

Coordinating Committee Meeting

18 April 2007

President's Summary

1. Introductory remarks by the President

The President and Chair of the Coordinating Committee, pursuant to previous discussions held by the Coordinating Committee and inter-sessional consultations, welcomed representatives of the UN Office of Disarmament Affairs (UNODA) and the UNDP. The President noted that UN agencies play an important role in helping mine-affected states to implement their obligations under the Convention.

2. Overview of the programme for the week of Standing Committee meetings

The Co-Chairs of the Standing Committee on the General Status and Operations of the Convention recalled the appeal they had made to States Parties to provide updates on matters that concern Article 3 and Article 9.

The Co-Chairs of the Standing Committee on Stockpile Destruction indicated that they had placed a focus on States Parties with deadlines that have occurred since the Seventh Meeting of the States Parties (7MSP) and on other States Parties with upcoming deadlines. In addition, they indicated that they would present proposals to amend the Article 7 reporting format. The President encouraged the Article 7 Contact Group to take up the matter of these proposals.

The Co-Chairs of the Standing Committee on Victim Assistance and Socio-Economic Reintegration noted that they had requested concrete updates from the 24 relevant States Parties and that they had organized a parallel programme for States Parties' medical care, rehabilitation, reintegration and human rights specialists.

The Co-Chairs of the Standing Committee on Mine Clearance, Mine Risk Education and Mine Action Technologies reported that they had met with representatives of 25 of the States Parties which are in the process of fulfilling Article 5 obligations with a view to assisting them in providing updates to the Standing Committee.

3. Activities of Contact Groups during the week of 23-27 April

The Coordinator of the Article 7 Contact Group indicated that the Contact Group will meet on Wednesday 25 April.

The Coordinator of the Resource Mobilisation Contact Group noted that the Contact Group would receive presentations on the topic of the information available to make informed decisions regarding where resources are needed.

The Coordinator of the Universalization Contact Group reported that the Contact Group would meet on Thursday 26 April and that regional universalization discussions focused on the Middle East and on Asia and the Pacific would also be held.

The Coordinator of the Linking Mine Action and Development Contact Group reported that the Contact Group will review its objectives, structure and progress achieved to date and exchange views on proposed next steps.

4. Overview of the calendar of side events during the week of 23-27 April and other organisational matters

The Manager of the Implementation Support Unit (ISU) distributed a series of reminders on organizational matters concerning the meetings of the Standing Committees and assistance which the ISU can provide. (See attachment #1.)

5. Update on the Sponsorship Programme for the week of 23-27 April

The Coordinator of the Sponsorship Programme reported that 47 States had been invited to request sponsorship for up to approximately 70 delegates and that to date sponsorship was being administered for approximately 55 delegates.

6. Review of the template to assist in preparing reports of the meetings of the Standing Committees

The Manager of the Implementation Support Unit reviewed the template that has served as guidance in the past to Co-Rapporteurs in preparing reports of meetings of the Standing Committees. (See attachment #2.)

7. Update on efforts of the ISU to support the preparation of Article 5 extension requests and the Article 5 extension request process

The Manager of the Implementation Support Unit presented to the Coordinating Committee actions undertaken by the ISU in response to the decisions of the 7MSP concerning a process related to Article extension requests. It was noted in particular that the decisions of the 7MSP (a) underscored the already increasing workload of the ISU in providing to individual States Parties and to the Co-Chairs professional support and advice on the preparation of requests for extensions, and, (b) called upon the ISU to support all relevant States Parties in their process of analysis of requests for extensions.

8. Update on preparations for the Eighth Meeting of the States Parties and *Dead Sea Progress Report*

The representative of the President-Designate of the Eighth Meeting of the States Parties (8MSP) reviewed the timeline for the preparation of a *Dead Sea Progress Report*, stressing to Coordinating Committee participants that their input at an early stage is welcomed. (See attachment #3.)

9. Any other business

- Norway reported that it would host events in Oslo on 18 September 2007 to mark the 10th anniversary of the adoption of the Convention.
- Belgium reported that it would stage an event in Brussels on 9 May 2007 to commemorate the Convention's 10th anniversary.
- The President noted that Australia was hoping to organise an event during the UN General Assembly First Committee to mark the 10th Anniversary.

10. Next meeting

It was agreed that the next meeting of the Coordinating Committee take place at the end of June, in part to (a) evaluate the week of meetings of the Standing Committees, (b) assess the state of reporting on these meetings, and, (c) enable the President-Designate to present and receive comments on a preliminary draft *Dead Sea Progress Report*.

Attachment #1

Organizational matters (particularly for Co-Chairs to note)

- Interpretation is provided in English, French and Spanish (courtesy of the European Commission) and in Russian (courtesy of Canada).
- Time is a valuable resource during the week of meetings. For this reason and because interpretation is provided, it is important to aim to start on time and not get over time.
- Remember the principal of flexibility. If one Standing Committee meeting ends early the next set of Co-Chairs should be ready to commence with their meeting.
- The ISU will aim to help you in knowing which States Parties and others are ready to speak on which particular items. We will be “working the room” particularly with respect to States Parties which have been invited to provide updates on victim assistance, Article 4 implementation and Article 5 implementation.
- Please provide the ISU with your final versions of your speaking notes or scripts. This will help us in helping you ensure delegations are ready to speak and in ensuring that the interpreters have an idea of what’s going on.
- When delegates arrive on Monday morning, they will receive the following:
 - A published version of the programme
 - A photocopied package of the background documents, with all documents available in English and most available also in French and Spanish.
 - A schedule of Contact Group meetings and side events which are open to all delegates.
 - A name tag.
 - An invitation card to the reception to be hosted by the Director of the GICHD on Tuesday 24 April.
- Remember the meetings are informal – no decisions are taken, the Standing Committees do not “agree” to or “adopt” anything and there is no formal or agreed record of the meetings.
- The informal record of the meetings is each set of Co-Chairs’ report on its Standing Committee’s meeting. These reports typically are initially drafted by the Co-Rapporteurs and eventually approved by the Co-Chairs.
- Co-Rapporteurs – Start now to prepare a framework for meeting reports! This will save you time after the fact and lead to timely reporting.
- The ISU is here to help you in any respect (within reason) including: assistance in preparing Co-Chairs’ scripts for the meetings, assistance in preparing statements on the status of implementation, assistance in preparing reports.

Attachment #2

Template for Meeting Reports¹:

I. Introduction

The purpose of the introduction would be simply to contain about two pro forma paragraphs indicating: (a) on what basis the meeting took place; (b) who convened the meeting and with whose assistance; (c) where the meeting was held and with whose assistance; and, (d) how the meeting was organized.

II. Overview of the Status of Implementation

The purpose this section would be to summarize the general status of implementation of elements of the Convention that are relevant to the particular Standing Committee.

III. Update on Implementation Plans and Progress

The purpose of this section would be to contain a record of the most salient points made by affected States Parties of their problems, plans to deal with their problems and progress in addressing their problems. If relevant States not parties also spoke on these matters, perhaps this section could be divided into two to ensure a focus is placed on implementation of the Convention by States Parties to it.

IV. Update on Assistance and Cooperation

The purpose of this section would be (a) to contain a record of the most salient points made by States Parties and others of their assistance to and cooperation with affected States Parties and (b) record the essence of discussions on cooperation and assistance programmes. Like the preceding section, this one could be used as a general framework with further subdivisions created at the discretion of Co-Chairs.

V. Matters of a Thematic Nature Related to Implementation

The purpose of this section would be to report on discussions of a thematic nature that took place during the meeting.

VI. An Assessment of Needs that Remain

The purpose of this section would be for the Co-Chairs to describe, based upon the proceedings of the meeting, the areas of greatest priority in implementing provisions of the Convention related to the Committee.

VII. Other Matters

The purpose of this section would be, if necessary, to report on miscellaneous matters that the Co-Chairs may wish to record in their reports.

¹ This is relevant for the Co-Chairs / Co-Rapporteurs of the Standing Committees responsible for Stockpile Destruction, Mine Clearance and Victim Assistance.

Attachment #3

Timeline for the preparation of the Dead Sea Progress Report

- April 30 - June 1: Co-Chairs, Co-Rapporteurs and Contact Group Coordinators, if they wish, provide input for the President-Designate to take into account in preparing a preliminary draft.
- June 18: Preliminary draft distributed to Coordinating Committee
- June 29: Coordinating Committee meeting -- comments on preliminary draft provided to the President-Designate
- July 13: Deadline for Coordinating Committee to provide additional written input
- August 3: Draft distributed to all States Parties and interested organizations along with a notice for an informal meeting to take place on 28 August
- August 28: Informal meeting to discuss 8MSP preparations - comments on draft provided to the President-Designate
- September 10: Deadline for States Parties and interested organizations to provide additional written input
- September 23: Draft Dead Sea Progress Report is submitted to the Executive Secretary as a conference document (with the possibility for additional changes, if necessary, to be made during the 8MSP)