

**Fourth Review Conference of the States Parties to
the Convention on the Prohibition of the Use,
Stockpiling, Production and Transfer of
Anti-Personnel Mines and on Their Destruction**

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**Consideration of the 2020-2024 five-year work plan and budget and of the 2020 work plan and budget
of the Implementation Support Unit**

Implementation Support Unit 2020 Budget and Work Plan

Submitted by the Implementation Support Unit Director*

I. Introduction

1. The following budget and activities are to be read in conjunction with the ISU's five-year work plan and budget covering the period of 2020-2024.

II. 2020 Anti-Personnel Mine Ban Convention ISU Budget

Staff costs

2. The 2020 budget is intended to cover the salaries and related social costs of 3.6 full-time-equivalent staff positions. These positions include one full-time director and three professional officers (totalling 3.6 full-time-equivalent staff).¹

Travel costs

3. The 2020 budget is intended to cover the costs of an estimate of up to twenty-four (24) missions by ISU staff, in total including thirteen (13) missions for mine clearance support, five (5) missions for the purpose of liaison and / or participating in conferences, UN meetings or similar events that relate to matters concerning the implementation of the Convention, and up to five (5) missions concerning support to States Parties in the implementation of their victim assistance commitments. The ISU will carry out one (1) preparatory mission to the host of the Nineteenth Meeting of the States Parties. As a rule, staff travel is in economy class.

* The present document was submitted after the deadline to include the latest available data.

¹ From the period of 1 January 2020 – 31 August 2020, the ISU staff will total 3.3 full-time equivalent staff. Following 31 August 2020, the staff will be adjusted to a total of 3.6 full-time-equivalent-staff.



Communication, public relations and other implementation support costs

4. Other implementation support costs include matters such as room rentals for committee meetings, catering for lunch-time meetings, working translations of requests for extended mine clearance deadlines and Article 7 reports, interpretation, when required, publications, communications, short term consultancies and staff training, etc.

Financial Security Buffer

5. At the time of drafting this work plan and budget, the financial security buffer contains a total of CHF 986'512 with an anticipated total of CHF116'180 and CHF 86'291 allocated to Enhanced Support in and the ISU Work Plan, respectively, in 2019 in line with the decision of the Seventeenth Meeting of the States Parties.² In line with the decision of the Fourteenth Meeting of the States Parties (14MSP), the Fourth Review Conference will make a decision on how to apportion the 2018 Trust Fund Surplus. The 2019 surplus funding will, in accordance with the 14MSP decision, provisionally be placed in the financial security buffer until a decision on how to apportion the surplus is taken at the Eighteenth Meeting of the States Parties.

6. According to the 14MSP decision, the financial security buffer is to contain an amount equivalent to one year of ISU expenditures related to core support in order to guarantee the basic operation of the ISU for any foreseeable year.

III. Extra-budgetary activities

7. On 4 August 2017, the European Council adopted a Decision in support of the implementation of the Maputo Action Plan for the Implementation of the 1997 Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction with the ISU selected as the Implementing Agent. The Council Decision includes activities to support States Parties in the implementation of the aims of the Convention including in the areas of universalization, victim assistance, mine clearance, and stockpile destruction. The Council Decision was subsequently endorsed by the Coordinating Committee of the Convention.

8. The Council Decision includes funding for additional human resources to support the activities foreseen in the decision to ensure alignment with the decision of the 14MSP, in particular the matter concerning "extra-budgetary tasks".

9. The Council Decision will be carried out over a three-year period until 31 October 2020 and has a total budget of 2'303'274.47 EUR which include funding to cover the cost of activities and additional personnel.

IV. GICHD support to the ISU

10. Costs for infrastructure, logistics and administrative services in support of the ISU (i.e., office rent and supplies, information technology and telecommunications, website management, travel services, human resources management, insurance, financial management, and contract and document management), are not included in this budget. These costs are covered by the GICHD general budget with funds provided by Switzerland.

² At the Seventeenth Meeting of the States Parties, the Meeting approved the apportion of the 2017 ISU Trust Fund surplus in a manner that ensures that (a) the financial security buffer contains an amount equivalent to one year of expenditures related to core support as provided for in the ISU yearly budget and that (b) the surplus financial means not needed for the financial security buffer are allocated to expenditures related to enhanced support as provided for in the Implementation Support Unit 2019 Work Plan and Budget and (c) any additional surplus be allocated to implement the 2019 ISU Work Plan.

The value of this support is estimated at approximately CHF 220'000 in 2020. The estimated value of these activities is a result of monitoring by the GICHD of actual levels of support provided.

11. Costs associated with providing substantive support to the Presidency and Committees in preparing the two-day intersessional meetings are covered by the ISU budget.

12. Costs totalling CHF 85'000 related to facility rental, interpretation (Arabic, English, French, Russian and Spanish) and conference management for the intersessional meetings are covered by the GICHD budget, again with funds provided by Switzerland.

13. The GICHD will also provide general administrative support to the ISU (in line with the normal level of administrative services provided to the ISU) relating to the implementation of the European Union Council decision of 4 August 2017. The support of the GICHD will be partly compensated at the end of the agreement in 2020 by the Council Decision.

14. Costs associated with providing strategic direction to the Sponsorship Programme are covered by the ISU budget. Costs related to the administration of the Sponsorship Programme, including travel and accommodation services as well as reporting and auditing are covered by the GICHD, again on the basis of funds provided by Switzerland. The value of these costs is projected to be CHF 15,000 in 2020.

15. A portion of ISU staff time is also consumed in providing value-added to the GICHD (which is not discounted from the GICHD's extrapolation of costs associated with hosting the ISU). The intended results of activities in this area include that the GICHD's support activities are enhanced through the contribution of ISU expertise.

V. ISU 2020 Budget

2020 ISU BUDGET

Salaries	491'321 ³
Social Costs	100'721
Subtotal staff costs	CHF 592'042
Staff travel	CHF 45'000
Other support costs ⁴	CHF 30'000
Subtotal travel and other support	CHF 75'000
Total	CHF 667'042

³ Taking as a benchmark the salary scales of similar Secretariats while recognizing the need to ensure the long-term financial sustainability of the ISU, the budget includes a 1.5% increase in salaries based on inflation and seniority, as approved by the Coordinating Committee, in line with the decision of the Fourteenth Meeting of the States Parties.

⁴ Includes Communication, translation, short term support, public relations and other support costs.

Objectives⁵

	<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Impact</i>
Support to the Convention's Committees and the President	Support the Committee in implementing their respective mandate in line with the ISU's Five-Year Work Plan and Budget 2020-2024.	Up to 50 Committee meetings have been supported.	The Coordinating, Article 5 Implementation, Cooperative	The implementation of the Convention has been enhanced.
	The ISU will prepare for, support and follow-up on approximately 10 meetings of the Coordinating Committee, 10-15 meetings of the Committee on Article 5 Implementation, 6-10 meetings of the Committee on Cooperative Compliance, 10-15 meetings of the Committee on Victim Assistance, and 10-15 meetings of the Committee on the Enhancement of Cooperation and Assistance. This includes supporting the Committee in reaching out to relevant States Parties.	Up to five special initiatives of Committees / Chairs are undertaken.	Compliance, Victim Assistance and Cooperation and Assistance Committees, and the Convention's President, perform in a manner that is to the satisfaction of the States Parties.	Implementation of the Oslo Action Plan is advanced.
	The ISU will, in eight instances, assist Committees in the preparation of "preliminary observations, "conclusions" and "observations and recommendations" for the intersessional meeting and the Eighteenth Meeting of the States Parties.	"Preliminary observations, "conclusions" and / or "observations and recommendations", as relevant, have been presented by Committees at intersessional meetings and at the Eighteenth Meeting of the States Parties.		
	The ISU will, on 2-5 occasions, support Committees that wish to undertake special initiatives (e.g., panel discussions, symposiums, etc.) to promote implementation. The ISU will also support the Committees in disseminating lessons learned and best practices to States Parties in implementation of the Convention and Oslo Action Plan's commitments in line with their respective mandates.	The President and the Committees have received the information and advice necessary to carry out their functions.		
	The ISU will provide to the Committees advice on any issue related to the pursuit of the Convention's aims. The ISU will support the Committees with any additional efforts in implementing their mandates.			

⁵ The activities highlighted in support of the President, Committees and States Parties does not preempt any decisions made by the States Parties concerning the implementation machinery of the Convention.

	<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Impact</i>
Support to the Convention’s meetings	The ISU will provide the President and Committees with advice and support necessary to prepare for the annual Pledging Conference, intersessional meeting, the Eighteenth Meeting of the States Parties and its preparatory meetings.	The President and the Committees have received the advice and support necessary for a successful Pledging Conference, intersessional meetings, Eighteenth Meeting of the States Parties and its preparatory meetings	The Pledging Conference, intersessional meetings, the Eighteenth Meeting of the States Parties and preparatory meetings are substantively and organisationally successful.	The implementation of the Convention has been enhanced.
	The ISU will provide advice and support to the presumed president designate of the Nineteenth Meeting of the States Parties in order to ensure that preparations proceed in a timely manner. This will include 1 planning mission by 2 ISU staff members in the second half of 2020.	The Nineteenth Meeting of the States Parties President / host has received the advice and support necessary to ensure that sound preparations are underway.	Preparations begin for the successful execution of the Nineteenth Meeting of the States Parties.	The meetings take place in a format which advances the aims of the Oslo Action Plan.

	<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Impact</i>
Victim assistance support	The ISU will support the Committee on Victim Assistance's efforts to provide each "State Party with mine victims in areas under its jurisdiction or control" with advice on reporting and acting on the victim assistance commitments contained in the Oslo Action Plan.	The Committee receives the necessary information and support to provide advice and support to States Parties with mine victims in areas under their jurisdiction or control to enable them to report on the victim assistance commitments contained in the Oslo Action Plan.	Each State Party with mine victims in areas under its jurisdiction or control has reported on the implementation of its victim assistance commitments contained in the Oslo Action Plan.	Progress has been made towards the full participation of mine victims in all spheres of their societies on a basis equal to others.
	The ISU will support the Committee in gathering information on efforts made by States Parties to implement victim assistance and disability activities relevant to the work of the Convention in order to support their efforts in support of States Parties;			Increased support is provided to States Parties which sees a more effective
	The ISU will ensure engagement with States Parties that having reported a significant number of landmine survivors to ensure, amongst other things, awareness of the tools that have been developed by the States Parties to support Victim Assistance efforts;	States Parties receive support and advice on acting on the victim assistance commitments contained in the Oslo Action Plan.	The Committee on Victim Assistance and relevant organisations have an increased sense of how to best cooperate to meet the objectives of the Oslo Action Plan.	implementation of the victim assistance commitments of the Oslo Action Plan.
	The ISU will provide in-country support to up to 5 individual States Parties in their efforts of integrating victim assistance into broader domains by, for example, facilitating stakeholder dialogues.	The Committee receives information on the status of victim assistance activities in States Parties.		
	The ISU will provide support to the Committee in its collaboration with victim assistance actors of other disarmament instruments as well as with Committee on the Rights of Persons with Disabilities (CRPD) and the Special Rapporteur on the Rights of Persons with Disabilities for the elaboration of policies and recommendations for States Parties and to improve the Convention Machinery.	The Committee receives the necessary information and support in its effort to increase its cooperation with victim assistance actors of other disarmament instruments and organizations working in the area of development, health, disability and human rights in Geneva.		

	<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Impact</i>
Mine clearance support	The ISU will provide to each States Parties that have been requested by Meetings of States Parties / Review Conferences to act upon decisions pertaining to the implementation of Article 5, advice and support to enable them to act on these decisions fulfil their completion plans and implement their commitments.	The 31 States Parties that have been requested by Meetings of the States Parties / Review Conferences to act upon decisions pertaining to their implementation of Article 5 have received sufficient advice and support to enable them to act on these decisions.	The 31 States Parties that have been requested by Meetings of States Parties / Review Conferences to act upon decisions pertaining to their implementation of Article 5 act as requested.	Progress has been made in the implementation of Article 5.
	The ISU stands ready to carry out up to 13 missions to respond to requests of States Parties with Article 5 deadlines in 2021 and 2022 and in support of States Parties that have been requested in decisions on extension requests granted by Meetings of the States Parties to provide updated work plans. Additionally, the ISU will provide advice and support to States Parties in preparing and tabling a declaration of completion or, in case the State Party cannot do otherwise, to prepare and submit, on time, an extension request in accordance with the process established by the Seventeenth Meeting of the States Parties and the recommendations adopted by the Twelfth Meeting of the States Parties.	The 10 States Parties with Article 5 deadlines in 2021 and 2022 and other relevant States Parties and have received advice and support to either prepare and submit, on time, an extension request, or prepare and table a declaration of completion.	High quality declarations of completion have been tabled or high-quality requests for extensions are submitted by all relevant States Parties.	Increased support is provided to States Parties which see a more effective implementation of the mine clearance commitments of the Oslo Action Plan.

	<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Impact</i>
Support in fulfilling the President's mandate	Support the President with the implementation of its mandate concerning Article 4 of the Convention, State Party that reports previously unknown stockpiles and efforts to address matters concerning retained mines under Article 3.	Each State Party in the process of implementing Article 4, each State Party that has reported previously unknown stockpiles and each State Party retaining mines under Article 3 has received sufficient advice and support to act on commitments contained in the Oslo Action Plan.	Each State Party in the process of implementing Article 4, each State Party that has reported previously unknown stockpiles and each State Party with retained mines under Article 3 has acted on their commitments contained in the Oslo Action Plan.	Progress has been made in the implementation of Article 4.
	If requested, support the States Parties with outstanding Article 4 obligations, States Parties that discover previously unknown stockpiles and States Parties retaining mines under Article 3 with reporting in line with the Oslo Action Plan.			Increased and more effective implementation of the stockpile destruction commitments of the Oslo Action Plan.
	Support the President with the implementation of its mandate concerning universalization. In particular, support the President in compiling information concerning universalisation, coordinating bilateral meetings with States not party and with an informal universalization working group of the Convention and any other matter concerning the President's universalization mandate, as requested by the President.	The President has the support necessary to act on its mandate including on reporting on the status of implementation of Article 4.	States not party participate in the work of the Convention and engage with the President.	Progress has been made towards universalization of the Convention and implementation of the universalization commitments of the Oslo Action Plan.
	Support the President with the implementation of its mandate concerning Article 7 of the Convention.	The President receives the support necessary to carry out efforts to Universalize the Convention.	Each contributing State Party has made their contribution to the ISU, Review Conference and Sponsorship Programme.	There is greater predictability of funding to be provided to the ISU.
	Provide advice and support required by the President to mobilize resources in support of the Convention's ISU and the Eighteenth Meeting of the States Parties and Sponsorship Programme.	The President receives the necessary information and support to ensure a successful Pledging Conference.		

	<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Impact</i>
Support for other matters	The ISU will provide advice and support to all States Parties in acting on their transparency obligations under Article 7 of the Convention and transparency commitments of the Oslo Action Plan.	Each State Party has received information it requires to act on its transparency obligations under Article 7 of the Convention and transparency commitments in the Oslo Action Plan.	States Parties have acted on their transparency obligations under Article 7 of the Convention and transparency commitments in the Oslo Action Plan.	Improvements have been made in the quantity and quality of transparency information provided. Greater clarity on the status of implementation of the Convention has been obtained.
Support for the Sponsorship Programme	The ISU will develop strategic plans for the Coordinator of the Sponsorship Programme for the intersessional meetings and the Eighteenth Meeting of the States Part to sponsor up to 60 persons total depending on the availability of funds and act on the decisions of the Sponsorship Programme's Donors' Group. Support the Sponsorship Programme Coordinator in mobilizing resources for the Sponsorship Programme.	The Sponsorship Programme Donors' Group and its Coordinator have the information and advice necessary to take decisions on sponsorship. The Sponsorship Coordinator receives support the necessary support to carry out efforts to mobilize resources for the Sponsorship Programme	Two sponsorship programmes are administered (intersessional meetings and Eighteenth Meeting of the States Parties). The Sponsorship Programme counts on sufficient funding to ensure the participation of States requiring support to participate in the work of the Convention	Participation in the work of the Convention is enhanced, especially by ensuring the representation of relevant experts from States Parties with key obligations still to fulfil.

	<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Impact</i>
Communications, liaison and record keeping	The ISU will convene and / or participate in liaison meetings with the ICBL, ICRC, UN, GICHD and other relevant actors that participate in the work of the Convention such as the HALO Trust, MAG, and NPA etc...	Relationships with partners have been maintained and, as relevant, new relationships have been formed.	Support provided to States Parties has been enhanced.	The public profile of the Convention is enhanced.
	The ISU will liaise with actors that participate in the work of the Convention and will communicate to wider audiences about the Convention, including by participating in activities in Geneva and abroad. The ISU will carry out up to 5 missions for the purpose of liaison and / or participating in conferences or similar events that relate to matters concerning the implementation of the Convention	States Parties' representatives and other organisations and entities have become more knowledgeable about the Convention.	The Convention has been made more visible in the public domain and the public has an increased opportunity for the work of the Convention.	The pursuit of the Convention's aims is enhanced.
	The ISU will lead seminars or provide training on understanding the Convention and its operations.	Delegations have been well informed about the outcomes of the Convention's meetings.	Representatives of States Parties have the documentation needed to efficiently carry out their work as concerns the Convention.	
	The ISU will ensure the Convention's presence on social media platforms and increase the frequency of updates to the home page on the Convention's website.	A wider audience beyond the <i>Convention community</i> has been made aware of the progress made by the Convention and of the challenges that remain.		
	The ISU will maintain and enhance the Convention's Documentation Centre and communicate, as appropriate, the decisions and priorities resulting from the Convention's meetings.			
	The ISU will respond to inquiries from States Parties and inquiries from other actors regarding matters pertaining to the Convention.	Information on the Convention and its implementation has been made readily accessible to States Parties and other interested actors.		