
**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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Item 10 of the provisional agenda

**Consideration of the report of the
CCW Sponsorship Programme**

**Report
CCW Sponsorship Programme**

Submitted by the Steering Committee of the Sponsorship Programme

Introduction

1. The CCW Sponsorship Programme was established by a decision of the States Parties during the Third Review Conference (Decision 5 of the Final document, CCW/CONF.III/11 and annex IV). That decision sets out the Sponsorship Programme's general principles, basic goals, basic operational purposes and basic operational modalities. The goals of the Sponsorship Programme are to promote the universalization, implementation and respect of the Convention and its Protocols. Further, the Programme aims to enhance cooperation, exchanges of information and consultations among States Parties.

2. The Steering Committee's report¹ to the Fourth Review Conference covered the activities of the Sponsorship Programme from its establishment in 2007 until the final Meeting of the Group of Governmental Experts in 2011. This report covers the Sponsorship Programme's work for the 12 months beginning 1 October 2011. In addition, the report responds to the decision of the Fourth Review Conference to:

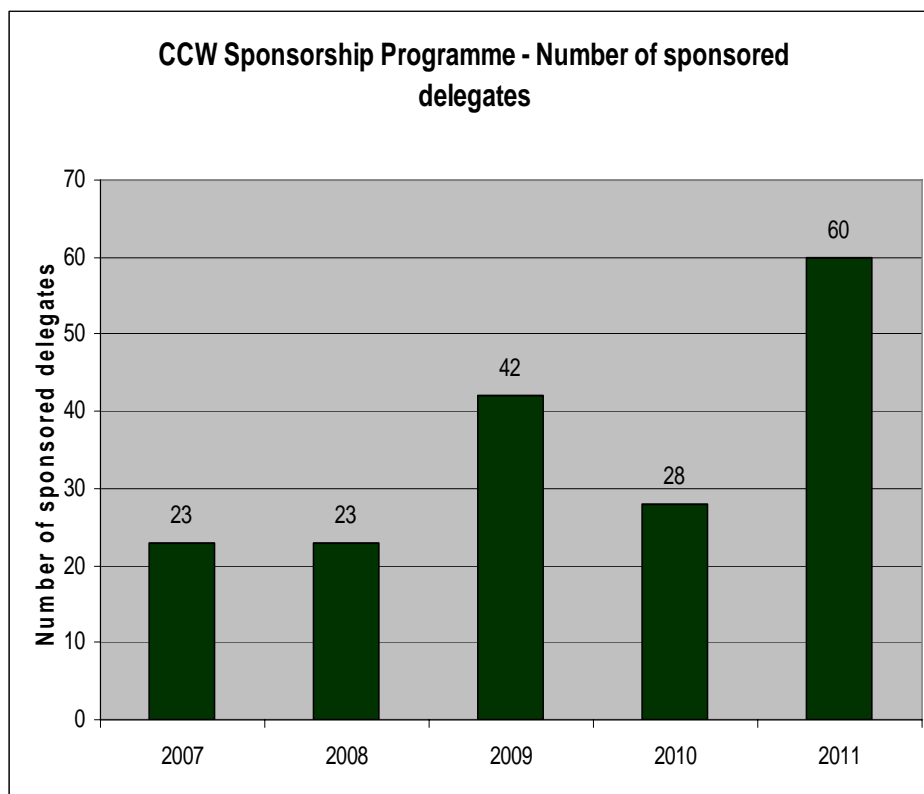
“...assess alternative ways of administering the Sponsorship Programme, including by the CCW Implementation Support Unit (ISU), and to submit a report to the CCW Meeting of the High Contracting Parties in 2012, with recommendations for the administration of the Sponsorship Programme.”

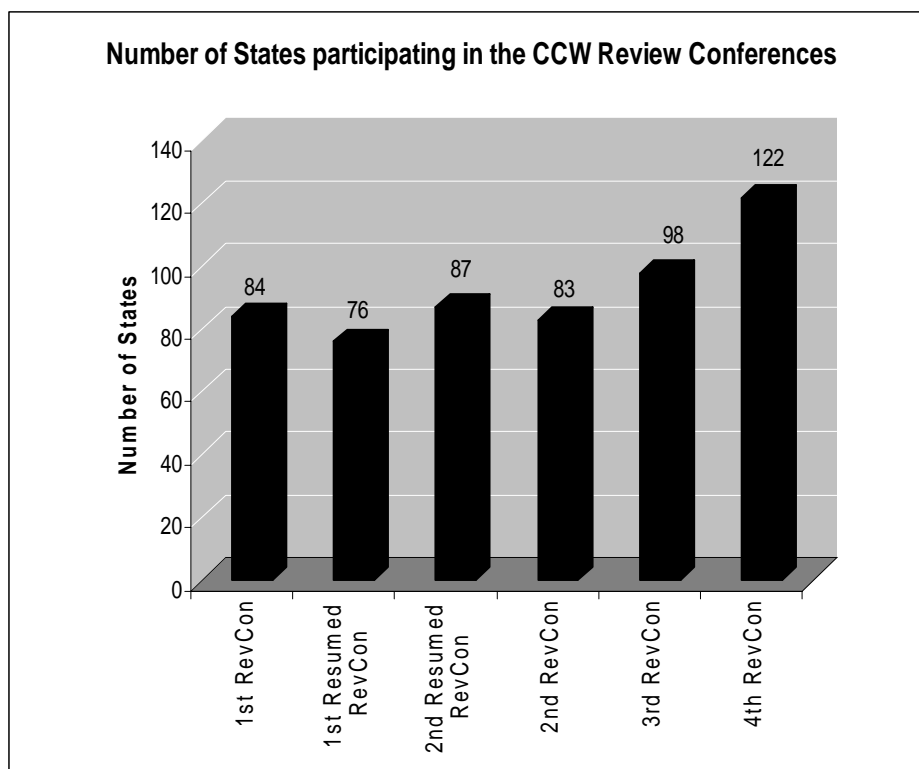
Activities of the CCW Sponsorship Programme

3. Since 1 October 2011, the Sponsorship Programme financed the attendance of:

¹ Report of the CCW Sponsorship Programme, 30 September 2011, CCW/CONF.IV/7.

- 18 delegates to the Fifth Conference of Protocol V, 9 – 10 November 2011;
 - 17 delegates to the Thirteenth Conference of Amended Protocol II (APII), 11 November 2011;
 - 22 delegates to the Fourth Review Conference, 14 – 25 November 2011;
 - 4 delegates to the Mines Other Than Anti-personnel Mines (MOTAPM) Meeting of Experts, 2 – 4 April 2012;
 - 14 delegates to the APII Meeting of Experts, 23 – 24 April 2012; and
 - 14 delegates to the Protocol V Meeting of Experts, 25 – 27 April 2012.
4. The States which were sponsored are set out in annex I.
5. A key objective of the Sponsorship Programme has been to increase the participation of States in CCW meetings and thereby, introduce a broader range of views and experiences into the regime's work. The first bar graph below sets out the number of delegates which have been sponsored since 2007. The second bar graph shows the level of attendance by States at the First through to the Fourth Review Conferences. The Sponsorship Programme's support for delegates to attend CCW meetings has increased the overall attendance and regional representation at CCW meetings.





6. The attendance of sponsored delegates at both the CCW Conferences in 2011 and the Meetings of Experts in 2012 was an opportunity to provide them with the background to and reasons why they should join the CCW and its Protocols. During the Fourth Review Conference and this year's APII and Protocol V Meetings of Experts, lunchtime seminars were held for the sponsored delegates. These events were led by the Coordinator of the Steering Committee. At each seminar, Mr. Peter Kolarov, United Nations Office of Disarmament Affairs, made a presentation on the background to the Convention and its Protocols, issues negotiated in the past and how States could become party to the CCW. The sponsored delegates that attended the lunchtime seminar during the Fourth Review Conference asked a number of questions and it was clear much more work needed to be done in terms of explaining the objectives and obligations of the CCW regime. Since being sponsored to attend the Fourth Review Conference, and APII and Protocol V Conferences in 2011, Burundi became a High Contracting Party to the CCW and joined Protocols II and V and Lao People's Democratic Republic joined Protocol V.

7. Supporting the attendance of delegates has enabled the Coordinator of the Steering Committee, CCW office holders, APII and Protocol V coordinators and the CCW Implementation Support Unit to develop contacts with officials in a range of States and to advocate for the universalization of the regime. A number of the sponsored delegates were from States that only had limited engagement with the CCW and therefore, this presented an important opportunity for the CCW Implementation Support Unit to build a much broader network of contacts. Since the Fourth Review Conference, Mr. Artūras Gailiunas of Lithuania, the current Coordinator of the Steering Committee, has written to each of the sponsored delegates that attended the Fourth Review Conference and the Meetings of Experts in 2012. Mr. Gailiunas specifically asked about the progress being made in the delegates' governments to join the CCW or the challenges which were being encountered. Enclosed with each message was a comprehensive set of information on joining the CCW

and its Protocols. In the margins of the Protocol V Meeting of Experts in 2012, the officeholders and coordinators directly spoke to sponsored delegates about joining the CCW.

8. The sponsorship of delegates has facilitated the exchange of information and assisted in understanding how different States are implementing the CCW's obligations and the challenges they are confronted with. The sponsored delegates which made presentations and interventions during CCW meetings since the Fifth Conference of Protocol V are set out in annex II.

9. The Protocol V coordinators held small group meetings which included sponsored delegates. For example, in the margins of the Fifth Conference on Protocol V, the then Coordinator on Generic Preventive Measures, Mr. Éric Steinmyller of France, held a small group meeting of mainly sponsored delegates to discuss the priority issues for States in the area of generic preventive measures. From this small group meeting, it was decided to address the safe storage of ammunition in 2012. Specifically on this issue, the sponsored delegate from the Democratic Republic of the Congo who attended the CCW conferences in 2011, returned to the Protocol V Meeting of Experts in 2012 where he shared his country's experiences and challenges. A second example was a small group meeting of affected States which was held as part of the session on cooperation and assistance during this year's Protocol V Meeting of Experts and led by the Coordinator on this matter, Mr. Yevgen Lisuchenko. This meeting provided an opportunity to gauge the needs of a range of affected States and discuss where further work was needed in the area of cooperation and assistance.

10. The Sponsorship Programme has benefited from the financial contributions of the following States: Australia, China, Spain and Turkey.

Current arrangements for the administration of the CCW Sponsorship Programme

11. Since its establishment in 2006, the Sponsorship Programme has been managed by the Office of Disarmament Affairs and then the CCW Implementation Support Unit and administered by the Geneva International Centre for Humanitarian Demining (GICHD). At the Fourth Review Conference, High Contracting Parties agreed to the following recommendation:

“To ask the GICHD to continue to administer the Sponsorship Programme, based on an agreement between the United Nations Office for Disarmament Affairs (UNODA) and the GICHD, specifying the modalities of co-operation.”

12. The GICHD in cooperation with the CCW Implementation Support Unit agreed on new modalities for administering the Sponsorship Programme. Previously, the Secretariat would organise the Steering Committee and send letters on behalf of the Coordinator to candidate States that were invited to participate in the Sponsorship Programme and the GICHD was responsible for acquiring the contact and passport details of the delegates. This has now changed with the CCW Implementation Support Unit being responsible for identifying delegates to be sponsored and obtaining their details. The GICHD continues to organise and manage the bank account of the Sponsorship Programme and travel, accommodation and per diems of the delegates. The new agreement on modalities for the CCW Sponsorship Programme is attached in annex III. The CCW Implementation Support Unit created a standard form to be completed by all delegates, which has assisted with organising the attendance of sponsored delegates to CCW meetings. This form is attached in annex IV.

13. One matter which is being more tightly managed is the deadline for voluntary applications and the identification of candidates. The Steering Committee must identify candidate States and all voluntary requests must be submitted six weeks in advance of the CCW meeting. Names of the designated candidates must be submitted to the GICHD four weeks prior to the CCW meeting. The new agreement between the CCW Implementation Support Unit and GICHD has led to the Sponsorship Programme being more efficiently organised.

Future administration of the CCW Sponsorship Programme

14. In accordance with the decision of the Fourth Review Conference, the Steering Committee of the Sponsorship Programme considered alternative ways of administering the programme. Options discussed were having the Sponsorship Programme administered by United Nations Office of Disarmament Affairs or United Nations Development Programme. It was decided that the GICHD would continue to administer the Sponsorship Programme. The Steering Committee expressed its appreciation for the GICHD's highly efficient and effective administration of the Programme.

Annex I

States that have been sponsored to attend CCW meetings from 1 October 2011 to 1 October 2012

1. States that attended only the Fifth Conference of Protocol V, 2011: Belarus.
2. States that attended only the Fourth Review Conference, 2011: Cuba, Ecuador, Liberia, Namibia, Peru, Philippines and Togo.
3. States that attended only the Fifth Conference of Protocol V and Thirteenth Conference of APII: Afghanistan and Ukraine.
4. States that attended all three CCW conferences in November 2011: Burkina Faso, Burundi, Cameroon, Congo, Democratic Republic of the Congo, Djibouti, Ethiopia, Guinea-Bissau, Indonesia, Kyrgyzstan, Lao People's Democratic Republic, Mozambique, Niger, Sudan and Viet Nam.
5. States that attended the MOTAPM Meeting of Experts in 2012: Cambodia, Colombia, Ecuador and Montenegro.
6. States that attended only the APII Meeting of Experts, 2012: Armenia and Colombia.
7. States that attended only the Protocol V Meeting of Experts, 2012: Nicaragua and Victim Assistance Expert from Senegal.
8. States that attended both the APII and Protocol V Meetings of Experts, 2012: Bangladesh, Belarus, Democratic Republic of the Congo, Indonesia, Lao People's Democratic Republic, Montenegro, Nepal, Nigeria, Peru, Senegal, South Sudan and Ukraine.

Annex II

Fifth Conference for Protocol V:

- Afghanistan – clearance;
- Belarus – clearance and cooperation and assistance;
- Guinea-Bissau – general;
- Peru – clearance;
- Lao Peoples Democratic Republic – general and clearance;
- Sudan – clearance;
- Ukraine – clearance and cooperation and assistance; and
- Viet Nam – victim assistance.

Mines other than anti-personnel mines (MOTAPM) Meeting of Experts:

- Cambodia – MOTAPM in Cambodia;
- Colombia – Measures to address MOTAPM and non-state actors; and
- Ecuador – general statement.

Protocol V Meeting of Experts:

- Belarus – clearance;
- Democratic Republic of the Congo – cooperation and assistance and generic preventive measures;
- Lao Peoples Democratic Republic – clearance, cooperation and assistance and victim assistance;
- Montenegro – generic preventive measures;
- Peru – victim assistance;
- South Sudan – general and cooperation and assistance;
- Ukraine – clearance, cooperation and assistance and victim assistance; and
- Victim assistance expert from Senegal – presentation on Senegal's approach to assessing the needs of victims.

APII Meeting of Experts:

- Armenia – universalization;
- Bangladesh – Improvised explosive devices (IEDs) effects and prevention in Bangladesh;
- Indonesia – Amended Protocol II and Improvised Explosive Devices;

- Nepal – Nepalese Case Study on IEDs and Counter Measures;
- Nigeria – Case Studies of IED Incidents in Nigeria; and
- Peru – Improvised Explosive Devices - Peru.

Annex III

Sponsorship Programme within the framework of the convention on prohibitions or restrictions on the use of certain conventional weapons which may be deemed to be excessively injurious or to have indiscriminate effects (ccw)

Agreed Guidelines for the CCW Sponsorship Programme administration

1. In accordance with the terms of the relevant decision by the third CCW review conference on the establishment of a sponsorship programme under CCW (CCW/CONF.III/11, part. II, annex IV); The Steering Committee of the CCW Sponsorship Programme, the ISU-CCW and the GICHD agree on the following:

Organisation and responsibilities

2. The Steering Committee of the CCW Sponsorship Programme (Steering Committee) is composed of donor representatives and the UN Office for Disarmament Affairs (ISU-CCW). It shall elect a Coordinator. Representatives of the three UN regional groups, China, the President-designate of the CCW, representatives of UN Mine Action Service (UNMAS) and the Geneva International Centre for Humanitarian Demining (GICHD) will be invited to participate in the meetings of the Steering Committee as observers and advisers. Invitations will be sent by the Coordinator of the Steering Committee two weeks prior to the meeting.

3. The representative of the ISU-CCW is the contact person for the GICHD. The Conference Manager within the Administration and Support Division, and the Adviser for Policy and External Relations, are the persons of contact within the GICHD, for the administration of the CCW Sponsorship Programme.

4. The GICHD is entrusted with the technical management of the CCW Sponsorship Programme. The GICHD will provide the following services to the sponsored participants:

- Booking and issuing flight tickets from the closest airport of the delegate's country of residence to Geneva
- Booking accommodation in Geneva or in the Geneva area at a hotel designated by the GICHD for the duration of the conference. Accommodation includes a single standard room, breakfast and taxes
- Paying allowances for expenses (lunch and dinner) to sponsored delegates
- If needed, providing a letter in support of a delegate's visa application (the participant must provide the GICHD Conference Manager with a scanned copy of his/her passport).

Trust fund

5. The trust fund of the CCW Sponsorship Programme shall be administered by the GICHD in accordance with these guidelines and the relevant decisions of the CCW High Contracting Parties.
6. All financial contributions intended for the CCW Sponsorship Programme shall be transferred to a separate “Trust Fund CCW Sponsorship Programme” bank account. The GICHD shall ensure that the contributions are clearly identifiable.
7. The GICHD internal control system shall be applicable for all expenditures. The “Trust Fund CCW Sponsorship Programme” shall be audited by an independent auditing company annually.
8. Details of the trust fund bank account:
 - Owner of the bank account: Centre international de déminage humanitaire
 - Name of the bank account: CCW Sponsorship Programme
 - Reference: "Project 9308"
 - Bank: UBS Geneva, P.O. Box 2600, CH - 1211 Geneva 2
 - Account Number: 0240-FP102368.2
 - IBAN: CH 48 00 240 240 FP 102 36 82
 - SWIFT CODE: UBS W CH ZH 80A
9. The interests earned and fees paid of this account are to be included in this bank account. In case of fund liquidation, the Steering Committee will meet to make a decision on the use of the remaining funds.

Procedures for the allocation of sponsorships

10. The Steering Committee shall decide on the beneficiaries of the CCW Sponsorship Programme six weeks prior to the CCW meetings. The ISU-CCW will contact the beneficiary government or organisation and ascertain the name and the contact details of the person designated. The ISU-CCW will also inform applicants in case of a negative answer.
11. Spontaneous requests from potential beneficiaries for sponsorships have to be addressed to the Coordinator of the Steering Committee at least six weeks before the meetings begin. Requests addressed to the GICHD will be transferred to the Coordinator.
12. The ISU-CCW will transmit the name and the contact details of the designated person to the GICHD four weeks prior to the relevant CCW activity, for follow-up. If this deadline is not respected, visa procedures may prevent participants from attending the meeting. In addition, late bookings might cause higher costs (flight tickets, accommodation).
13. If a CCW meeting takes place back-to-back with another meeting benefiting from another GICHD-administered sponsorship programme, the GICHD will coordinate the participation and facilitate cost-sharing.

Costs covered by sponsorships

14. With reference to paragraph 4 (i) (ii) of the decision on the establishment of a sponsorship programme under CCW, the following expenditures will be covered by the funds allocated to the trust fund:

- (a) Transportation:
 - Air travel: The most cost-effective economy-class round-trip will be arranged by the GICHD, from the closest airport of the delegate's country of residence to Geneva
 - Local transport: From airport to hotel and back. The allowance will be SwF 70 for the duration of the meeting
- (b) Accommodation:
 - Whenever possible, hotel accommodation will be arranged by the GICHD at preferential rates. Accommodation will include the night prior to the start of the meeting and will end the night after the last day of the meeting, unless the flight itinerary differs from these dates. Telephone calls, mini-bar, laundry, or other expenses incurred are not included in the funding and will not be reimbursed.
- (c) Meals allowances:
 - Breakfast is included in hotel accommodation
 - Lunch: SwF 35
 - Dinner: SwF 50
- (d) Visa fees:
 - The Swiss authorities normally grant courtesy visas to the participants free of charge. Should this not be possible or should the delegate need a transit visa, the costs will be reimbursed upon presentation of a receipt.
 - Any other expenditure will only be covered based on specific decisions by the Steering Committee, in accordance to the basic goals and operational purposes of the CCW Sponsorship Programme.

Reporting

15. The GICHD will inform the Steering Committee of the CCW Sponsorship Programme on the financial situation of the Trust Fund CCW Sponsorship Programme before each meeting. The GICHD will submit a financial report to the Steering Committee three months at the latest after the conclusion of each sponsored CCW event.

16. The GICHD will submit an annual operational report to the Steering Committee, and provide a qualified auditor's opinion on the Trust Fund CCW Sponsorship Programme.

17. In consultation with the GICHD, the Coordinator of the Steering Committee will submit an annual report to the meetings of the CCW High Contracting Parties, for the preceding year.

Final clauses

18. Any cases of disputes between sponsored participants and the GICHD will be submitted to the Coordinator of the Steering Committee for arbitration and decision.

19. Any cases of disputes between the Steering Committee and the GICHD will be submitted to the President of the meeting of the CCW High Contracting Parties for arbitration and decision.

20. These guidelines may be amended at any time, if mutually agreed by the Steering Committee, the ISU-CCW and the GICHD.

Geneva, 23 April 2012

<i>For the Steering Committee</i>	<i>For the ISU-CCW</i>	<i>For the GICHD</i>
Mr. Artūras Gailiūnas, Coordinator	Mr. Bantan Nugroho, Head	Mr. Stephan Husy, Ambassador Director

Annex IV**Official form on the participation in the CCW Sponsorship Programme and Meetings**

Name of Country:

Family name:

First name:

Title or Position:

Name of Government department:

Official address:

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Telephone number:

Fax number:

E-mail:

Name on passport:

Passport number, date of expiry and place of issuance:

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Do you already have a Schengen visa? ☐ Yes ☐ No

Title of CCW meetings and dates attending:

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