

Annex VII

REPORT ON THE FUNCTIONING OF THE IMPLEMENTATION SUPPORT UNIT SEPTEMBER 2001-SEPTEMBER 2002

**Ambassador Martin Dahinden
Director
Geneva International Centre for Humanitarian Demining (GICHD)**

Background

1. At the 18-21 September 2001 Third Meeting of the States Parties (3MSP), States parties endorsed the President's Paper on the Establishment of the Implementation Support Unit (ISU) and agreed to provide a mandate to the GICHD to establish the ISU. In addition, States parties encouraged States in a position to do so to make voluntary contributions in support of the unit and provided a mandate to the President of the Third Meeting, in consultation with the Coordinating Committee, to finalize an agreement with the GICHD on the functioning of the unit.
2. The Council of Foundation of the GICHD accepted this mandate on 28 September 2001.
3. On 7 November 2001, in accordance with the above-mentioned actions taken by States parties at the 3MSP, an agreement on the functioning of the unit was finalized between the President of the 3MSP and the Director of the GICHD. This agreement, which was distributed to all States parties on 17 December 2001 and which is attached to this report (see Appendix), indicates inter alia that the Director of the GICHD shall submit a written report on the functioning of the ISU to States parties and that this report shall cover the period between two meetings of the States parties.

General Operations

4. The ISU began operations on 14 January 2002 with the arrival of an ISU Manager, Mr. Kerry Brinkert, who was selected in a manner consistent with the agreement between the President of the 3MSP and the Director of the GICHD. A half-time administrative assistant began working for the ISU in February 2002.
5. In the President's Paper on the Establishment of the ISU, it was noted that initially funds would be sought to support the staffing of one officer and one support staff, with an additional staff member being added later as the workload evolved and as funds permitted. By May 2002, it was clear that the workload of the ISU warranted an additional staff member. On 31 May 2002 the Director of the GICHD reported to the Standing Committee on the General Status and Operation of the Convention that the ISU manager would take steps over the next couple of months to establish a position for a junior officer to ensure that such a position can be filled in time for the Fourth Meeting of the States Parties (4MSP).

6. While work continued to establish an officer position, steps were taken to meet immediate human resource needs by hiring an individual on a temporary basis. In July 2002 a temporary officer began work to assist the ISU Manager in supporting the efforts of current and incoming Presidencies, current and future Co-Chairs, and other States parties, and in enabling the ISU to better and more promptly respond to information requests made by States parties. Plans are now in place to hire a permanent Implementation Support Officer soon after the 4MSP.

Activities

7. The ISU provided support to the work of the Coordinating Committee, particularly with respect to supporting the Coordinating Committee's efforts to enhance and ensure the ongoing relevancy of the Intersessional Work Programme. The ISU assisted the President in its efforts to communicate to others the activities of the Coordinating Committee by ensuring that "President's Summaries" of Coordinating Committee meetings were made available on the GICHD's web site (www.gichd.ch).

8. The ISU provided professional advice and support to the current President with respect to all facets of its duties. In addition, the ISU supported the incoming President's efforts to prepare for the 4MSP, in part by ensuring that draft documentation was distributed in a timely manner to all States parties and others, developing a web site on the 4MSP and working closely, as requested by the President-nominee, with the United Nations Department for Disarmament Affairs.

9. The establishment of the ISU enhanced the traditional level of service that the GICHD has provided to the Intersessional Work Programme. The ISU provided support to the Co-Chairs of the Standing Committees in the preparation of programmes for their meetings and in distributing detailed information on these meetings to participants. Over 470 participants attended the meetings of the Standing Committees in January, and over 440 in May. The ISU also provided support, in a manner consistent with its mandate, to States parties' informal initiatives related to the work of the Standing Committees, including supporting the work of Contact Group coordinators.

10. The ISU began to establish itself as a means for the States parties and others to obtain timely and comprehensive information on the Convention and the implementation of it. The ISU responded to dozens of information requests from States parties, States not parties and others, and enhanced the GICHD web site's Convention-related content. Upon receipt of invitations that were consistent with the ISU's mandate, the Manager of the ISU made presentations on the implementation of the Convention at various workshops and seminars.

11. The GICHD continued to administer the Sponsorship Programme established by some States parties to the Convention. The aim of the Programme is to support widespread participation in meetings related to the Convention. During each of the two periods of Standing Committee meetings, the Centre administered sponsorship to over 60 delegates. In addition, the ISU provided advice to the Programme's donors' group. (Note: The Sponsorship Programme's donors group retains the responsibility for making all decisions related to sponsorship.)

12. The ISU began work to establish a documentation resource facility to house and make accessible documentation on the establishment of the Convention and its implementation. In July 2002, a consultant was hired for a six-month period to coordinate the establishment of this facility. With the contributions of documents made by several States parties, the ICBL and the ICRC, significant progress in establishing this facility had already been made by September 2002.

Financial Arrangements

13. In accordance with the President's Paper on the Establishment of the Implementation Support Unit (ISU) and the agreement between the President of the 3MSP and the Director of the GICHD, the GICHD created a voluntary trust fund for activities of the ISU in late 2001. The purpose of this fund is to finance the on-going activities of the ISU, with the States parties endeavouring to assure the necessary financial resources. In 2001, contributions totalling CHF 127,342 were made to this fund and to date in 2002 contributions totalling CHF 368,248 have been made.

Contributions to the ISU Voluntary Trust Fund^a

	Contributions in 2001	Contributions in 2002
Australia	25 668	
Belgium		12 013
Canada		92 589
Ireland		73 991
Netherlands		88 878
Norway	96 698	100 777
South Africa	4 976	
Total	127 342	368 248

14. Following the GICHD Council of Foundation's acceptance of the mandate to establish the ISU, the GICHD in consultation with the Coordinating Committee developed a budget for the ISU covering the period 1 October 2001 to 31 December 2002. This budget,^b totalling CHF 456,000, was distributed to all States parties on 17 December 2001. As of 31 August 2002, actual expenditures totalled CHF 181,733. A budget covering calendar year 2003 will be established by the Director of the GICHD in consultation with the Coordinating Committee in November 2002 and will be forwarded to all States parties.

15. Following the end of the period covered by the current budget, an annual financial report will be submitted to the President/Coordinating Committee, to all donors and, upon request, to any State party and interested actor. The ISU's voluntary trust fund will be audited by an independent auditing company with the auditor's report forwarded to the President, Coordinating Committee and donors.

Appendix

Agreement between the States Parties of the Convention on the Prohibition of Anti-Personnel Mines and the Geneva International Centre For Humanitarian Demining on Implementation Support for the Convention

1. During the Third Meeting of States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction in Managua from 18 to 21 September 2001, the States parties to the Mine Ban Convention endorsed the Paper on the Implementation Support for the Convention on the Prohibition of Anti-Personnel Mines, as contained in Annex I to this Agreement. States parties warmly welcomed the establishment within the GICHD, of an Implementation Support Unit to further enhance the operation and the implementation of the Convention. States parties expressed their appreciation to the GICHD for its cooperation in the establishment of this unit, encouraged States in a position to do so to make voluntary contributions in support of the unit and mandated the President of the Third Meeting, in consultation with the Coordinating Committee, to finalize an agreement with the GICHD on the functioning of the unit. (Final Report APLC/MSP.3/2001/L.7)

2. The Council of Foundation of the Geneva International Centre for Humanitarian Demining accepted this mandate at its seventh meeting on 28 September 2001 and tasked the Director to conclude an agreement with the President of the Third Meeting of States Parties to the Mine Ban Convention.

MANDATE

3. The services GICHD provides to support the Mine Ban Convention include:
- 3.1 Preparing and supporting meetings of the Standing Committees and the Coordinating Committee, including writing summaries and facilitating follow-up activity;
 - 3.2 Providing independent professional advice and assistance to the Coordinating Committee;
 - 3.3 Establishing a documentation and resource database facility (on the Ottawa Process, Oslo Diplomatic Conference, Meetings of States Parties, SCEs, SCs and the CC).

IMPLEMENTATION SUPPORT UNIT

4. The Director of the GICHD shall take all appropriate measures consistent with this Agreement to establish an Implementation Support Unit to carry out the duties related to the Mine Ban Convention according to Part B of Annex I^c to this Agreement and shall ensure that these duties are carried out. The Implementation Support Unit should remain small in number of staff.

5. Where necessary, priorities shall be defined by the Coordinating Committee and the Director, in consultations with the States parties. Such priorities may be reviewed on a regular basis.
6. The Implementation Support Unit will in the performance of its substantive duties on implementation issues, receive direction from and support the work of the Coordinating Committee, ensuring ongoing input from States parties into the work of the ISU. The Director of the GICHD, or a representative, shall participate as an observer at meetings of the Coordinating Committee to ensure effective and close communications and coordination.
7. The personnel working in the Implementation Support Unit shall have the same status as other regular GICHD staff. Normal legal provisions as well as existing staff regulations and practices in GICHD apply to the personnel of the ISU.
8. The Director shall be responsible for the recruiting of staff members serving with the ISU. He shall consult the President of the Meeting of States Parties as well as the members of the Coordinating Committee. To maintain the independence of the ISU its staffing will not include personnel seconded by Governments.

REPORTING

9. The Director of the GICHD shall submit a report on the functioning of the implementation support to the States parties. This report is to be submitted at their annual meeting in written form. The report shall cover the period between two meetings of States parties.
10. The Director may be invited by the President or the Coordinating Committee to make an oral report on the functioning of the implementation support at the intersessional meetings or on other occasions.

FINANCES

11. A Fund for voluntary contributions shall be established to finance the ongoing activities of the ISU. The Fund shall be administered in Swiss Francs. The relevant details are provided in Annex II^d of this agreement.
12. The annual budget for the ISU will be established by the Coordinating Committee and the Director of the GICHD.
13. The budget document:
 - shall include figures for the forthcoming financial year;
 - shall, if necessary, indicate a set of priorities. These priorities shall be understood as guidelines in order to allocate available resources;
 - may be changed or amended at any time on mutual agreement.

14. The States parties endeavour to assure the necessary financial resources. GICHD will assist in this effort.
15. An annual financial report shall be submitted to the President/Coordinating Committee and to all donors. To assure transparency, the financial report shall be made available, upon request, to any Government, interested institution and/or person.
16. The Fund shall be included in the GICHD accounting system and be audited by an independent auditing company on an annual basis. The auditing report shall be forwarded to the President, the Coordinating Committee and to donors.

FINAL PROVISIONS

17. Wherever a clarification on the application of this Agreement is required, it should be discussed in a spirit of cooperation between the Coordinating Committee and the Director of GICHD or be transferred for consideration to the States parties.

DURATION

18. This Agreement may be changed or amended at any time on mutual agreement.
19. The Agreement shall enter into force upon signature by both parties. It will remain effective for at least one year. Withdrawal from this Agreement can be effected after this initial period by six months' written notice from either party.
20. Signed in the English and Spanish languages, on four copies, each text being equally authentic. In case of any inconsistency, the English version will take precedence.

For the
GENEVA INTERNATIONAL
CENTRE FOR HUMANITARIAN
DEMINING

original signed by:

Ambassador Martin Dahinden
Director of the Geneva International
Centre for Humanitarian Demining

Date: 7 November 2001

For
THE STATES PARTIES OF THE
CONVENTION ON THE PROHIBITION
OF ANTI-PERSONNEL MINES

original signed by:

Doctor Francisco Aguirre Sacasa
President of the Third Meeting of States
Parties, Minister of Foreign Affairs
of Nicaragua

Notes

- ^a As of 31 August 2002. All amounts in CHF.
- ^b Please note that basic infrastructure costs (e.g. general services, human resources, accounting, conference management) for the ISU are covered by the GICHD and therefore not included in the ISU budget.
- ^c Annex 1 to the signed original agreement consisted of the Third Meeting of the States Parties President's Paper on the Establishment of an Implementation Support Unit, document APLC/MSP.3/2001/1.
- ^d Annex II to the signed original agreement consisted of the bank account details of the Fund.