



H.E. Prak Sokhonn  
Minister Attached to the Prime Minister and  
Vice-Chair of the Cambodian Mine Action and Victim Assistance Authority  
President of the Meeting of the APMBC States Parties  
Phnom Penh  
Cambodia

Geneva, 14 May 2012

Agreement between the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction and the Geneva International Centre for Humanitarian Demining (GICHD) on implementation support for the Convention

Your Excellency, dear President of the Meeting of the APMBC States Parties,

It is my pleasure to provide you with the report on the implementation of the Agreement between the States Parties to the APMBC and the GICHD for the year 2011, according to its paragraph 7, as well as the 2011 audited financial reports for the Trust Fund ISU-APMBC and the Trust Fund APMBC Sponsorship Programme, as stipulated in paragraph 6 of the Agreement, for transmission to the Co-Chairs of the Standing Committees and to the States Parties.

The GICHD is pleased to continue its role in hosting and supporting the Implementation Support Unit of the APMBC, the intersessional meetings of the Standing Committees and the sponsorship programme, and to contribute this way – together with GICHD expertise and technical assistance extended to many mine-affected countries - to the success of this important treaty.

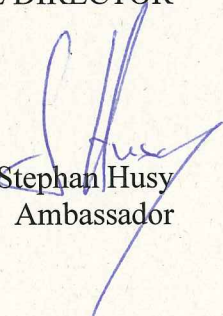


I take this opportunity to thank you, Excellency, as well as your predecessor, Ambassador Gazmend Turdiu with whom I signed the new agreement on GICHD's implementation support for the APMBC on 6 September 2011, for the fruitful and trustworthy cooperation throughout the past year.

I am at your disposal for any further question or inquiry you, the Co-Chairs of the Standing Committees or the States Parties may have.

Yours sincerely,

THE DIRECTOR

  
Stephan Husy  
Ambassador

Annexes:

- Report on the implementation of the Agreement between the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction and the Geneva International Centre for Humanitarian Demining (GICHD) on implementation support for the Convention, for the year 2011
- Audit report 2011: Trust Fund ISU-APMBC
- Audit report 2011: Trust Fund APMBC Sponsorship Programme
- Agreement between the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction and the Geneva International Centre for Humanitarian Demining (GICHD) on implementation support for the Convention



## REPORT ON THE IMPLEMENTATION OF THE AGREEMENT BETWEEN THE STATES PARTIES TO THE CONVENTION ON THE PROHIBITION OF THE USE, STOCKPILING, PRODUCTION AND TRANSFER OF ANTI-PERSONNEL MINES AND ON THEIR DESTRUCTION AND THE GENEVA INTERNATIONAL CENTRE FOR HUMANITARIAN DEMINING (GICHD) ON IMPLEMENTATION SUPPORT FOR THE CONVENTION, FOR THE YEAR 2011.

### 1. Infrastructure, administrative and other support

In 2011, the GICHD provided general administrative support to the ISU-APMBC, Human Resources management (including insurances), financial management (in particular for the trust funds ISU-APMBC and APMBC Sponsorship Programme), contract and document management (Sharepoint), office rent and supplies, ICT (hardware, software, maintenance and telecommunication costs), travel services, publications and website management. The expenditures/costs of this administrative and logistical support have been tracked and amount to approximately 315,000 CHF.

The GICHD also supported the ISU-APMBC in the organisation of the intersessional work programme and the administration of the sponsorship programme. The expenditures/costs to the GICHD of hosting the intersessional meetings of the APMBC Standing Committees at the GICHD, including conference management, conference room rental and interpretation (English, French, Russian, Spanish), amount to approximately 150,000 CHF for 2011. The expenditures/costs of administering the APMBC Sponsorship Programme, including travel and accommodation services as well as reporting and auditing amount to approximately 45,000 CHF. In 2011, the programme sponsored 100 participants to attend the Meetings of the Standing Committees from 20 to 24 June 2011 and the Eleventh Meeting of the States Parties (11MSP) from 27 November to 2 December 2011 with a total expenditure of 308,000 CHF.

In total, the GICHD support for 2011 amounts to approximately 510,000 CHF which was charged to the Swiss core contribution 2011 to the GICHD.

### 2. ISU-APMBC staff

During 2011, the following ISU-APMBC staff members were under GICHD contract (salaries, where applicable, were paid from the Trust Fund ISU-APMBC):

- Mr Kerry Brinkert, Director ISU-APMBC, 100%
- Ms Sophie Delfolie, Mine Action Implementation Specialist, 80% (60% from 17 October 2011)
- Mr Juan Carlos Ruan, Implementation Support Specialist, 100%
- Ms Paramdeep Mtharu, Implementation Support Officer, 100%
- Ms Véronique Movilla-Pau, Administrative Assistant, 50%

- Ms Diana Zalaquett, Junior Programme Officer, 100% from 01 June to 31 December 2011
- Ms Lindsey Se Yeon O’Keefe, unpaid Intern, 100%, from 03 June 2011 to 31 July 2011
- Ms Bérénice Schramm, Implementation Support Officer, 100% from 13 to 27 January, 100% from 14 June to 22 July, 50% from 19 September to 11 November
- Ms Laila Rodriguez, Volunteer, 20%, from 23 March to 30 June 2011

The Director of the ISU-APMBC and the Mine Action Implementation Specialist has (February 2012) or will have soon (July 2012) reached 10 years’ employment at the GICHD.

For the Mine Action Implementation Specialist, this raises the issue of the contract duration and the related paragraph of the GICHD Internal Rules and Regulations: ‘Rotation of expert staff shall be encouraged to ensure that staff are up-to-date with trends in the field and with other organisations, and can bring fresh ideas and enthusiasm with them. It is not envisaged that any expert staff member would work at the GICHD for more than 10 years.’ The Director of the GICHD and the Director of the ISU-APMBC came to the conclusion that this rule does not apply to the ISU-APMBC Mine Action Implementation Specialist because her tasks are not related to ‘field experience’ but rely on continuity.

The Director of the GICHD asked the President of the APMBC States Parties for guidance with regard to the tenure period of the Director of the ISU-APMBC. In the absence of a response, the Director of the GICHD assumes that the APMBC States Parties do not wish that there are any time limitations to the contract with the Director of the ISU-APMBC.

### 3. Trust Funds ISU-APMBC and APMBC Sponsorship Programme

In 2011, the GICHD administered the ISU-APMBC funds according to the agreement on GICHD’s implementation support for the APMBC.

All financial contributions intended for the ISU-APMBC were credited to the ‘Trust Fund ISU-APMBC’ bank account. Contributions to the sponsorship programme were credited to the ‘Trust Fund APMBC Sponsorship Programme’ bank account. The GICHD internal control system was applied for all expenditures of the two trust funds; no financial irregularities were noticed.

The Trust Fund ISU-APMBC and the Trust Fund APMBC Sponsorship Programme were audited by Deloitte SA. The audit reports were submitted by the Director of the GICHD to the President of the Meeting of the APMBC States Parties.