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**REPORT ON THE FUNCTIONING OF THE IMPLEMENTATION SUPPORT UNIT
SEPTEMBER 2002-SEPTEMBER 2003**

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Background

1. At the September 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 agreed to provide a mandate to the GICHD to establish the ISU. In addition, the 3MSP 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 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.

Activities

4. The ISU provided assistance to the President of the Fourth Meeting of the States Parties (4MSP) in support of his activities, particularly through the provision of professional advice, ensuring that arrangements were made for activities convened by the President and systematically distributing documents prepared in accordance with the President's responsibilities. Beginning in June, the ISU began to provide support of the President-designate as Thailand commenced preparations in advance of the Fifth Meeting of the States Parties (5MSP), 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 5MSP and working closely with the United Nations Department for Disarmament Affairs.
5. The ISU supported the work of the Coordinating Committee and assisted the President in his 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).

6. The ISU continued to enhance the traditional level of service that the GICHD has provided to the Intersessional Work Programme, particularly by supporting the application by Co-Chairs and Contact Group Coordinators of the 4MSP decision that the Intersessional Work Programme in the lead-up to the Convention's First Review Conference should focus with even greater clarity on those areas most directly related to the core humanitarian objectives of the Convention. In this regard, the ISU increased its efforts to inform mine-affected States Parties, those in the process of destroying stockpiled mines, and those in a position to provide assistance of the opportunities to participate in and have their voices heard during the Intersessional Work Programme.

7. In support of and at the request of Co-Chairs and Contact Group Coordinators, the ISU undertook research and prepared information documents on various aspects of the status of the Convention. In addition, in response to a request from the Co-Chairs of one Standing Committee, the ISU prepared a bibliography of documentation retained by the ISU on the subject of stockpile destruction.

8. The ISU increasingly became 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 party to the Convention, the media and others. The ISU significantly expanded the GICHD web site's Convention-related content, including by ensuring that timely information on the Intersessional Work Programme, Meetings of the States Parties and preparations for the First Review Conference was made available. Upon receipt of invitations that were consistent with the ISU mandate, the Manager of the ISU made presentations on the implementation of the Convention at various workshops and seminars.

9. 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 70 delegates. In addition, the ISU provided advice to the Programme's donors' group and information to sponsored delegates on how to maximise their participation in the Intersessional Work Programme.¹

10. The ISU, in accordance with its mandate, established the Convention's Documentation Centre, to house and make accessible documentation on the establishment of the Convention and its implementation. During the period covered by this report, a consultant completed his six-month task of ensuring that this facility would be operational by January 2003. At present the Documentation Centre contains over 3,000 reports, publications and other media, with new material added regularly.

¹ The Sponsorship Programme's donors group retains the responsibility for making all decisions related to sponsorship. The Programme is funded on a voluntary basis by these donors through contributions made to a separate trust fund.

General Operations

11. The 2003 budget for the ISU indicated that the ISU should remain small in number of staff and that in a manner consistent with this provision the staffing of the ISU in 2003 would remain at its level in the second half of 2002. In this context, in 2003 a full-time Implementation Support Officer was hired to replace a temporary staffing situation which had existed in the second half of 2002, with this officer joining the existing full-time ISU Manager and half-time Administrative Assistant.

Financial Arrangements

12. In accordance with the President's Paper on the Establishment of the Implementation Support Unit (ISU) and the agreement between the States Parties and 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.

Contributions to the ISU Voluntary Trust Fund² 1 January 2002 to 31 August 2003

	Contributions received in 2002	Contributions received in 2003 ³
Australia		45,045
Austria	8,030	
Belgium	12,012	14,470
Canada	92,589	46,553
Croatia		1,357
Germany		38,250
Iceland		6,550
Ireland	73,990	
Italy	78,408	
Mexico	8,880	
Netherlands	94,032	
New Zealand		19,064
Norway	100,778	91,750
Total	468,719	263,039

13. In accordance with the agreement between the States Parties and the GICHD, in November 2002 the Coordinating Committee was consulted on a 2003 ISU budget⁴, covering the period from 1 January to 31 December 2003 and totaling CHF 451,000. The President of the Fourth Meeting of the States Parties subsequently distributed this budget to all States Parties and appealed to the States Parties to provide voluntary contributions to the ISU Trust Fund.

² All amounts in CHF.

³ As of 31 August 2003.

⁴ 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.

14. In accordance with the agreement between the States Parties and the GICHD, the Voluntary Trust Fund's 2002 financial statements were independently audited (by PriceWaterhouse Coopers). The audit indicated that the financial statement of the Voluntary Trust Fund had been properly prepared in accordance with the accounting policies of the Foundation of the GICHD. The audited financial statement, which indicated that 2002 expenditures totalled CHF 350,659, was forwarded to the President of the Fourth Meeting of the States Parties, the Coordinating Committee and donors.
