

*6th Meeting of the CCM Coordination Committee  
Tuesday 27 March*

**Minutes**

**List of attendees :**

- Belgium
- Japan
- Portugal
- New Zealand
- Lao PDR
- Ireland
- Spain
- Norway
- Austria
- Bosnia Herzegovina
- Holy See
- UNDP
- UNODA

**Agenda Item 1: Welcome and Introduction by the President**

**The President** welcomed the participants and thanked them for the commitment displayed in steering their respective thematic work and their support to the presidency.

**Agenda Item 2: Update by the President**

**The President** first touched upon the open-ended informal consultations and underlined its usefulness in displaying the different views of States on the different matters discussed and particularly on President's mandate to establish an ISU, its financing and the hosting agreement with the GICHD. She further emphasized the support for the ISU working paper shown and thanked the coordinators for their contributions to the better.

She then highlighted that a considerable amount of states expressed preference for either a fully assessed or hybrid financial model, with a number of states having emphasized flexibility and five states having expressed a preference for voluntary contribution. She further pointed to emphasis put on getting the financial model for an ISU right from the start and prior to the formal set up of an ISU. She informed the coordinators that a working paper on the financing of the ISU is being prepared for further discussion in the Coordinaton Committee and consultations with States Parties.

She then pointed to requests brought forward by states regarding the recruitment process foreseen, post levels and competencies of future ISU staff, more specific Terms of Reference and exploring ways of cooperation with other institutions to avoid duplication of tasks and responsibilities. She informed that these elements are all being considered and welcomed any further input from the coordinators.

She further thanked the coordinators for attending the informal working level meeting and reminded the participants to provide input to the detailed provisional programme the next day, sent letters by coordinators for circulation by the end of the week, make suggestions as to which states/individual candidates would provide added value to the respective thematic sessions and thus be approached for sponsorship and finally to direct any side event requests

to [nina.grellmann@undp.org](mailto:nina.grellmann@undp.org). The executive coordination team will also share an updated registration list for internal circulation.

She then updated coordinators on the meeting held with the GICHD. She informed that she had briefed the GICHD director in terms of ISU related aspects and outlined the frame within which the GICHD would be expected to provide its services once all issues related to the establishment and financing of the ISU are resolved and agreed upon. These are more specifically, the hosting agreement between States Parties and the GICHD itself, the recruitment of the ISU Director and staff, the applicability of GICHD internal rules and regulation as established by States Parties and the concrete services provided by the GICHD and the relevant costs. She informed coordinators that information drawn from the meeting is being used to *draft elements for a draft agreement between the States Parties and the GICHD* for presentation at the Intersessionals and later circulation to States, along with the paper on the financing model and the paper on elements for a draft decision.

Finally, the President stated that initial ideas for the content of the Oslo Progress Report are being developed and encouraged coordinators to start thinking about their respective sections. She further informed that a series of guidance questions is being finalised and an OPR template containing these will be made available to coordinators soon. She encouraged coordinators to make substantive contributions until 5 May and announced that an updated draft, based on the content provided will be circulated to a wider group of interested states and other stakeholders on 7 May. The deadline for this round of contributions will be 28 May, allowing enough time to finalise the report before the 1 July deadline for translation.

The president opened the floor for discussion and following no interventions from the floor moved to the next agenda item.

### **Agenda Item 3: Preparations for the Intersessionals**

**The President** asked the Executive Coordinator to give a short presentation on the preparation of the Intersessional Meeting.

**The Executive Coordinator** thanked the coordinators for their active participation in the working-level meeting and emphasised its usefulness especially with regards to planning the respective sessions at the Intersessional Meeting.

She further informed the coordinators that the Executive Coordination team is working on an Annotated Provisional Programme and reminded the coordinators to provide input to that. She then asked coordinators to voice any specific requests for bringing affected states requiring sponsorship into their sessions to the Executive Coordination Team and pointed to the limited time frame due to visa regulations. She reminded that a package including letters from the Coordinators will be sent on the first week of April and therefore, asked the Coordinators to send the relevant documents as soon as possible.

She further informed the coordinators that the Executive Coordination Team has started working on the Oslo Progress Report and in that respect is already gaining further substance from the National Director's meeting, where Peru had announced its upcoming ratification in plenary.

### **Agenda Item 4: Update from Coordinators**

**The President** asked the coordinators to present any updates.

**The Coordinator on Transparency Reporting** informed the Coordination Committee that it is planned to send out a generic letter reminding all States Parties to submit their Art. 7

reports. Furthermore, based on the experience of the Mine Ban Treaty, letters will be prepared to remind specific states of some elements. They also underlined that reporting should pay particular attention to cooperation and assistance, especially as this aspect is explicitly mentioned in the Convention. They pointed to a database for cooperation and assistance in the framework of the CCW, where countries outline their needs and what they could provide. Would further like to invite the coordinators on cooperation and assistance and on transparency, Mexico & Spain (CCM), Albania & Thailand (APMBC) Ukraine and India (CCW), to work on avoiding duplication and explore possibilities for convergence with specific format between APMBC, CCW and CCM, and therefore, improving the reporting situation. Have asked States Parties to the Mine Ban Treaty to provide information on matters concerning resource mobilization which they deem also important for the Oslo Process.

Are further working in a guide on reporting and reminded coordinators of an email sent the week before. Have received some contributions but most certainly would welcome more input from the colleagues. Will try to organize a short informal contact group with all colleagues interested in reporting to discuss what can be done to facilitate future reporting, and to gain further input for the reporting guide.

**The Coordinators on Internation Cooperation and Assistance** emphasised the special status of cooperation and assistance as an obligation to all States Parties in the Convention on Cluster Munitions and thus considers it as something of value to be included in reporting. Further, signalled that it would be open to exploring synergies so that countries do not duplicate their efforts and potential reporting fatigue can be avoided. Considers it useful to sit down with colleagues to see what can be done in different conventions.

The Coordinators have also been thinking of other ways to explore cooperation needs. In this regard, would like to use the Convention's website and include a portal to post projects for donors. Donors would thus not only have access to requests at meetings, but continuous contact between donors and affected states could also be established. However, as the current website does not allow for privately accessed information to be posted, not much can be posted there in that regard. A well-formatted transparency report would also allow states to make this information public through their existing Article 7 obligations but that would have to be discussed with the other team.

Inquired whether the report could be provided in word format instead of pdf, as the pdf format requires using a typewriter or filling it out by hand.

**UN ODA** answered that they have the word format but are not allowed to post it online for security reasons. Are currently working on pdf fill-in format and are exploring possibilities of an online reporting form. Hope to have the online reporting form for the CCW as pilot project soon.

**The President** expressed satisfaction with the level of cooperation within the CCM and reminded coordinators of the spirit agreed on last year. Even though the Coordination Committee provides a rather informal context, would advise caution when linking this work to the CCW and other conventions. This should be kept to the Intersessional Meeting. Does not want to touch on any sensitivities as for example Lebanon is not member of CCW. Remain open to explore possibilities of informal collaboration in the context of the intersessional programme of work and when it come to practical aspects if wished for by States Parties but would like to sound a note of caution.

#### **Agenda Item 5: Appointment of new Coordinators (2012-2014)**

**The President** stated that, aiming at establishing practices characterizing the Convention, she has requested Norway to conduct consultations to identify coordinators, just as Lebanon as

president-designate had done it the year before. She expressed confidence that Norway will use the opportunity of the Intersessional Meeting to identify potential candidates for the presidential term of 2013-2014 (3 MSP to end of 5 MSP) and encouraged those coordinators finishing their terms to come in with suggestions.

**Agenda Item 6: Preparations for the 3MSP**

**The President-designate** informed coordinators that practical preparations are being taken in Oslo. Are currently preparing a presentation during the Intersessionals lasting approximately 30 minutes where they will present the website, registration procedures, logo and motto.

**The President** thanked Norway for the update and expressed her anticipation of the presentation.

**Agenda Item 6: AOB**

**The President** informed coordinators that that the next Coordination Committee Meeting will take place on Thursday 12 April instead of 2 April and aims at updating everyone on state of affairs prior to the Intersessional Meeting and enable coordinators to implement any last minute updates before the meeting.

She further reiterated her thanks for everyone's participation in the meeting and wished the attendees a "jouyeux paques" and nice holidays.