

**President's Summary of the Coordinating Committee Meeting
Wednesday, March 27, 2002**

I. Draft President's Notes from the Coordinating Committee Retreat

The Chair opened the Coordinating Committee Meeting by recalling the positive outcome of the Coordinating Committee Retreat, which generated ideas to enhance the Intersessional Programme and emphasized the need for much work and preparation on the part of all the Co Chairs in light of the next Intersessional meetings in May. In this regard, the Chair made reference to the *President's Summary of the Coordinating Committee Retreat* designed to provide transparency to all interested parties regarding the discussions by the CC members on enhancements to the Intersessional Work Programme and invited comments on this Draft to ensure that it reflects the essence of the discussions. It was made clear that this document is informal and does not constitute any sort of decision.

II. Immediate Enhancements to the Intersessional Work Programme:

The Coordinating Committee identified some matters, which require immediate follow-up both to provide sufficient notice to States Parties and others and to prepare for the May meetings:

1. Regarding greater coherence and enhanced preparations, it was agreed that:
 - The Co-Chairs of the Standing Committees on victim assistance, stockpile destruction and mine clearance develop agendas in which time roughly would be divided between: (a) reports / presentations / interventions from affected States Parties, particularly with respect to progress in implementing elements of the Convention; (b) reports / presentations / interventions on means and resources available to meet the needs of affected States Parties; (c) an analysis of needs that remain; and, (d) possible discussions of a thematic nature related to implementing relevant provisions of the Convention.
 - On April 29, the Presidency send out a comprehensive meeting package to all States and relevant organizations containing detailed agendas, working / discussion papers and other material necessary to assist participants in preparing for the May meetings.
 - In order to meet this objective a calendar of work for the Standing Committee Co Chairs and the Coordinating Committee was established, including the a time table for preparation of detailed agendas, among other requirements. (Find attached)
2. Time allocation and sequencing of meetings
The following time allocation of the four Standing Committee meetings was agreed:
 - General Status and Operation of the Convention begin on Monday, May 27 following the official opening of the week by the Presidency and GICHD Director, until the lunch break on Monday, and then reconvene all-day on Friday, May 31 and that this extra time on be primarily used to provide overviews / receive presentations on key areas of implementation / objectives of the Convention (stockpile destruction, mine clearance and victim assistance, and universalization) to set the scene for the week, and to seek views from States Parties and others on future enhancements to the Intersessional Programme (discussion on a non-paper).
 - Victim Assistance and Socio-Economic Reintegration - from the lunch break on Monday until the lunch break on Tuesday.
 - Mine Clearance, Mine Awareness and Mine Action Technologies – from the lunch break on Tuesday and all day Wednesday.
 - Stockpile Destruction – all day on Thursday.

III. Additional Enhancements to the Intersessional Work Programme:

To take steps to consider how to ensure that the Intersessional Programme has greater continuity and to proceed with evaluating matters pertaining to reporting, the following actions are suggested:

- In advance of a Coordinating Committee meeting on April 10, the Presidency provide ideas pertaining to reporting on Standing Committee Meetings for consideration by the Coordinating Committee taking into account matters such as: (a) whether it is necessary for Standing Committees to issue a report on their second meetings or simply sufficient to issue final reports; (b) format of final reports; (c) timeline for submitting final reports; (d) ongoing value of brief summaries of action points; and, (e) relationship between final Standing Committee reports and the President's Action Programme.

➤ Elements for a non-paper

At the last Coordinating Committee meeting, the Presidency stated that the outcomes of the retreat could be two-fold: Enhancements of a minor nature, which could be put into effect at the May meetings; and, Ideas for additional future enhancements, which should be discussed with all States Parties. With respect to this latter point, it is suggested: (a) the Presidency provide to the Coordinating Committee in advance of its next meeting a draft non-paper on enhancing the Intersessional Programme; (b) elements of a draft non-paper include, amongst other things: A reflection upon the rationale of the Intersessional Programme, its contributions to date and its importance at this stage in the life of the Convention; the notion of placing a greater emphasis on the Intersessional Programme contributing to the Convention's humanitarian aims; retaining the informal nature and flexibility of the Programme.

IV. Preparations for the Fourth Meeting of the States Parties

- The Chair informed that efforts are being undertaken with the DDA office to ensure that the a revised set of cost estimates for the Fourth Meeting are prepared and distributed in advance of the next meeting of the Standing Committee on the General Status and Operation of the Convention.
- The Chairs also informed that Switzerland has begun preparations regarding the side events and opening ceremony of the IV Meeting of States Parties and that Belgium had proposed that the theme be: "One step closer... to a mine free world", implying progress and direction and a continuity on last years theme. Also, the Chair made reference to the emphasis that Switzerland will try to place on substantial issues rather than "show".

IV. Any other business.

There is a proposal by the Sponsorship Donor group, represented by Canada, to hold a Briefing for the sponsored participants to the Intersessional Standing Committee Meetings. This matter will be discussed in future meetings. Finally, the Implementation Support Unit Manager informed the Coordinating Committee of his intention to acquire one or two interns to assist in the preparations for the May meetings.

Proposed Schedule of Key Coordinating Committee Events

- March 22 Presidency circulates documents for the next Coordinating Committee meeting
- March 27 Coordinating Committee meeting
- Consideration of follow-up from the Coordinating Committee retreat
- April 5 Presidency circulates documents for the next Coordinating Committee meeting
- April 10 Coordinating Committee meeting
- Discussion of Co-Chairs' ideas on how, through an emphasis on assessing progress and meeting needs in the development of their agendas, greater coherence can be achieved.
 - Discussion on ideas brought forward by the Presidency on reporting.
 - Discussion on a draft non-paper on future enhancements to the Intersessional Programme.
- April 19 Presidency circulates documents for the next Coordinating Committee meeting
- April 24 Coordinating Committee meeting
- Discussion of draft annotated agendas.
- April 29 Presidency sends out a comprehensive meeting package
- May 3 Presidency circulates documents for the next Coordinating Committee meeting
- May 8 Coordinating Committee meeting
- May 13-17 Briefing on the Intersessional Week
- May 17 Presidency circulates documents for the next Coordinating Committee meeting
- May 22 Coordinating Committee meeting
- May 27-31 Meetings of the Standing Committees
- June 3 Presidency circulates documents for the next Coordinating Committee meeting
- June 5 Coordinating Committee meeting
- June 13-19 Landmines Week at Switzerland's Expo '02*