

# Meeting of the High Contracting Parties 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

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Consideration of the report of the Implementation Support Unit

## Report of the Implementation Support Unit

### Submitted by the Implementation support Unit

#### Introduction

1. The CCW Implementation Support Unit continued its operation in 2014, in pursuit of its mandate agreed to by the 2009 Meeting of the High Contracting Parties to the Convention<sup>1</sup> to “operate in the most efficient way and [...] perform the following tasks:

(a) Provide administrative support to and prepare documentation for meetings agreed by the meetings of the High Contracting Parties to the CCW, Amended Protocol II and Protocol V;

(b) Facilitate communications among High Contracting Parties and, upon request, with international organizations;

(c) Serve as a focal point for submission of information by and to the High Contracting Parties related to the Convention and its annexed Protocols; develop and maintain the CCW website and the CCW databases as directed by the annual Meetings of the High Contracting Parties;

(d) Support the High Contracting Parties, on request, in the implementation of the CCW and its Protocols and assist the Secretary-General of the United Nations in the discharge of his/her responsibilities pursuant to Article 11 (2) of Protocol V, Article 14 (4) of Amended Protocol II and the CCW Compliance mechanism;

(e) Contribute to the promotion of the universalization of the CCW and its annexed Protocols and support the High Contracting Parties in the implementation of the CCW Plan of Action for the Universalization of the CCW and its Protocols and the CCW Sponsorship Programme;

(f) Perform any other duty as mandated by the High Contracting Parties of the CCW or its Protocols.”

<sup>1</sup> Final report CCW/MSP/2009/5, paragraphs 34 to 37.



2. The ISU is located in the Geneva Branch of the United Nations Office for Disarmament Affairs, which subsidises the ISU through a range of services which include, financial, logistical, administrative and personnel management. The Branch also facilitates the ISU's compliance with United Nations rules and regulations so as to enhance its effective functioning. The Branch is instrumental in coordinating and liaising with the United Nations Office in Geneva's relevant services supporting the organization of CCW meetings and conferences. The ISU has two staff members: Mr. Bantan Nugroho, Head of the Unit, and Ms. Hine-Wai Loose, Political Affairs Officer. Mr. Nugroho is responsible for management of the ISU, financial and budgetary matters, Amended Protocol II, CCW compliance reporting, the Sponsorship Programme and universalization. Ms. Loose is responsible for Protocol V, the CCW Meeting of the High Contracting Parties, lethal autonomous weapons systems (LAWS), mines other than anti-personnel mines (MOTAPM), and universalization. The ISU has been assisted by the following interns: Ms. Maria Victoria Messeri, 9 February to 8 May 2015; Ms. Artida Minga, 23 February to 24 July 2015; and Ms. Adriana Seefried, 1 September 2015 and ongoing.

### **Support for Protocol V and Amended Protocol II**

3. In advance of this year's expert meetings on Protocol V, Amended Protocol II and lethal autonomous weapons systems (LAWS), the ISU organized an informal preparatory meeting on 6 March 2015.

4. For the Protocol V Meeting of Experts, from 7 to 8 April 2015, the ISU coordinated with the President-designate, five Coordinators and one Friend of the Coordinator on their respective preparations; assisted with the drafting and sending of messages to delegations on behalf of the President-designate, followed-up with States on presenting updates on implementation, assisted with the preparation of briefs, assisted the Coordinators with the drafting of their reports, and continued to update the Protocol V website.

5. Specific areas of work under Protocol V were:

(a) On cooperation and assistance, the ISU is currently assisting the Coordinator with putting together a paper on those States and organizations, which are in a position to provide assistance, and the needs of those affected States requiring support with addressing explosive remnants of war.

(b) On generic preventive measures, the ISU assisted the Coordinator with circulating the questionnaire on the management of munitions sites and assessing the responses.

(c) On national reporting, the ISU revised the national reporting template to merge Forms E and F following the decisions taken at the Eighth Conference, provided an assessment of the reporting under Article 5 – "Other precautions for the protection of the civilian population, individual civilians and civilian objects from the risks and effects of Explosive Remnants of War", organised a separate session for those States Parties seeking guidance on reporting and held a meeting with those States Parties which have never submitted a report under Protocol V to explain what information is required in the national reporting form.

(d) On victim assistance, the ISU prepared an analysis of the progress made by affected States Parties on their implementation in the area of victim assistance. This included consulting with affected States. There continued to be coordination with other fora and organisations addressing victim assistance. Also, the ISU provided comments on the United Nations Inter-Agency Coordination Group on Mine Action (IACG-MA) draft policy on victim assistance.

6. For the Group of Experts on Amended Protocol II, which took place from 9 to 10 April 2015, the ISU assisted with the preparation and communication of the President-designate's and the Coordinators' plans to States and international organisations. The ISU also prepared briefings, charts and presentations for the Coordinator on the Operation and Status of Amended Protocol II, and carried out an analysis of Form E on "Measures taken on international technical information exchange, on international cooperation on mine clearance, and on technical cooperation and assistance."

7. The ISU assisted the Co-coordinators with their work on Improvised Explosive Devices (IEDs) in implementing their mandate. The ISU assisted with the consultations on direction of the IEDs work, identification of presenters for the Group of Experts, launching the questionnaire on international cooperation in countering IEDs to States. The ISU attended the "International Counter-Improvised Explosive Device (C-IED) Leaders' Forum" organized by INTERPOL and the Government of Australia (Australian Defence Force and Australian Federal Police), from 2 to 4 September 2015 in Canberra. At this meeting, the ISU presented the work of Amended Protocol II on IEDs.

### **Support for the Meeting of Experts on lethal autonomous weapons systems**

8. In 2015 a major area of work for the ISU was assisting the Chair, Ambassador Michael Biontino, with organizing the meeting of experts on LAWS, which took place from 13 to 17 April 2015. The ISU assisted the Chair with preparing the Programme of Work and Food-for-thought paper; assisted the Chair and Friends of the Chair (Albania, Chile, Hungary, Republic of Korea, Sierra Leone, Sri Lanka and Switzerland) with their briefs; assisted in identifying experts; prepared draft media statements and organised a press conference; and coordinated with international organisations, non-governmental organisations and academics on their participation. During and following the Meeting of Experts, the ISU supported the Chair and Friends of the Chair in carrying out their responsibilities, assisted with finalizing and submitting the Chair's report of the meeting; and updating the webpages on LAWS. The ISU continues to respond to a range of questions on LAWS from within the United Nations and outside organizations.

### **Conferences on the CCW, Amended Protocol II and Protocol V**

9. At the time of the submission of the present report, the ISU was in the process of organising this year's annual conferences on the CCW, Amended Protocol II and Protocol V, including organizing administrative support, drafting reports, and preparing briefings for the office holders and coordinators. In advance of the CCW conferences, the ISU organised an informal preparatory meeting on 17 September 2015.

### **Promotion and universalization of the Convention and its Protocols**

10. The ISU continued to provide up to date information and advice to the High Representative for Disarmament Affairs, Mr. Kim Won-soo, on his activities in promoting the CCW's work. The ISU responded to questions from the United Nations Secretary-General concerning allegations of the use of incendiary weapons in Syria and the role of Protocol III.

11. The ISU supported the efforts of the officeholders to promote universalization. This included drafting and dispatching a joint message from this year's President-designates to the Ministers of Foreign Affairs of States not yet party to the CCW; drafting statements,

background papers and briefs on joining the CCW; and organising regional and bilateral meetings with States not yet party to the Convention. The ISU responded to questions from and followed up with individual States on their progress towards joining the CCW. Also the ISU continues to coordinate with the United Nations Office of Legal Affairs on individual States accession processes.

12. The ISU continued to promote the CCW and disseminate information on its purpose and objectives. For example, the ISU made presentations to numerous groups of students, professionals and diplomats visiting the United Nations. The ISU is in the process of updating its booklet on the background and how to join the CCW and intends to complete this task by the end of 2015. Given that Amended Protocol II and Protocol V are the CCW's two most substantive Protocols, the ISU is currently looking at initiatives to further support their universalization. This year the ISU had the opportunity to attend the "International Conference on Demining and Counter Improvised Explosive Devices", from 29 June to 1 July 2015 in Moscow, which provided an invaluable opportunity to speak with several non-States Parties on joining the CCW.

### **Sponsorship Programme**

13. The ISU assisted in organising the work of the Steering Committee of the Sponsorship Programme, which met twice this year. For the Amended Protocol II and Protocol V meetings of experts, the ISU assisted with the identification of candidates and closely coordinated with the Geneva International Centre for Humanitarian Demining (GICHD) on organizing the sponsorship of candidates. The ISU organised briefings for the sponsored delegates on universalization and implementation during the meetings of experts. Also, the ISU assisted individual sponsored delegates at the beginning of the meetings to brief them on the programme of work and when they intend to intervene or make presentations at the sessions. The ISU drafted the report of the Sponsorship Programme, which was then approved by the Steering Committee.

### **Communications amongst the High Contracting Parties**

14. The main means of communicating information to the High Contracting Parties, international organisations and non-governmental organisations are through official letters, e-mail messages, faxes and the CCW website ([www.unog.ch/ccw](http://www.unog.ch/ccw)). The ISU has experienced problems with its own e-mail list and keeping this up-to-date. To overcome these problems, the ISU sought to limit the number of e-mails to two per delegation, has sent important messages by fax and is launching a questionnaire for delegations to provide their feedback on communications. The ISU continued to update and improve the CCW website. With the assistance of the interns, the ISU has uploaded numerous statements and summary records. The ISU has also coordinated with the Division of Conference Management on the new system for making audio recordings of all official meetings and conferences held at the Palais des Nations.

### **Support for reporting on CCW Compliance, Amended Protocol II and Protocol V**

15. The ISU continued to update the officeholders and States Parties on the status of the reporting rates, to post all national annual reports on the website and to respond to all inquiries on national reporting. A total of 153 CCW compliance, Amended Protocol II and Protocol V annual national reports have been uploaded on the website.

## **Other issues**

16. The ISU continues to maintain contact with High Contracting Parties and organisations working on mines other than anti- personnel mines (MOTAPM). This year the ISU contributed to the session on MOTAPM at the Eighteenth International Meeting of Mine Action National Programme Directors and UN Advisors and the one day event on MOTAPM, to be hosted by the UNODA, United Nations Mine Action Service (UNMAS) and GICHD to be held on 6 November 2015.

17. The ISU attended and participated in the Legal Weapons Forum hosted by the United Kingdom, on 22 September 2015. Also, the ISU made a presentation on the experiences and lessons learnt of the CCW and Protocol V at the seminar on "Improving transparency, oversight and accountability for any use of armed unmanned aerial vehicles outside areas of active hostilities", hosted by UNODA and United Nations Institute for Disarmament Research (UNIDIR), from 15 to 16 June 2015, in Geneva

## **Costs estimates and final expenditures of CCW meetings in 2014**

18. Last year the High Contracting Parties requested the ISU "to continue to report annually on its activities, including on its estimated costs and actual costs."<sup>2</sup> The tables containing the breakdown of the estimated costs compared to the final expenditures of all the meetings held last year are contained in the attached annex. Throughout this year the ISU has coordinated with the Financial Services of UNOG and UNODA on the issue of outstanding contributions of States.

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<sup>2</sup> Final Report, CCW/MSP/2014/9, paragraph 34.

## Annex

### Costs estimates and final expenditures of CCW meetings in 2014

#### Group of Experts on Amended Protocol II (Geneva, 1 – 2 April 2014)

	<i>Cost estimates<sup>3</sup></i>	<i>Final Expenditures</i>
	<i>USD</i>	<i>USD</i>
Conference-servicing items		
Interpretation and meeting servicing	27,700.00	28,000.00
Support Services requirements	2,100	1,716.00
Other requirements	9,300	9,220.43
Sub-total conference-servicing requirements (inclusive of 13% programme support costs)	39,100	38,936.43
Grand total	39,100	38,936.43

#### Meeting of Experts on Protocol V (Geneva, 3 – 4 April 2014)

	<i>Cost estimates<sup>4</sup></i>	<i>Final Expenditures</i>
	<i>USD</i>	<i>USD</i>
Conference-servicing items		
Interpretation and meeting servicing	27,700.00	28,000.00
Support Services requirements	2,100.00	1,716.00
Other requirements	9,300.00	8,292.43
Sub-total conference-servicing requirements (inclusive of 13% programme support costs)	39,100	38,008.43
Grand total	39,100	38,008.43

<sup>3</sup> CCW/AP.II/CONF.15/4.

<sup>4</sup> CCW/P.V/CONF/2013/9.

### Meeting of Experts on Lethal Autonomous Weapons Systems (Geneva, 13 – 16 May 2014)

	<i>Cost estimates<sup>5</sup></i>	<i>Final Expenditures</i>
	<i>USD</i>	<i>USD</i>
Conference-servicing items		
Interpretation and meeting servicing	78,000.00	79,196.00
Support Services requirements	4,200.00	3,397.00
Other requirements	9,500.00	13,550.41
Sub-total conference-servicing requirements (inclusive of 13% programme support costs)	91,700.00	96,143.41
Grand total	91,700.00	96,143.41

### Eighth Conference of the High Contracting Parties to Protocol V (Geneva, 10 – 11 November 2014)

	<i>Cost estimates<sup>6</sup></i>	<i>Final Expenditures</i>
	<i>USD</i>	<i>USD</i>
Conference-servicing items		
Interpretation and meeting servicing	27,700.00	25,707.00
Translation of documentation	112,900.00	113,237.00
Support Services requirements	2,700.00	2,363.00
Other requirements	24,400.00	20,246.65
Sub-total conference-servicing requirements (inclusive of 13% programme support costs)	167,700.00	161,553.65
Non-conference servicing requirements		
One P-3 staff for six months	106,600.00	88,654.04
Equipment and Supplies	2,000	-
Sub-total non-conference servicing requirements	108,600.00	88,654.04
Programme support costs @ 13% of non-conference servicing requirements	14,100.00	11,525.03
Sub-total non-conference servicing requirements (inclusive of 13% programme support costs)	122,700.00	100,179.07
Grand total	290,400.00	261,732.72

<sup>5</sup> CCW/MSP/2013/8.

<sup>6</sup> CCW/P.V/CONF/2013/8.

**Sixteenth Annual Conference of the High Contracting Parties to  
Amended Protocol II (Geneva, 12 November 2014)**

	<i>Cost estimates<sup>7</sup></i>	<i>Final Expenditures</i>
	<i>USD</i>	<i>USD</i>
Conference-servicing items		
Interpretation and meeting servicing	13,900.00	13,571.00
Translation of documentation	61,600	148,787.00
Support Services requirements	1,700	1,182.00
Other requirements	22,000	14,198.28
Sub-total conference-servicing requirements (inclusive of 13% programme support costs)	99,200	177,738.28
Non-conference servicing requirements		
One P-3 staff for six months	106,600	77,752.58
Equipment and Supplies	2,000	-
Sub-total non-conference servicing requirements	108,600	77,752.58
Programme support costs @ 13% of non-conference-servicing requirements	14,100	10,107.84
Sub-total non-conference servicing requirements (inclusive of 13% programme support costs)	122,700	87,860.42
Grand total	221,900	265,598.70

<sup>7</sup> CCW/AP.II/CONF.15/5.



**2014 Meeting of the High Contracting Parties to the Convention on  
Certain Conventional Weapons (CCW) (Geneva, 13 – 14 November  
2014)**

	<i>Cost estimates<sup>8</sup></i>	<i>Final Expenditures</i>
	<i>USD</i>	<i>USD</i>
Conference-servicing items		
Interpretation and meeting servicing	27,700.00	27,142.00
Translation of documentation	132,000.00	103,817.00
Support Services requirements	2,700.00	2,363.00
Other requirements	40,400.00	28,537.96
Sub-total conference-servicing requirements (inclusive of 13% programme support costs)	202,800.00	161,859.96
Non-conference servicing requirements		
One P-4 staff for 12 months	232,000.00	222,576.14
Travel	10,000	141.59
Equipment and Supplies	2,000	-
Sub-total non-conference servicing requirements	244,000.00	222,717.73
Programme support costs @ 13% of non-conference- servicing requirements	31,700	28,953.30
Sub-total non-conference servicing requirements (inclusive of 13% programme support costs)	275,700	251,671.03
Exchange rate gain/loss		(50.92)
Grand total	478,500.00	413,480.07

<sup>8</sup> CCW/MSP/2013/6.