

**Meeting of the Coordinating Committee
24 January 2003**

President's Summary

I. Preparations for the 3-7 February 2003 Standing Committee meetings

- a. The Co-Chairs provided updates on preparations for their 3-7 February meetings, with the Co-Chairs responsible for victim assistance, mine clearance and stockpile destruction noting in particular the efforts they had undertaken to encourage mine affected States Parties and those destroying stockpiles to take full advantage of the Standing Committee meetings. For their part, the Co-Chairs of the Standing Committee on the General Status and Operation of the Convention indicated that in keeping with past practice they would be seeking views on administrative matters related to the Fifth Meeting of the States Parties (5MSP) and would be notifying all States Parties that they will be undertaking consultations leading to a proposal at the 5MSP on the selection of new Co-Rapporteurs.
- b. The panellists involved in the new participants briefing on 3 February were reminded to ensure that they were prepared for this event. It was noted that approximately half of the total of registered delegates had registered for this briefing.
- c. The Coordinating Committee reviewed the multitude of side events (e.g., Contact Group meetings) taking place the week of 3-7 February, particularly with a view to ensuring sound coordination. Some Coordinating Committee members indicated some concern that some side events (e.g., internal UN and ICBL meetings) were taking place in parallel to meetings of Standing Committees. Others sought to assure them that such meetings had been planned in a manner that would not detract or draw participants away from Standing Committee meetings.
- d. Various last minute technical and organization matters were highlighted for the Coordinating Committee, including that Co-Chairs should advise the ISU Manager or other relevant GICHD staff well in advance of any technical requirements.

The President indicated that the European Commission had agreed to provide interpretation in English, French and Spanish for both the February and May meetings.

II. Preparations for the activities of Contact Groups

The Contact Group Coordinators reminded the Coordinating Committee of their intention to host Contact Group meetings the week of 3-7 February.

III. Update from the Coordinator of the Sponsorship Programme

The President, on behalf of the Coordinator of the Sponsorship Programme, reported that more than 80 individuals would be sponsored to attend the 3-7 February meetings – the largest number ever sponsored for a week of Intersessional meetings.

IV. Standing Committee meetings: Reporting

Co-Chairs and Co-Rapporteurs were reminded to act promptly to ensure that brief summary reports could be prepared in time for 7 February and to see that detailed meeting reports could be completed by 21 February. It was advised that summary reports could be written quickly to capture simply the most essential elements of the meetings and that meetings reports could be drafted easily using the suggested the template that had been used in May 2002.

V. ISU Report

The Manager of the ISU recalled that the 2003 budget for the ISU indicated that the ISU should remain small in number of staff and that in a manner consistent with this provision the staffing of the ISU in 2003 would remain consistent with its de facto level in the second half of 2002. In this context, he notified the Coordinating Committee that an *Implementation Support Officer*, Ms. Sophie Delfolie, had been hired on a permanent basis.

Mexico, Croatia and Austria notified the Coordinating Committee of their contributions to, or intentions to contribute to, the ISU Trust Fund.

VI. Any other business

The representative of the ICRC suggested to the President that he may wish to work with various other partners to mark the 1 March 2003 fourth anniversary of the entry-into-force of the Convention, in part by highlighting the success of the States Parties in destroying stockpiled AP mines. The President indicated that he would follow-up on this suggestion.

VII. Next meeting

It was agreed that the next meeting of the Coordinating Committee will be held on 18 February 2003 at 13.00.