

**Meeting of the Coordinating Committee
28 April 2003**

President's Summary

I. Preparations for the 12-16 May Standing Committee meetings

Co-Chairs of each Standing Committee provided brief updates on progress towards ensuring successful meetings in May. All indicated that they were taking a number of steps to encourage active participation, particularly by mine affected States Parties and those in the process of destroying stockpiled mines.

Coordinating Committee members were reminded of some important matters regarding logistical and administrative preparations, including: that a coffee service would be provided on an ongoing basis and thus they could decide to take breaks if / when they pleased; that Salle B would be used as an overflow room on Monday 12 May, with ICBL cooperating to ensure that all delegations could be seated in Salle A; that an updated programme, with changes provided by the Co-Chairs of the Standing Committee on Stockpile Destruction, would be provided when delegates arrived on 12 May, and, that no one should touch the computer dedicated for PowerPoint presentations in order to ensure no technical glitches.

II. Draft reporting schedule

The Manager of the ISU reviewed a draft schedule for reporting (see Annex I) and reminded the Coordinating Committee that the ISU was available to assist with reports. There was a general acceptance with the proposal, which would see Co-Chairs submit meeting reports to the ISU for final formatting no later than Friday 6 June (i.e., three weeks after the end of the week of Standing Committee meetings) and Co-Chairs submit final reports to the ISU for final formatting (and for forwarding to the United Nations) no later than Friday 28 June (i.e., three weeks after meeting reports have been completed).

III. Preparations for the activities of Contact Groups

Contact Group Coordinators noted that each Contact Group was again planning a meeting for the week of May 12. The Coordinator of the Resource Mobilisation Contact Group indicated that the focus in May would be on the multilateral actors. The representative of the Coordinator of the Universalization Contact Group indicated that the Contact Group meeting would proceed in the same manner as in May, although during the Standing Committee meeting on 12 May a focus would be placed on the role of parliamentarians.

IV. Update from the Coordinator of the Sponsorship Programme

The Coordinator of the Sponsorship Programme informed the Coordinating Committee that all matters were proceeding well with a view to supporting the participation of approximately 70 delegates at the May meetings.

V. Update on preparations for the Fifth Meeting of the States Parties

Thailand provided a brief update on matters related to preparations for the Fifth Meeting of the States Parties that it would draw to the attention of the Standing Committee on 16 May.

VI. Any other business

- Updates were provided by participants on recent and upcoming events, including the 26-28 March regional seminar in Phnom Penh, the 7-9 April Landmine Monitor Researchers Meeting in Rome, a conference in Istanbul on 26 April, a workshop in Brazzaville on 7-8 May, and the June G-8 summit.
- It was noted that this may be the last Coordinating Committee meeting for Gustavo Laurie. Several meeting participants expressed their appreciation for Gustavo Laurie's long-standing efforts in support of the Convention.

VII. Next meeting

It was agreed that the next meeting of the Coordinating Committee will be held on Wednesday 11 June at 13:00.

Annex I

Draft Reporting Schedule

Introduction:

In 2001-2002, the Coordinating Committee noted the ongoing value of, and difference between, reports of Standing Committee meetings and the Standing Committees' final reports. Some of the important differences between the two reports are as follows:

- Whereas meeting reports summarise the general status of implementation of elements of the Convention that are relevant to a particular Standing Committee at a certain point in time, final reports record progress over time.
- Whereas meeting reports record the most salient points made by mine affected States Parties of their problems, plans, progress and priorities for assistance, final reports simply record that this sort of discussion took place and to what extent.
- Final reports contain Co-Chairs' recommendations of a general or specific nature, which can in turn (a) potentially serve as the basis of discussion during the informal sessions at the Meeting of the States Parties, and, (b) suggest, in a spirit of continuity, areas that next year's Standing Committees could continue to work on.

Schedule for Meeting Reports:

It is proposed that Co-Chairs submit meeting reports to the ISU for final formatting no later than Friday 6 June (i.e., three weeks after the end of the week of Standing Committee meetings.)

Schedule for Final Reports:

It is proposed that Co-Chairs submit final reports to the ISU for final formatting (and for forwarding to the United Nations) no later than Friday 28 June (i.e., three weeks after meeting reports have been completed.)

Note: Taking steps to see that meeting reports are provided to the United Nations by the beginning of July will ensure that these documents can be translated and distributed by the UN Secretariat well before the 5MSP, thus providing States Parties and others a chance to reflect upon this content before the 5MSP.

Final Thoughts:

This schedule provides an additional week for the completion of reports relative to the schedule proposed for use in May 2002. Steps have been taken in 2003 to make reporting more efficient (e.g., copies of statements are provided to Co-Chairs / Co-Rapporteurs the morning following their Standing Committee meetings, a standardised reporting format exists, Co-Chairs / Co-Rapporteurs no longer need to prepare summary reports, et cetera). If additional measures are necessary to ensure that reports are completed according to this schedule, please contact the ISU. One of its principal reasons for being is to support the Co-Chairs / Co-Rapporteurs in their efforts.