

**THIRD CONFERENCE OF THE HIGH  
CONTRACTING PARTIES TO PROTOCOL V  
ON EXPLOSIVE REMNANTS OF WAR TO  
THE CONVENTION ON PROHIBITIONS OR  
RESTRICTIONS ON THE USE OF CERTAIN  
CONVENTIONAL WEAPONS WHICH MAY BE  
DEEMED TO BE EXCESSIVELY INJURIOUS  
OR TO HAVE INDISCRIMINATE EFFECTS**

CCW/P.V/CONF/2009/4/Add.1  
26 October 2009

Original: ENGLISH

---

**Geneva, 9 - 10 November 2009**

Item 10 of the provisional agenda

**Review of the status and operation of the Protocol**

**REPORT ON NATIONAL REPORTING**

Submitted by the Coordinator<sup>1</sup> on National reporting, pursuant to Article 10 (2) (b) of the Protocol, and Article 4 Generic Electronic Template<sup>\*</sup>

Addendum

**DRAFT GUIDE ON NATIONAL REPORTING UNDER CCW PROTOCOL V**

**INTRODUCTION**

1. Protocol on Explosive Remnants of War (Protocol V) to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects (CCW) recognizes the serious post-conflict humanitarian problems caused by explosive remnants of war (ERW) and addresses post-conflict remedial measures of a generic nature in order to minimize the occurrence, effects and the risk of explosive remnants of war.

2. In accordance with Article 5, paragraph 3 of the Convention, Protocol V entered into force on 12 November 2006, six months after the date by which twenty States have notified their consent to be bound by it in accordance with Article 4, paragraph 3 or 4 of the Convention.

3. The First Conference of the High Contracting Parties to Protocol V, held on 5 November 2007, decided to establish a database on Protocol V, pursuant to its Article 10, paragraph 2 (b),

---

<sup>1</sup> In accordance with the relevant decision of the Second Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War, as contained in paragraph 46 (d) of its Final Document (CCW/P.V/CONF/2008/12) the discussions on National reporting, pursuant to Article 10 (2) (b) of the Protocol and on Article 4 Generic Electronic Template were coordinated by Mr. Henrik Markuš of Slovakia.

<sup>\*/</sup> Submitted after due date and as soon as received by the Secretariat.

consisting of the initial national reports, annual or immediate updates of the national reports, and/or summary cover pages, if applicable, on matters pertaining to the implementation of Protocol V. The Protocol V database is maintained by the CCW Secretariat and is, as a rule, accessible for all: the High Contracting Parties, States not parties, as well as the general public. Access to sensitive information may be restricted by the State concerned to the High Contracting Parties only. The States not parties to the Protocol have been encouraged to also provide voluntary national reports for the database. The national reports and their annual updating shall cover the issues stipulated in paragraph 25 of the Final Document of the First Conference of the High Contracting Parties to Protocol V (CCW/P.V/CONF/2007/1). They are contained in the reporting forms as approved by the First Conference, which are contained in Annex VI of the Final Document of the Conference.

4. The purpose of this draft “Guide on National Reporting under Protocol V” is:
  - (a) to provide a handy tool in the form of recommendations that would motivate and assist the High Contracting Parties in preparing and submitting their national reports thus fulfilling their legal obligations under the respective provisions of the Protocol V;
  - (b) to increase the quality and improve the substance of the reports with a view of making them a comprehensive and useful instrument for the implementation of the Protocol V, in particular its international cooperation and assistance provisions.
5. This draft “Guide on National Reporting under Protocol V” has no particular legal status. It represents a check list of questions<sup>2</sup> related to the issues of each of the reporting forms. It is recommended to be used as a tool at the discretion of the High Contracting Parties to facilitate them in meeting their reporting obligations under Protocol V.
6. It is aimed at clarifying the degree of specificity by providing recommendations on elements to be included in the national reports and assisting the High Contracting Parties to standardize their reporting.
7. This guide may be adapted nationally. It may also be kept under review nationally and improved as per the specific requirements of the High Contracting Parties. They are encouraged to share their experiences in utilizing the guide.
8. The High Contracting Parties are also encouraged to inform all the relevant organizations and personnel at a national level about the existence of this Guide.

---

<sup>2</sup> The check list of questions appears in bold throughout the text.

**ANNOTATED  
REPORTING FORMS  
PURSUANT TO ARTICLE 10, PARAGRAPH 2 (b) OF THE PROTOCOL AND THE  
DECISION OF THE FIRST CONFERENCE OF THE HIGH CONTRACTING  
PARTIES TO PROTOCOL V**

(As adopted by the First Conference at its second plenary meeting on 5 November 2007)

HIGH CONTRACTING PARTY: **Name of the reporting State**

NATIONAL POINT(S) OF CONTACT (Organization, telephones, fax, e-mail):

**Details of the person/organization responsible for preparing the report and in a position to provide clarifying information.**

DATE OF SUBMISSION: **Date of sending the report to the CCW Secretariat. Initial reports shall be submitted 180 days after the entry into force of the Protocol to the High Contracting Parties. The annual updates shall be submitted by 31 March of every year**

(dd/mm/yyyy)

This information can be available to other interested parties and relevant organizations

☐ YES

☐ NO

☐ Partially, only the following forms:

A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐

**Pursuant to the relevant decision of the First Conference of the High Contracting Parties to Protocol V (CCW/P.V/CONF/2007/1, paragraph 24) access to sensitive information may be restricted by the State concerned to the High Contracting Parties only**

FORM A: Steps taken to implement Article 3 of the Protocol: Clearance, removal or destruction of explosive remnants of war

---

High Contracting Party: **Name of the reporting State**

---

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

---

Steps taken to implement the provisions of Article 3:

**1. State whether the reporting State exercises control on the territory affected by explosive remnants of war (ERW).**

**2. If YES:**

- **If known and relevant, describe the cause of the ERW contamination, e.g.:**
  - **Residual Unexploded Ordnance (UXO).**
  - **From which armed conflict.**
  - **From test ranges.**
  - **Resulting from Abandoned Explosive Ordnance (AXO).**
- **Provide the details on the extent of contamination.**
  - **Describe the geographic locations affected (geographic references).**
  - **Describe the types of ordnance that constitute the contamination.**
  - **If known and possible, identify or review of humanitarian risk (possible effects of ERW to civilian population, etc.)**
- **If applicable and possible, describe the steps taken to implement the responsibilities set out in Article 3:**
  - **Describe steps being taken to survey and assess the threat posed by ERW.**
  - **Describe steps being taken to assess and prioritize the needs and practicability in terms of marking and clearance, removal or destruction of ERW.**
  - **Describe steps being taken to mark and clear the contaminated areas and destroy ERW.**
  - **Provide a timeline for the assessment of the threat posed by ERW as well as prioritized efforts to mark, clear and remove or destroy ERW.**
  - **Describe the steps taken to mobilize resources to carry out activities required to implement Article 3.**

- Describe any ongoing project for the elimination of the risk arising from the ERW contamination.
- Describe the standards used to implement Article 3, including international standards such as International Mine Action Standards (IMAS).
- Identify the subjects responsible for coordinating and implementing marking and clearance activities (international or private institutions, governmental organizations, military department, police, etc.).
- Describe the resources for marking and clearing operations:
  - Budget allocations for marking and clearing.
    - Amounts of funds used to date.
    - Estimate of resources needed to clear contaminated areas.
    - Steps taken to mobilize resources funding from the third parties (international, domestic).

**3. State whether explosive remnants of war occurred from the activity of the reporting State during an armed conflict after the entry into force of the Protocol in a territory that is (currently) outside its control. If yes and if possible, describe the kind of assistance (technical, financial, material, in-kind, or personnel) that has been provided at the end of the armed conflict to facilitate the marking, clearance, removal, or destruction of ERW, either bilaterally or through a mutually agreed third party.**

Any other relevant information:

- Provide information on past and/or ongoing-clearance operations.
- List the organizations providing financial and technical support or personnel.
- List the standard references.

FORM B: Steps taken to implement Article 4 of the Protocol: Recording, retaining and transmission of information

---

High Contracting Party: *Name of the reporting State*

---

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

---

Steps taken to implement the provisions of Article 4 and the Technical Annex:

- 1. Describe any laws and or regulations requiring recording, storage and transmission of information in the reporting State. If possible, provide in attachment the text of such laws or regulations.**
- 2. State whether the reporting State has an established national database to record munitions usage by location and type of ordnance as well as estimates/reports of UXO other than the Article 4 generic electronic template.**
  - **If YES, describe:**
    - **If applicable, the database (electronic or paper form).**
    - **Type of information contained in the database.**
  - **If NOT, explain what action the reporting State has taken in respect to the Article 4 generic electronic template, e. g.:**
    - **Incorporation of the Article 4 generic electronic template into military regulations, instructions, etc.**
    - **Article 4 generic electronic template has been adapted for the use at the national level.**
- 3. Describe who has responsibility for:**
  - **Recording the information.**
  - **Compiling and transmitting the information.**
- 4. State whether the relevant authorities and military commanders and soldiers in the field have been duly informed about the national database or the Article 4 generic electronic template, as appropriate.**
  - **Describe programs, courses, etc. to explain to the military commanders and soldiers its purpose/benefits and to educate how to use the national database / the template in practice. Explain whether:**

- The responsible authorities are aware of the fact that recording, retaining and possible transmission of the information outlined in the Part I of the Technical Annex is a legally-binding obligation under Protocol V's Article 4 paragraph 1.
- They distinguish between this obligation and the fact that the obligation to make available without delay the information recorded after the cessation of active hostilities to the party or parties in control of the affected area without delay is subject to these parties' legitimate security interests (Article 4 paragraph 2).

**5. State whether the national database / Article 4 generic electronic template has already been used in situations for which it has been designed and where such an obligation exists under Article 4 paragraph 1 of the Protocol V.**

Any other relevant information:

FORM C: Steps taken to implement Article 5 of the Protocol: Other precautions for the protection of the civilian population, individual civilians and civilian objects from the risks and effects of explosive remnants of war

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

- 1. Identify the measures taken for the protection of the civilian population, such as:**
  - Marking, fencing and monitoring of the ERW contaminated areas.**
  - Warning signs that have been used and if how their compatibility with international standards has been addressed.**
- 2. Detail warnings, risk education and other information provided to civilians, such as:**
  - Steps and resources to ensure that warnings and risk education are provided to civilians in contaminated areas and to civilians likely to transit contaminated areas, including internally displaced persons.**
  - The way how the warnings etc. are provided (radio, television, seminars, presentations at school, information bulletin, etc.).**
  - Educational or training activities for the civilian population.**
  - Integration with the national education system (is the education integrated to the national education system, or is it on an ad hoc basis).**
  - Timeframes during which warnings and risk education activities were initiated and undertaken and if they are still ongoing.**

--



High Contracting Party: **Name of the reporting State**

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

**1. Report whether any humanitarian organizations has requested assistance. If applicable, identify which ones.**

**2. Describe the form of assistance to humanitarian organizations (general examples of assistance provided), such as:**

- **Briefings on areas affected and types of ERW.**
- **Maps of ERW-affected areas and identification of safe corridors.**
- **Escorts of humanitarian organizations through ERW-affected areas.**
- **Clearance of safe corridors.**

Any other relevant information:

--	--

High Contracting Party: **Name of the reporting State**

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

### Steps taken to implement the provisions of Article 7:

- 1. State whether the reporting State has provided assistance to other states with respect to existing ERW, i.e., existing prior to the entry into force of the Protocol.**
- 2. Identify what type of assistance is provided.**
  - Specify the field of assistance (i.e. marking, clearance, removal, destruction, risk education, care and rehabilitation and social and economic integration of victims, training of personnel etc.).**
  - Specify the type of assistance (i.e. financial, material, human resource, technical, provision of technical equipment, other).**
- 3. If appropriate, provide details of the assistance provided to each State.**
- 4. State whether the reporting State requested assistance.**
- 5. Specify what type of assistance was requested (copies of the request could be provided upon request or attached to the report).**
- 6. Clarify whether the reporting State would be in position to provide any information regarding resources that it can make available (financial resources, EOD teams, technical equipment, etc.).**

Any other relevant information:

--

FORM F: Steps taken to implement Article 8 of the Protocol: Co-operation and assistance

High Contracting Party: **Name of the reporting State**

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

Steps taken to implement the provisions of Article 8:

1. State whether the reporting State has provided assistance for ERW after entry into force of the Protocol for:
  - Marking and clearance operations.
  - Removal or destruction of ERW.
  - Risk education of civilians.
  - Victim assistance.
  - Training of personnel involved in the above.
  - Indicate what was the amount of and the timeframe for the assistance.
2. Specify through what organizations was assistance provided, e.g.:
  - Through the UN system (specify the agency/department).
  - Through international, regional or national organizations or institutions.
  - Through the International Committee of the Red Cross (ICRC), national Red Cross or Red Crescent Societies and their International Federation.
  - Through Non-Governmental Organizations (NGOs).
  - Through bilateral agreements or other forms of bilateral cooperation.
3. State whether the assistance was provided through participation in joint operations or in cooperation with other organizations.
  - If so, specify the organizations or joint operations.
4. If appropriate, present information on assistance provided for the care and rehabilitation and social and economic integration of victims of ERW, such as:
  - Assistance-provided:
    - For activities undertaken regarding data collection in relation to victims of ERW.
    - For activities undertaken to conduct needs assessments in relation to victims of ERW.

- For activities undertaken to ensure legal and policy frameworks were put in place, including a national plan on victim assistance.
  - Assistance provided through (e.g. UN system, relevant international, regional or national organizations, the ICRC, national Red Cross and Red Crescent Societies and their International Federation, NGOs or on a bilateral basis).
  - Designated national focal point for victim assistance.
  - Steps to allocate and mobilize resources for victim assistance.
  - Steps to involve victims and their representatives in decision making and the provision of assistance.
  - Guidelines and good practices used in the provision of assistance to victims.
5. Report contributions to UN trust funds within the UN system as well as to other relevant funds.
    - Specify to what fund(s) was the contribution(s) made.
    - Indicate what was the amount and purpose for the funds.
  6. Provide information on participation in exchange of equipment, material and scientific and technical information (other than weapons technology) necessary for the implementation of the protocol, such as:
    - Type of equipment, material or information exchanged.
  7. If appropriate, present information on information provided to relevant databases on mine action, such as:
    - Databases to which the information was transmitted.
    - Period of time covered by the data.
    - Any other relevant information (e.g. means and techniques for ERW clearance, list of experts, expert agencies and national points of contact on clearance, risk education, and assistance to victims, of ERW, technical information on relevant types of ERW).
  8. State whether the reporting State receiving assistance participated in programs to provide assistance.
    - Describe the programs or organizations in which it participated and what type of assistance was received.
  9. State whether the reporting State has submitted a request for assistance to the UN, other appropriate bodies and organizations or to other states. If so, specify whether:
    - The request was for financial or technical assistance.
    - The request included a request for assistance with marking, fencing, clearance or removal, destruction, risk education training and/or victim assistance.
    - The requests were, to the reporting States knowledge, transmitted to other HCP, relevant international organizations or NGOs.

Any other relevant information:

**Provide other information, if appropriate:**

- **Describe, in particular, what steps have been taken to implement the Program of Action on Victims Assistance adopted by the Second Conference of High Contracting Parties.**

FORM G: Steps taken to implement Article 9 of the Protocol: Generic preventive measures

---

High Contracting Party: **Name of the reporting State**

---

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

---

Steps taken to implement the provisions of Article 9 and the Technical Annex:

- 1. Describe the implementation of Part 3 of the Technical Annex to Protocol V.**
- 2. State whether such practices are incorporated into national laws or regulations.**
  - Identify the relevant laws and regulations.**

Any other relevant information:

**Provide other information, if appropriate and possible, for example:**

- Measures taken to ensure the minimization of ERW during the training process of armed forces in peace time.**
- Measures applied to improve the reliability of explosive ordnance intended for production or procurement to the highest possible reliability.**

High Contracting Party: **Name of the reporting State**

---

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

- 1. Provide information on instructions and operating procedures issued by the armed forces and relevant agencies or departments and on training of its personnel consistent with the relevant provisions of Protocol V.**
- 2. Provide information on consultations and cooperation undertaken with other High Contracting Party bilaterally, through the Secretary-General of the United Nations or through other appropriate international procedures, to resolve any problems that may arise with regard to the interpretation and application of the provisions of Protocol V.**

--

FORM I: Other relevant matters

---

High Contracting Party: **Name of the reporting State**

Reporting for time period from: \_\_\_\_\_ to \_\_\_\_\_  
[dd/mm/yyyy] [dd/mm/yyyy]

---

Any other relevant information:

- 1. If appropriate, provide further details regarding national Point of Contact or department/agency/organisation responsible for the implementation of different provisions of Protocol V.**
  - 2. Any additional information on the dissemination of Protocol V and other relevant information on such as the collection of data for the National report.**
-