



MINUTES OF THE CCM COORDINATION COMMITTEE MEETING

Held on Friday 27 January 2017

at the Permanent Mission of the Federal Republic of Germany, from 10:00 – 11:30 hours

1. Present:

Germany - 7MSP President

H.E. Michael Biontino
Mr. Toralf Pilz

Australia

Mr. Hugh Watson

Bosnia and Herzegovina

Mr. Asim Dorović

Chile

Mr. Hellmut Lagos

Croatia

Ms. Ines Sprem Scigliano

France

Ms. Camille Guffet

Iraq

Mr. Emad Al-Juhaishi

Italy

Dr. Silvia Cattaneo

Mexico

Ms. Paola Ramírez
Mr. Víctor Martínez

Netherlands

Ms. Sachi Claringbould

New Zealand

Ms. Katy Donnelly

Norway

Ms. Malgorzata Hauge

Switzerland

Mr. Laurent Masméjean

Zambia

Mr. Samson Lungo

Cluster Munition Coalition

Ms. Amélie Chayer

ICRC

Mr. Louis Maresca

Secretariat ISU-CCM

Ms. Sheila Mweemba
Mr. Matthieu Laruelle

Apologies received

Costa Rica

Ms. Maricela Muñoz

2. Opening Remarks by the President

President of the Seventh Meeting of States Parties (7MSP), Ambassador Michael Biontino of the Federal Republic of Germany, opened the first Coordination Committee meeting of 2017 and the fourth under the German presidency with warm New Year wishes to all the Committee members. As there were no additional items to add to the provisional Agenda, it was adopted by the Meeting and the President proceeded with the Agenda as presented.

3. Approval of the Minutes of 7 December 2016

The Committee approved without corrections the draft Minutes as a correct record of what had transpired during the Coordination Committee Meeting held on 7 December 2017.

4. Update from the 7MSP Presidency

Ambassador Biontino commenced the presidency's update with a reminder to the meeting that the two top priorities of the German Presidency up to the 7MSP would be the development of a structured dialogue with States not party to the CCM and the Country Coalitions strategy.

4.1 Structured Dialogue

With regards to the structured dialogue, the President reported that Germany had already started sending out letters to target States. The President further reminded that two categories of States had been identified and that the strategies for engaging in a structured dialogue would be developed accordingly. He explained that the first set of States were those that had not yet joined the CCM as a result of administrative obstacles or had raised security and/or political concerns while the second set included those hard core States that had made it clear that they would not be joining the Convention in the foreseeable future.

The President acknowledged that the second group would be more difficult to approach but that he would nevertheless meet with them bearing in mind realistic expectations. He added that even though in some cases the chances of convincing these States to join the Convention were slim, he hoped to raise awareness about the CCM and adherence to its objectives. The President would also encourage them to at least become observers during meetings of the Convention or to provide clarity on their positions regarding the CCM. The President highlighted that while he was aware that this was a confidence-building dialogue that would require time, it was nonetheless important to start engaging in a constructive dialogue with these states. He stressed that the Presidency was flexible and would adapt its outreach approach on a case by case basis. The President gave as an example, the case of some States that had responded to the invitation letter indicating that they would themselves invite the Presidency to a meeting at an opportune time. The President concluded by informing that, when appropriate, he would invite the ISU-CCM and Coordinators on Universalization to these bilateral meetings.

4.2 Country Coalitions Concept

In presenting the Country Coalitions initiative, the President confirmed that the Bangkok seminar would be held on 16 - 17 March 2017 and that "save the date" invitations would shortly be sent out. The President explained that invitations would be extended to a wide range of stakeholders, including donor States, implementing agencies and civil society. In this regard, the President informed that the Cluster Munition Coalition (CMC) would be engaged in the identification of the key civil society players in the region to be invited to the seminar. While acknowledging that the timing was short, the President expressed optimism that the meeting would take place. He was also hopeful

that a second seminar on lessons learnt would be organized in Addis Ababa in April 2017. Finally, the President welcomed the participation of all Coordinators in the Bangkok seminar but emphasized that they would have to cover their own expenses.

In response to a request from Norway for clarification on the 20th December 2016 brainstorming meeting on the country coalitions concept, the President informed the Committee that the brainstorming session had been aimed at identifying key issues, actors and defining the agenda of the upcoming seminar in Bangkok. He highlighted that some of the issues considered included where mine action stood in the region, the civil societies/operators working in the region and the possibility of the Geneva Centre for Humanitarian Demining (GICHD) presenting on the subject of technical survey. Both the European Union as the financier of the seminar and the French think tank organization, *La Fondation pour la recherche stratégique*, had attended the meeting. The President concluded by saying that the meeting did not culminate into any major decisions and would therefore, the concept would continue to be refined.

4.3 ISU-CCM Finances

The President started this update by saying that he had two key priorities when it came to the matter of ISU-CCM finances. These were putting the ISU-CCM in a more stable funding state and the review of the financing mechanism of the ISU-CCM.

4.3.1 ISU-CCM Financing

The President mentioned that his first priority was to stabilize the ISU-CCM finances. To this end, the President informed the meeting that since the last Coordination Committee, the Presidency, with the support of the ISU-CCM, had sent personalized letters to States Parties reminding them to pay their contributions towards the ISU's 2017 budget. The President also reported that he had personally delivered some of the letters to States Parties that had not paid their 2016 contributions. He emphasized that letters had been sent to both States with small and large outstanding contributions as it was symbolically important, regardless of the amount due, for each State Party to comply with its financial obligations.

4.3.2 Review of the ISU-CCM Financing Procedures

The Presidency informed the meeting that its second priority was in line with the decision taken by States Parties at the First Review Conference to review the Financial Procedures of the ISU-CCM at the 7MSP. He reminded the meeting that the ISU-CCM funding mechanism was a hybrid model based on both assessed and voluntary contributions. The President, however, emphasized that what mattered most was to effectively receive the contributions allowing for the ISU-CCM to be fully funded and operational. To that effect, the President reminded the meeting that Bosnia and Herzegovina together with Switzerland, in their capacity as Coordinators on the General Status and Operation of the Convention, would assist the presidency in identifying ways to address this important issue. The President then gave the floor to Switzerland to illuminate more the matter.

Switzerland, speaking on behalf of the Coordinators on the General Status and Operation of the Convention, indicated that they would thoroughly analyze the current financing model taking into account all pertinent aspects. Switzerland further mentioned that during the second stage, they would approach States Parties to define a way forward and invited the Committee to submit any ideas they might have in this regard. The Coordinators hoped that steps that would reinforce the financial model would be reached ahead of the 7MSP where the review would be discussed.

In recalling the decisions taken at the First Review Conference, Switzerland further elaborated that in addition to reviewing the financing model, Coordinators would also explore possible synergies with other Implementation Support Units, in particular with the Implementation Support Unit of the Anti-Personnel Mine Ban Convention (APMBC). Switzerland concluded by highlighting that both issues (finances and synergies) were partly interconnected.

In the ensuing discussion, the Netherlands suggested to also look at the ATT model as a possible mechanism with regards to the revision of the financial model. In response, the Committee was informed that the Coordinators were still looking into the technical make-up of the Agreement. The Coordinators would first start the consultation process and then get back to the Coordination Committee when they had a clearer picture on the way ahead.

On the theme of synergies, the President informed that a first meeting with the Austrian Presidency of the APMBC, the Coordinators on the General Status and Operation of the Convention, the GICHD, APMBC ISU and CCM ISU Directors would be held on 22 February 2017. The President explained that the purpose of the meeting would be to start looking at options for possible synergies between the two ISUs. He further described two approaches. The first approach would consist in developing a top down model with a pyramidal structure led by one Director and composed of two units with different mandates; while the second approach would be based on a bottom up model where ISUs would share administrative/personnel matters as well as work together where tasks overlap such as on clearance, land release and risk reduction education. The President however acknowledged that membership of the two Conventions was different and that some States would object to these proposals. In that regard, Switzerland added that the priority of the Coordinators would be to map out all the elements first.

In the ensuing debate, Italy welcomed the idea of further developing synergies between the APMBC and the CCM and highlighted that it was in line with previous proposals already presented by Italy on the matter. Against this backdrop, Italy offered its support to the President and the Coordinators on the General Status and Operation of the Convention. While thanking Italy for its offer, Switzerland said that it would first look into different options taking into account various issues and then start a round of consultations.

In contributing to the discussion, Australia informed that Coordinators of the APMBC Coordination Committee had discussed the use of an individualized approach during their last meeting and that they would be interested to learn from the Country Coalitions approach developed by the German Presidency of the CCM. Australia further highlighted that where there was dual membership this approach would be useful.

In its contribution to the discussion, the Netherlands reported that in its capacity as Chair of the Committee on Enhancement of Cooperation and Assistance under the APMBC, they had also been looking at options for individualized approaches to provide assistance to States. The Netherlands added that such an approach initially presented by the previous chair Switzerland had been formally included in the 15MSP *Conclusions and Recommendations of the Committee on the Enhancement of Cooperation and Assistance* and adopted by the MSP. The Netherlands subsequently highlighted that it would be beneficial for both Conventions to share information on target States to avoid unnecessary duplication of work and efforts. In this context, the Netherlands indicated that a pilot project was undertaken with Croatia at the 15MSP and that the approach was now being discussed with Sudan as well – which should lead to a meeting at the Intersessional Meeting in June. Finally the Coordinator mentioned that initial meetings with two other States to inform them of the approach would be held at the 20th National Mine Action Programme Directors and UN advisors meeting (20NDM-UN).

The President informed the meeting that he had been invited by UNMAS to present the Country Coalitions concept at the 20NDM-UN. In summing up the discussion, the President highlighted that the Country Coalitions and the individualized approach were very similar.

4.3.3 Financing formal CCM Meetings

In reference to the Summary report of the Meeting the President had held earlier in the month regarding general CCM finances, Italy wanted to know whether the UN had sent out invoices for the 2017 meeting as States had not yet received them. The 7MSP President clarified that a follow up meeting would be held in March to ascertain whether or not there would sufficient funds to enable the 7MSP to go ahead.

In contributing to the discussion, Switzerland stated that the CCM arrears situation was not as dire when compared to other Conventions but that did not mean that the issue should not be addressed. As to the letters, Switzerland informed the meeting that UNODA was looking at issuing one single invoice with a balance of dues/contributions and amounts to be paid for this year. However, Switzerland highlighted that UNODA would first prioritize the CCW and then address the issue with other Conventions.

In the ensuing debate, the Netherlands asked why the UN invoices had not been sent end of December given that the CCM budget had been agreed upon already months ago. The ISU-CCM Director suggested that probably the delay was a result of the late closing of the UN accounts of some of the other Conventions due to some technical problems which had required manual calculations to be made.

The President concluded discussion on this matter by stating that it was not clear yet how the UN would go about collecting the arrears, mainly with other Conventions.

4.4 Seventh Meeting of States Parties (7MSP) logo

The Presidency officially presented the 7MSP logo and explained that during the past months, together with the ISU-CCM, it had developed a template for a more standardized MSP logo for use by the current and future presidencies. For the 7MSP, the German presidency had incorporated the “dove of peace” into the logo.

The Presidency elaborated on the fact that the logo was intended to allow each subsequent presidency to incorporate its national logo or insignia of choice alongside that of the CCM. The Presidency emphasized that having a standardized logo would provide better visibility for the Convention and strengthen its identity. He concluded by informing the coordinators that they were welcome to use the logo as well.

4.5 Exploring Synergies between Conventions - Land release Workshop

Pursuant to the directive given to the 7MSP President to explore synergies between Conventions especially the APMBC, the President reported to the meeting that there were efforts being made to fulfill this instruction. He then gave the floor to the ISU-CCM Director to provide a short description of an initiative on land release led by the APMBC 16MSP President.

The ISU-CCM Director briefly explained to the meeting that she had been informed by the GICHD that the APMBC Presidency, with the technical support of the GICHD, was planning to organize an event across Conventions on land release alongside the APMBC intersessional meetings in June 2017 in order to take advantage of the presence of capital based delegates. The Director informed that the

purpose of the workshop was to promote a common understanding of the land release concept by all States party to the two conventions. However, as the structure of the workshop was still being elaborated, she was unable to provide further information at that time.

5. **Presentation by the Coordinators on implementation of operational plans based on approved thematic concept notes of their work up to the 7MSP**

5.1 Victim Assistance (Italy and Chile)

On behalf of the Coordinators on Victim Assistance, Italy explained that it had started working on the outputs outlined in its Action Plan presented during the last Coordination Committee meeting. The Coordinators reported that 12 target States with Victim Assistance obligations had already been identified and that they would focus during the first phase of the action plan on bilateral outreach through letters to 6 of these States Parties. It was reported that the letters were in the process of being drafted and would be sent the week after.

The Coordinators highlighted that they would follow up on the letters during the *Informal meeting on Enhancing International Cooperation and Assistance under the CCM* organized by the International Cooperation and Assistance Coordinators, Australia and Iraq, on 8 February 2017. Italy further reported that Croatia and Albania had been identified as States that could be approached to share best experiences in Article 5 implementation, particularly in relation to the application of an integrated approach to victim assistance. In concluding their submission, the Coordinators stated that, depending on the availability of funds, they hoped to organize a side event on victim assistance in cooperation with VA coordinators/committees of the AMPBC and Protocol V of the CCW. The event, whose possible thematic focus was still being discussed by the Coordinators with input from various partners, could be held in the margins of CCW meetings or the sidelines of the APMBC intersessional meetings to ensure attendance by capital-based representatives. This was in an effort to get as many people as possible working on victim assistance matters in capitals. The actual dates were still being considered and would be communicated once confirmed.

5.2 Universalization (France and Zambia)

Zambia, reporting on behalf of the Coordinators on universalization, circulated two documents - an action plan and a timeline for the actions - based on its approved concept note. Zambia highlighted that efforts by the Coordinators on universalization would complement activities executed by the Presidency. The Coordinator then invited the meeting to look at the documents distributed and described the timeline of meetings with its target States, planned activities and expected outputs per quarter up to the 7MSP.

Given this background, the Coordinators explained that during the first quarter of the year they would send letters and hold bilateral meetings with the following 8 Signatory States: Haiti, Indonesia, Philippines, Jamaica, Madagascar, Namibia, Nigeria and Cyprus. These countries were considered to be relatively easy to get on board.

In its individual capacity, Zambia reported that African Signatory States would be contacted by its capital at ministerial level and that it would make use of every regional meeting to advocate for universalization of the Convention. This had also been its strategy as CCM 4MSP President. Additionally, the meeting was informed that the Coordinators would make statements on the universalization of the CCM during the APMBC Intersessional meeting in June 2017. During the same quarter, the Coordinators would also start a dialogue with non-State party Sri Lanka. France would hold a bilateral meeting with Sri Lanka.

With regards to the second quarter, the Coordinators explained that they would hold bilateral meetings at Ambassadorial level with potential new States Parties that were party to the APMBC and had voted in favor of CCM resolution L.22 during the UN General Assembly in 2016.

The meeting was further informed that during the third quarter the Coordinators would continue with efforts to reach out to States that voted in favor of resolution L.22 and also engage in a dialogue with countries with no perspective of joining the Convention.

In that regard, the Coordinators expressed their desire to organize a workshop on universalization in Asia and that they would ask for a meeting with the Presidency to discuss possible synergies with the Bangkok seminar. Zambia concluded by saying that universalization was indeed a shared responsibility among State Parties.

In contributing to the report, France emphasized that both Coordinators counted on the support of the Coordination Committee to identify target States and reiterated that the APMBC Intersessionals would be a good platform to make statements on CCM universalization. France also would build a toolkit on the process to ratify the CCM.

The President thanked both Coordinators for sharing this valuable information and stated that the Presidency saw no overlaps between their universalization efforts and those of the Presidency.

On the organization of a seminar on universalization, the CMC asked Zambia where this event would take place. Zambia replied that this still needed to be discussed with the Presidency but that Coordinators were hoping to host it alongside the Bangkok seminar on Country Coalitions.

While agreeing that it might be a good idea to have both events back to back, the Presidency informed the meeting that as the European Union was funding the Bangkok seminar it could not fund an event on universalization because not all of its member States were Party to the CCM.

To conclude this thematic discussion, the President reiterated that the Presidency and Coordinators for universalization would meet to further coordinate efforts.

5.3 Stockpile Destruction (Croatia and Mexico)

Mexico speaking on behalf of the two Coordinators on Stockpile Destruction started by thanking the ISU-CCM for providing an updated summary on the implementation of Article 3 which was circulated to the Committee. Mexico informed the meeting that it would meet with Co-coordinator Croatia the week after to follow up on the recent findings.

In contributing to the discussion, Croatia explained that it had held a meeting with the ISU-CCM at which concerns had been raised regarding the ability of some States Parties to meet their respective Article 3 deadlines. Croatia further mentioned that based on this newly obtained information it seemed that Spain, Botswana and Bulgaria could face challenges to be Article 3 compliant prior to their deadlines. Croatia added that the Coordinators would send letters to States Parties with upcoming Article 3 obligations for clarification on their implementation of Article 3 and would thereafter follow-up with their Permanent missions through bilateral meetings as recommended by the ISU. The Coordinator further elaborated that as there had been no responses to the letters sent out in 2016, it would be a good idea to ask any Mine Action Programme Directors present during the 20th NDM-UN meeting to be held in Geneva from 7 to 10 February for updates on CCM Article 3 implementation. Croatia concluded by proposing to meet with Mexico after the 20th NDM-UN meeting to consider other ways of engaging States with outstanding obligations.

The President agreed with the coordinators and encouraged this approach to further engagement.

5.4 Clearance and Risk Reduction Education (Norway and Netherlands)

Norway, speaking on behalf of the Coordinators on Clearance and Risk Reduction Education, reported that the team would work on two priorities during the year: - Follow up on the outcomes of the Lebanon workshop and identify a new country in which to replicate the Lebanon experience.

With regards to the first priority, Norway highlighted that the Lebanon Mine Action Centre (LMAC) had not yet shared the revised National Mine Action Standards (NMAS) with operators as agreed during the workshop. However, the Coordinator reported that improvement had been reported on the general procedures and tasking of operators and would take the opportunity to discuss with the LMAC on how the updating of the NMAS was progressing.

Regarding the second priority, Norway reported that it would contact the Presidency, the ISU-CCM and operators during the 20NDM-UN meeting in February to identify a new target State, which could potentially be one with large contamination. The strategy would also include collaborating with operators to see how they could also contribute towards the implementation of the Convention. The Coordinator however noted that it was important not to take on a problem with regards to clearance that was too large, but rather manageable, and where the Coordinators could contribute to a State's progress towards Convention deadlines. Norway concluded by saying that the Coordinators would contemplate replicating the methodology used in Beirut based on "*one country, one specific issue*". While recognizing that focusing on a highly contaminated State Party would be a big challenge, Norway highlighted the great potential in targeting one specific aspect of the Convention to move work forward.

The President thanked Norway and the Netherlands for the work accomplished thus far and emphasized that other contexts would greatly benefit from the Beirut experience.

5.5 International Cooperation and Assistance (Iraq and Australia)

Iraq, speaking on behalf of the two thematic Coordinators, informed the meeting that they had sent out letters to a target list of donor and affected States to invite them to an informal meeting on *Enhancing International Cooperation and Assistance under the CCM* to be held on 8th February. Iraq further explained that the objective of the meeting was to provide states with an opportunity to share their perspectives on challenges and needs for cooperation and assistance in complying with obligations under the CCM. Iraq informed the meeting that to facilitate the open and frank exchange, the Coordinators had provided guiding questions for the discussion between affected States and donor States and that these questions had been included in the invitation letter. Iraq further explained that the ISU-CCM was following up with States on confirmation of attendance.

On the same theme, Australia reminded the meeting that the workshop was a closed event aimed at bringing together affected and donor States to freely exchange information on needs and priorities for cooperation and assistance. Australia also informed the meeting that the event would take place on Wednesday 8 February from 13h00–15h00, in Room XXVII at the Palais des Nations. Australia concluded by requesting the President to participate in the meeting to present the Country Coalitions strategy.

The President thanked the Coordinators for the detailed update and agreed to participate in the event where the country coalitions concept would be presented.

In its contribution to the discussion, the Netherlands thanked both Coordinators for the initiative and asked if they could receive the list of target States who would attend the informal seminar in view of its chairmanship of the Committee on Cooperation and Assistance of the APMBC and the benefits of synergies.

Australia emphasized that an invitation would be extended to other Coordinators, more specifically to Coordinators in charge of Article 3, 4 and 5 implementation.

5.6 Transparency Measures (Costa Rica)

Costa Rica, Coordinator for Transparency Measures, apologized for not being able to attend and send the following statement that was read out by the ISU-CCM Director.

“As of today, and with the continuous support of the ISU, we have prepared letters in English and Spanish to be sent to 21 targeted countries, which we have previously identified. We intend to send these letters out by next week, following a courtesy call to explore ways for facilitating the process by which countries may be able to present their overdue initial transparency and annual reports. We have also indicated to some of these countries, on a customized basis, that they may present only one report synthesizing the information for all the overdue reports, in this way we will encourage countries with various overdue periods to perform a more efficient exercise. We have also cooperated with the victims' assistance coordinators, so we can make synergetic efforts as we approach certain countries. We will keep you updated of our progress. Thank you all.”

5.7 National Implementation Measures (New Zealand)

In its role as coordinator on National Implementation Measures, New Zealand, shared a general overview of progress made in the implementation of key activities outlined in its concept note. The Coordinator reported that letters had been sent seeking information on the status of national implementing legislation to its entire target list of States but had received no responses so far. The Coordinator highlighted that she would follow up individually with each State that had been written to.

With regards to the sharing of good practices on the dissemination of information on national obligations under the CCM with armed forces, New Zealand informed that Switzerland had shared its best practices on dissemination to its military through training modules, while Ireland was looking into the information it might be prepared to share. The Coordinator added that New Zealand was in the process of updating its own guidelines and would therefore not be in a position to share anything for now.

New Zealand then told the meeting that the information on this issue seemed to be very country specific and that it might therefore not be useful to produce a guidance document with best practices. Based on this premise, New Zealand rather suggested asking States Parties to insert a paragraph on this topic into their Article 7 transparency reports. New Zealand further reported that it had already shared with Wellington a draft guidance document for how States could address the financing of cluster munitions and was waiting for feedback from capital before considering next steps.

To conclude its update, New Zealand also informed that it had drafted a two paged document aimed at helping all New Zealand posts to promote the CCM in all relevant bilateral and regional engagements in 2017, and a tracking chart aimed at helping posts to quickly identify useful outreach targets. New Zealand finally conveyed to the meeting its hope that the documents might be shared with the coordination committee once approved by capital.

The President thanked New Zealand for its detailed update and stated that he saw value in the Coordinator's approach and would see if it could be shared with others.

In its contribution to the discussion the CMC told the meeting that a South Korean company Poongsan, a producer of cluster bombs, also produced coin blanks that are used by national mints in Europe and elsewhere. It noted that The Netherlands and Norway had decided to stop buying coin blanks from Poongsan. The CMC said it believes that doing business with Poongsan runs counter to the spirit of the CCM. It encouraged members of the Coordination Committee to check whether their mints buy coin blanks from Poongsan, using information available on the CMC website and through its member organization PAX.

5.8 General Status and Operation of the Convention (Bosnia & Herzegovina and Switzerland)

Switzerland, reporting on behalf of the Coordinators on the General Status and Operation of the Convention, reiterated what it had already shared in details earlier during the meeting in that it would start outreach activities on both priorities: the ISU-CCM financing model and the issue of synergies between ISUs.

6. Update on the search for 8MSP President

The President explained that it was important to identify a future presidency well ahead of the 7MSP in order to ensure a smooth hand-over between the outgoing and incoming presidencies and avoid past experiences of having an unclear succession plan. While asking States to come forward, the President also reminded the meeting of the three criteria to take into account. Indeed, the President emphasized that those candidates for the 8MSP should respect regional rotation, rotation between donor and affected States and preferably be States engaged in humanitarian disarmament with a presence in Geneva.

In its contribution, Chile asked the President which region should be considered taking into account the 3 criteria described. The President reminded the meeting that the former 3 CCM Presidencies had been from European countries and that previous presidencies also included one African state, one Central American State, one Middle Eastern State and one South East Asian State.

In response to a request for information on any offers to serve as 8MSP, the President explained that it had included a paragraph in its New Year's letter to States Parties encouraging them to volunteer for the next presidency but that so far no State had indicated its interest. The President concluded by saying he hoped affected States Parties in particular would come forward as this would provide additional credibility to the Convention.

7. Update on ISU-CCM finances

The ISU-CCM Director reported to the meeting that since the last update, 86 individualized letters had been sent to States Parties regarding their outstanding 2017 contributions. The Director informed the meeting that since 14 States Parties had already paid their contributions in advance, these did not receive a letter. The Director further explained that these States Parties had contributed a total of CHF 119'807.23 broken down as CHF 17'836.27 towards 7a; CHF 26'559.88 towards 7b and CHF 75'411.08 towards 7c.

In response to a question on why some states represented at the meeting had not received a letter, the ISU-CCM Director clarified that letters had only been sent to States Parties that had outstanding contributions. The Director highlighted that all letters regarding the ISU-CCM contributions had

already been sent and that States Parties that had already paid multiyear contributions should not expect to receive a letter.

To conclude this segment, the President thanked the Director for the update and informed the meeting that he would review the level of contributions in March to see what other actions could be taken.

8. Cluster Munition Coalition update on CM use in Syria and Yemen

The CMC explained that in December 2016 Saudi Arabia renounced the use of cluster munitions produced in the United Kingdom. In the same month, Saudi Arabia used Brazil-made cluster munitions during an attack on Saada.

The President thanked the CMC for reminding the Coordination Committee of the importance to follow up on alleged or confirmed use of cluster munitions and to be vocal about it.

9. Any other business

9.1 7MSP Documentation forecast

The Director of the ISU-CCM informed the meeting that she had started working on the document forecast for the 7MSP. In this regard, the Director asked Coordinators if they would like to produce an official document at the 7MSP that would need to be translated into the 6 UN official languages. The Director explained that the ISU-CCM had to provide its forecast to UNODA before March.

In its contribution, Switzerland pointed out that this submission date was not in accordance with the timeline agreed upon in Dubrovnik. The Director clarified that the official deadline for submission of documents was indeed in June but that the forecast indicating the projected number of documents and their lengths (maximum 10'000 words) had to be sent by March to ensure that they were processed in the 8-4-4 format agreed to in Dubrovnik. The Director stressed that this was to ensure that all MSP documents would be made available and be translated in time for the 7MSP. The Director further explained that the list of documents was composed of standard documents such as the Annual Report of the ISU, the implementation of financial decisions and the progress report but that Coordinators were also free to submit additional documents. To illustrate this, the Director referred to the *Guidance on an integrated victim assistance approach* which was submitted as an official document by the Victim Assistance Coordinators at the 6MSP.

In the ensuing discussion, the President mentioned that it might be a good idea to include a document on the Country Coalitions and also on synergies.

In contributing to the discussion, Switzerland raised the concern that the March deadline would not provide enough time for the consultation process to take place on its two key priorities. In response to this concern, the ISU-CCM Director advised that the Coordinators could present in-session documents that would only be made available in English and would allow them more time to work on content up to August.

The President concluded this section by saying that he would put this item again on the agenda of the next Coordination Committee meeting.

9.2 ISU-CCM Staff recruitment

The ISU-CCM Director reminded the meeting that the decision to establish the Implementation Support Unit was taken in 2011 and that she was tasked upon her arrival in 2015 to fully staff the unit as a priority. In that context, the Director explained that the implementation support specialist had been recruited in April 2016 but that the 0.5 position for an implementation support assistant had been put on hold until the ISU-CCM had stabilized its finances.

The Director announced to the meeting that the prevailing financial situation now allowed for the 0.5 position to be filled and that a vacancy notice would be published the following week.

Mexico in its intervention suggested that the information be circulated to all States Parties by email including a short paragraph on the rationale and a link to the vacancy. It was agreed that the ISU-CCM Director would publish the vacancy notice with the support of the GICHD HR department and share the vacancy with States Parties through an informative email.

9.3 10th Oslo Process anniversary

The CMC informed the meeting by telling the Coordination Committee that on 22 and 23 February, it would celebrate the 10th anniversary of the start of the Oslo process with a series of social media posts.

10. Date of the Next CC Meeting

It was agreed that the next meeting of the Coordination Committee would be held on Thursday, 23th January 2017 from 14:30h to 16:00h in the conference room of the Permanent Mission of the Federal Republic of Germany.
