceding to the Convention in the near future.
8. Additionally, the ISU supported the Presidency in preparing and distributing a communication to all States Parties recalling to the States Parties the importance of submitting reports under Article 7 by the 30 April deadline as well as encouraging States Parties to employ the Guide to Reporting adopted by the States Parties at the Fourteenth Meeting of the States Parties and its sample annex as well as to seek the support of the ISU on reporting if required.
9. On the margins of the 16-20 February 2016 Meeting of National Mine Action Directors, the ISU supported the Committee on Article 5 Implementation and the Committee on Victim Assistance in holding side events with relevant States Parties. These side events offered a platform for the

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<sup>1</sup> At the Third Review Conference, Standing Committees were replaced by four Committees and the mandate to analyse requests for extension under Article 5 was placed under the Committee on Article 5 Implementation. At the Third Review Conference, the structures of the Committees were altered and now include one Chair and three Committee Members.

Committees to outline to the relevant States Parties their objectives for the year as well as to underline the importance of the information provided by States Parties concerning the implementation of their commitments under the Convention as well as the Maputo Action Plan in order for the Committees to implement their mandates. Participating States Parties also had the opportunity to share their concerns and challenges in implementing their commitments with the Committee.

10. Also on the margins of the 16-20 February 2016 Meetings of the National Mine Action Directors, the ISU supported the Committee on Article 5 Implementation in holding bilateral meetings with two of the three States Parties that indicated to the Fourteenth Meeting of the States Parties (14MSP) would be submitting requests for extension of their Article 5 deadlines, Ukraine and Peru. Furthermore, during the meeting the ISU also supported the Committee on Cooperative Compliance in organizing bilateral meetings with States Parties in which there are allegations of use of anti-personnel mines in areas under their jurisdiction or control (Ukraine, Sudan, South Sudan and Yemen), as well as with the International Campaign to Ban Landmines and Human Rights Watch.
11. The ISU provided support and advice to the Presidency in planning and hosting the First International Pledging Conference for the Implementation of the Anti-Personnel Mine Ban Conventions on 2 March 2016. The ISU also provided support on a number of follow-up actions including communicating with States Parties concerning their pledges and finalizing and distributing the final conference document.
12. The ISU supported the Presidency and the Committees in the preparation of the 19-20 May intersessional meetings. In doing so, the ISU supported the development and distribution of the invitation and programme for the intersessional meetings as well as the contracting of interpreters for the meeting. Furthermore, the ISU supported the development and distribution of additional background documents to States Parties, States not party and interested non-governmental and international organizations.
13. The ISU met on numerous occasions with the Presidency and individual Committees to assist and advise them on preparations for the 19-20 May 2016 Intersessional Meetings including by supporting their efforts in finalizing preliminary observations and other documents for the meetings, their preparations for side events, as well as with other organizational aspects. The ISU also provided support to the Committees in their efforts to communicate to States Parties prior to the intersessional meeting with information to encourage and guide their participation. In total, over 300 delegates were registered to participate in these meetings representing 86 States and numerous international and non-governmental organisations.
14. During the 19-20 May Intersessional Meetings, the ISU supported the Committee on Article 5 Implementation in holding bilateral meetings with States Parties that submitted requests for extension in 2016 and States Parties that indicated would submit a request in 2017 including Angola, Niger, Peru, Thailand and Zimbabwe. The ISU also supported the Committee on Article 5 in arranging a meeting with Norwegian People's Aid to discuss their activities in relevant States Parties. The ISU also supported the Committee on Cooperative Compliance in holding follow-up bilateral meetings with States Parties in which there are allegations of use of anti-personnel mines in areas under their jurisdiction or control including Sudan, South Sudan and Yemen as well as with the International Campaign to Ban Landmines and Human Rights Watch.
15. The ISU provided support to the Committees in follow-up communication to relevant States Parties concerning the information contained in the Committees' preliminary observations on the implementation of the Convention in order for the Committees to finalize their conclusions and recommendations for the 15MSP.

16. The ISU supported the Presidency with preparations for the 15MSP including by carrying out a joint planning mission to Santiago with the UN Officer for Disarmament Affairs during the period of 18-23 March 2016 to meet with key individuals in relevant Ministries as well as to provide advice on substantial and organizational matters concerning the 15MSP. The ISU also provided support to the development of an initial agenda and programme for the 15MSP and subsequently distributed, on behalf of the Presidency, documents for presentation and discussion at the Convention's 2016 intersessional meetings. During the period of 2-5 November 2016, the ISU carried out a second visit to Santiago to support the Presidency in its preparations for the 15MSP.
17. The ISU supported the Committee on Article 5 Implementation in implementing their mandate to prepare and submit to the States Parties an analysis of requests submitted by Niger and Peru including by supporting the Committee in reaching out to these two States Parties as well as to expert organizations for additional information and input following the submission of their request. The ISU also supported the Committee in their engagement with relevant States Parties that have been granted requests.
18. The ISU supported the Committee on Victim Assistance in organising on three occasions, meetings with victim assistance coordinators of the Convention on Cluster Munitions and the Convention on Certain Conventional Weapons as well as meetings with disability actors in Geneva including representatives from the office of the United National High Commissioner for Human Rights, the Convention on the Rights of Persons with Disabilities, the International Labour Organization and with the Special Rapporteur on the Rights of Persons with Disabilities.
19. The ISU initiated its support to the incoming President of the Sixteenth Meeting of the States Parties (16MSP) by providing advice on the process of preparations for the 16MSP. This support included an initial preparatory mission to Vienna on 22-23 September 2016 and liaising with the UN Officer for Disarmament Affairs and United Nations' staff in Vienna to provide advice on substantial and organizations matters concerning the 16MSP.

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

20. The ISU provided advice to States Parties that indicated would submit requests for extended mine clearance deadlines in 2016 (Niger, Peru and Ukraine) and began doing so with respect to the four States Parties that had indicated that they would need to or may need to submit requests for consideration at the Sixteenth Meeting of the States Parties (Angola, Iraq, Thailand and Zimbabwe). This support included support missions by the ISU as follows:
  - a. On 8 – 11 February 2016 the ISU carried out a mission to Peru to provide support to Peru in the drafting of their Article 5 extension request;
  - b. On 14-18 June 2016 the ISU carried out a mission to Angola to provide support to Angola in the drafting of their extension request;
  - c. On 13-20 August 2016 the ISU carried out a mission to Thailand to support Thailand in the drafting of their extension request;
  - d. On 8-10 November 2016 the ISU carried out a mission to Iraq to provide support to Iraq in the drafting of their extension request.
21. The ISU advised a number of States Parties on the implementation of their Convention obligations as well as on reporting on their commitments and understandings adopted by the States Parties. Additionally, the ISU provided support to the States Parties by answering inquiries concerning participation during the 2016 Pledging Conference, intersessional meetings, the Fifteenth Meeting of the States Parties and other relevant meetings.

22. The ISU prepared and submitted a 2015 report on the Sponsorship Programme and financial projections for 2016 to the Coordinator of the Sponsorship Programme. The ISU supported the Sponsorship Programme Coordinator in its efforts to mobilize resources for the sponsorship program as well on the strategic approach to using limited sponsorship funds available to the Programme. The ISU also supported the Coordinator of the Sponsorship Programme in preparing invitation letters for 24 States Parties to request sponsorship for the 19-20 May 2016 intersessional meetings as well as for the 28 November – 1 December 2016 Fifteenth Meeting of the States Parties.

**Mandate #4: “Facilitate communication among the States Parties, and promote communication and information regarding the Convention towards States not Party and the public”**

23. The ISU received and responded to numerous inquiries from States Parties, States not party and organisations regarding participation in the Convention’s activities as well as on the status of the Convention and had the opportunity to engage with a number of partners and organizations.

24. The ISU delivered a presentation on the Convention and its implementation mechanisms at the 13<sup>th</sup> International Symposium and Equipment Exhibition “Mine Action 2016” hosted in Croatia on 26-29 April 2016.

25. The ISU delivered a presentation on the Convention and its implications for a national mine action program during the “Workshop on Mine Action Strategy” held in the Ukraine on 18-20 October 2016.

26. The ISU continued to maintain the Convention’s presence on leading social media platforms. 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 including by offering presentations to students from the Higher Education Institution of the Province of Liege, Belgium, the United Nations Disarmament Fellows and a visiting high level delegation of the Ukraine, amongst others. Additionally, the ISU offered a briefing to donors during a donor seminar hosted by the GICHD.

27. The ISU provided additional communications support to the States Parties included during the 2 March 2016 First International Pledging Conference, during the 19-20 May 2016 intersessional meetings and in the lead up to the 28 November – 1 December 2016 15MSP to ensure the visibility of the efforts put forth by States Parties in the implementation of the Convention on social media as well as on traditional media channels.

28. The ISU continued to update and enhance the Convention’s website, including by establishing content for the intersessional meetings and the Fifteenth Meeting of the States Parties. 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 distributed a letter to States Parties to suggest documents that the States may want to have on their specific country page. The ISU also established a Presidency page and pages for the Committees.

**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”**

29. In 2016, the ISU continued to make available information related to the outcomes of the Fourteenth Meeting of the States Parties, outstanding statements and the uploading of statement and presentations offered by States and organizations to the Convention's website.
30. The ISU collected statements from delegations during the First International Pledging Conference making them available online and communicated the outcomes of the First International Pledging Conference to States and organization through the distribution of the Final Report of the Conference.
31. The ISU also ensured that the volume of documents and statements generated at the 19-20 May 2016 intersessional meetings were collected and made available on the Convention's website.

**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"**

32. The ISU met on several occasions with the ICBL, ICBL member organisations, the UNDP, UNMAS, the GICHD and the ICRC to discuss collaboration in supporting implementation and universalization of the Convention.
33. The ISU continued to liaise with the Convention on the Rights of Persons with Disabilities (CRPD), including by attending relevant portions of and supporting the Committee on Victim Assistance in delivering statements to the CRPD's 15<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.

**Gender and diversity:**

34. In 2016, the ISU continued to implement its gender and diversity action plan, which aims 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 verifications 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; and 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.

**Staffing:**

35. At the start of 2016 the staffing of the ISU consisted of an Acting Director (100%), an Implementation Support Specialist (60%) and an ISU Officer (100%) employed on a short term contract to cover the gap from the departure of the previous ISU Director in October 2015 until the selection of the new ISU Director.
36. The selection process of the new ISU Director was finalized on 16 May 2016 with the Acting Director having been offered the position of Director of the ISU. As of 1 June 2016, the staffing of the ISU consisted of a Director (100%) and an Implementation Support Specialist (60%).

37. A recruitment process for an Implementation Support Officer (100%) was launched and finalized in August 2016 with the new staff member starting on 5 October 2016. As of 5 October 2016, the ISU includes three staff positions amounting to 2.6 full time equivalent staff positions: Director (100%), Implementation Support Specialist (60%) and an Implementation Support Officer (100%).

#### **Finances:**

38. The ISU's 2016 work plan projects expenditures in 2016 totalling CHF 540'613. As of 1 November 2016, the ISU received contributions to its work plan totalling CHF **559'218** from the following 19 States Parties: Australia, Austria, Canada, Chile, Czech Republic, Germany, Ireland, Japan, Jordan, Luxembourg, Mozambique, the Netherlands, New Zealand, Oman, Peru, Poland, Switzerland, Thailand and the United Kingdom (See Table 1). Expenses to date attributed to the ISU's work plan total CHF **CHF 352'711** (See Table 2).
39. In accordance with the "Decision on strengthening financial governance and transparency within the ISU", over the course of 2016, the ISU presented quarterly reports to the Coordinating Committee on finances and activities related to the implementation of the ISU's 2016 work plan.
40. Concerning the establishment of a Financial Security Buffer, the "Decision on strengthening financial governance and transparency within the ISU" indicates that the budgetary estimates of the first four-year work plan and the yearly budget for 2016 shall provide for the gradual build-up of a financial security buffer of an amount equivalent to one year of ISU expenditures related to core support with the objective of reaching the desired level during a transition period that closes in the year 2019. At present, the financial security buffer has received contributions totalling CHF **381'897** from the following three States Parties: Belgium, the Netherlands and Switzerland (See Table 3).
41. Additionally, the decision indicates that shortly after the closure of the accounts of a given year, the ISU shall provide the Coordination Committee with the financial situation resulting from the implementation of the yearly budget of the preceding year. When contributions have covered the expenditures related to core support provided for in that budget and leave a surplus, that surplus shall be provisionally placed in the financial security buffer. At the next occasion, as part of the yearly budget approval process, the Meeting of States Parties or the Review Conference shall decide on how to apportion the surplus. The decision also specifies that the financial security buffer shall be constituted from contributions that do not preclude such a use.
42. Over the course of 2016 the ISU has written and communicated with contributors to inquire about the use of their contribution in order to prepare for a possible surplus in 2016.

#### **Administrative support provided by the GICHD to the ISU and the States Parties in 2016:**

43. 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 continues in 2016 to provide infrastructure, administrative and other support for the operations of the ISU.
44. In addition, the GICHD continued to support the organisation of the Intersessional meetings by covering the cost of the venue and interpretation as well as the administration of the Sponsorship Programme for the intersessional meeting as well as for the Fifteenth Meeting of the States Parties.

45. It should also be noted that the GICHD covered the costs of interpretation in three languages at the First International Pledging Conference hosted by the President of the Fifteenth Meeting of the States Parties.
46. Furthermore, 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 and website management. These support services are funded by Switzerland's core contribution to the GICHD.



**Table 1: Financing of the ISU's 2016 work plan (to 13 November 2016)**

<b>Contributions Received</b>	
Australia	CHF68'818
Austria	CHF 18'207
Canada	CHF 81'597
Chile	CHF 5'202
Czech Republic	CHF 4'795
Finland	CHF 10'690
Germany	CHF 43'143
Ireland	CHF 26'879
Japan	CHF 79'706
Jordan	CHF 899
Luxembourg	CHF7'491
Mozambique	CHF 5'000
Netherlands	CHF 54'745
New Zealand	CHF 3'310
Oman	CHF 6'000
Peru	CHF 14'782
Poland	CHF 10'634
Switzerland	CHF 70'000
Thailand	CHF 10'000
United Kingdom	CHF 37'320
<b>Total</b>	<b>CHF 559'218</b>

**Table 2: Financial overview for 2016**

<b>Total contributions received</b>		<b>CHF 559'218</b>
Expenses	<i>Staff costs</i>	CHF 306'255
	<i>Staff Travel</i>	CHF 22'854 <sup>3</sup>
	<i>Communication and public relations</i>	CHF 12'934
	<i>Exchange rate loss</i>	CHF 3'143
	<i>Extraordinary Cost<sup>4</sup></i>	CHF 7'525
Total Expenditures to date		<b>CHF 352'711</b>
Forecasted Expenditures (end of 2016)		<b>CHF 95'000</b>
Total forecasted Expenditures		<b>CHF 447'711</b>

**Table 3: Financial Security Buffer**

<b>Contributions Received</b>	
Belgium	CHF359'832
Netherlands	CHF 12'065
Switzerland	CHF 10'000
<b>Total</b>	<b>CHF 381'897</b>

<sup>3</sup> Included trips to Angola, Austria, Belgium, Chile, Croatia, Iraq (all costs covered by Iraq) Peru, Thailand and Ukraine (flight and accommodation covered by organizers).

<sup>4</sup> Repayment to the EU of non-eligible funds from the EU Council Decision 2012/700/CFSP of 13 November 2012 in support of the implementation of the Cartagena Action Plan 2010-2014 totaling 1'030'002 euros.