

A photograph of a middle-aged man with a friendly expression, wearing a light blue button-down shirt and a wide-brimmed straw hat. He is riding a yellow bicycle on a reddish-brown dirt path. His left leg is in a white cast and is supported by a wooden splint. A small white name tag is pinned to his shirt. The path is lined with lush green trees and bushes, and the scene is brightly lit by sunlight. The title text is overlaid on the lower half of the image.

GUIDANCE

ON VICTIM ASSISTANCE REPORTING

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FOREWORD

Today, it is estimated that there are over 100,000 casualties of landmines and explosive remnants of war around the world. Regrettably, this number continues to increase every year.

It is therefore important that adequate assistance be provided to victims to ensure their care and rehabilitation as well as their social and economic reintegration into their communities. These are commitments made by States Parties to the Anti-Personnel Mine Ban Convention (APMBC), the Convention on Cluster Munitions (CCM), and the Convention on Certain Conventional Weapons (CCW) Protocol V.

In order to fulfil these commitments, coordinated efforts among various agencies to address the needs and rights of victims are essential, as is the reporting of assistance efforts on the ground.

Although there are tools currently available to facilitate and encourage States to report on their victim assistance efforts, it is clear that comprehensive reporting remains a challenge for several States Parties to the three disarmament instruments. Reporting obligations can be a significant burden for States with limited capacities to gather information on the ground, especially from a range of stakeholders.

This Guidance on Victim Assistance Reporting therefore aims to assist States in their reporting efforts by providing a set of guiding questions relevant to the collection of information on the ground. It consists of two main parts: an overview of reporting obligations and existing guidance across the three conventions; and the introduction of a consistent approach to comprehensive victim assistance reporting. The Guidance's annexes include a set of detailed guiding questions intended to help States enhance their reporting, as well as sample reports. The Guidance was developed in consultation with key stakeholders, including members of the Victim Assistance Committee, victim assistance coordinators for the CCM and Protocol V to the CCW, as well as relevant United Nations and other international agencies, NGOs and disability actors.

As Chair of the APMBC's Committee on Victim Assistance, I sincerely hope that this Guidance will be useful for States Parties in undertaking their reporting responsibilities so as to ensure greater efficacy in international victim assistance efforts.



(Thani Thongphakdi)

Ambassador and Permanent Representative of Thailand
Chair of the Committee on Victim Assistance
Anti-Personnel Mine Ban Convention

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Acronyms and abbreviations

CAP	Cartagena Action Plan 2009-2014
CCM	Convention on Cluster Munitions
CCW	Convention on Certain Conventional Weapons
CRPD	Convention on the Rights of Persons with Disabilities
DAP	Dubrovnik Action Plan 2015-2020
DPO	Organisation of Persons with Disabilities
ERW	Explosive Remnants of War
ICRC	International Committee of the Red Cross
ISU	Implementation Support Unit
MAC	Mine Action Centre
MAP	Maputo Action Plan 2014-2019
MoE	Ministry of Education
MoFA	Ministry of Foreign Affairs
MoH	Ministry of Health
NGO	Non-Governmental Organisation
PAVAPV	Plan of Action on Victim Assistance under Protocol V
UN	United Nations
UNOHCHR	United Nations Office of the High Commissioner for Human Rights
VAP	Vientiane Action Plan 2010-2015

Artificial limbs produced at Sirindhorn National Medical Rehabilitation Centre, Thailand

INTRODUCTION

1. Parties to the Anti-Personnel Mine Ban Convention¹, the Convention on Cluster Munitions (CCM), and Protocol V on Explosive Remnants of War to the Convention on Certain Conventional Weapons² (CCW) with responsibility for the well-being of significant numbers of victims of landmines, cluster munitions and/or other explosive remnants of war (ERW) are required, or requested on a voluntary basis, to report annually on their efforts to assist the victims. States that are party to the Convention on the Rights of Persons with Disabilities (CRPD) also have reporting obligations under the CRPD.
2. Various efforts have been made to strengthen reporting on victim assistance since the Anti-Personnel Mine Ban Convention entered into force in 1999. Nevertheless, the quality of reporting on victim assistance over time by both Parties reporting responsibility for the well-being of significant numbers of victims and States in a position to assist has been mixed.
3. To achieve the aim of full, equal and effective participation and inclusion, victim assistance requires a holistic and integrated approach. Such an approach can only be achieved through collaboration and coordination between all relevant ministries and other stakeholders, including victims and other persons with disabilities, in an affected State. Reporting obligations can create a significant burden for States with limited capacities to collate information from a diverse range of stakeholders. However, it is widely recognised that providing adequate and appropriate age- and gender-sensitive assistance to the victims of landmines, cluster munitions and other ERW requires comparable responses on the ground. Consequently, the sources of information on efforts to assist the victims are also mostly the same regardless of whether the State is reporting under the Anti-Personnel Mine Ban Convention, the CCM, or Protocol V to the CCW.

¹ Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction

² Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects

4. Although there are tools currently available³ to assist and encourage States to report on their efforts to assist victims, it is clear that comprehensive reporting remains a challenge for many Parties to the three disarmament instruments. To rationalise efforts, reduce the burden on States with victims of landmines, cluster munitions and/or other ERW in areas under its jurisdiction or control, and to ensure efficiency in international reporting obligations, there is a need to ensure consistency in the preparation of reports.
5. As Chair of the Committee on Victim Assistance, Thailand initiated a process to develop comprehensive guidance on victim assistance reporting, including a questionnaire. The objectives of this initiative are threefold: to produce guidance on victim assistance reporting that is relevant to the Anti-Personnel Mine Ban Convention, the CCM, and Protocol V to the CCW;⁴ to reduce, as much as possible, the reporting burden for affected States regardless of the instrument to which it is a party; and, to bring together the guidance already developed into a single document. The Guidance was developed between July and September 2016 in close collaboration and consultation with key stakeholders, including: members of the Committee on Victim Assistance; victim assistance coordinators for the CCM and Protocol V to the CCW; victim assistance focal points of affected States; relevant United Nations and other international agencies; non-governmental organisations (NGOs); and, other experts.
6. In addition to a brief overview of victim assistance in the context of international humanitarian and human rights law, the Guidance on Victim Assistance Reporting is presented in two main parts: an overview of reporting obligations under the Anti-Personnel Mine Ban Convention, the CCM, and Protocol V to the CCW, and available guidance on these obligations; and, the introduction of a consistent approach to comprehensive victim assistance reporting. To support this approach, the Guidance on Victim Assistance Reporting includes in its Annexes a detailed questionnaire which is intended to

³ See Annex 6

⁴ This Guidance on Victim Assistance Reporting may also be useful to States Parties to Protocol II to the CCW contemplating reporting on victims of booby traps and other improvised explosive devices

provide guidance to States on the collection of relevant information to enhance their reporting, and sample reports using the questionnaire as a guide.

Victim assistance in context of international humanitarian and human rights law

7. In December 1997, in a significant achievement for its time, the Anti-Personnel Mine Ban Convention became the first multilateral arms control treaty to address the humanitarian needs of the victims of a particular weapon system. The preamble conveys the desire of States Parties “to do their utmost in providing assistance for the care and rehabilitation, including the social and economic reintegration of mine victims.” This desire is translated into an obligation in Article 6 on International Cooperation and Assistance. Article 6.3 requires that “each State Party in a position to do so shall provide assistance for the care and rehabilitation, and social and economic reintegration, of mine victims (....)” adding that assistance may be provided through a variety of means, including “the United Nations system, international, regional or national organizations or institutions, the International Committee of the Red Cross, and national Red Cross and Red Crescent societies and their International Federation, non-governmental organizations, or on a bilateral basis.”⁵
8. At the 2004 First Review Conference, the States Parties agreed that “victim assistance” included work in the areas of: data collection to understand the extent of the challenges faced; emergency and continuing medical care; physical rehabilitation; psychological support and social reintegration; economic reintegration; and, the establishment, enforcement and implementation of relevant laws and public policies. Since 2005 efforts to assist the victims have been guided by the Nairobi Action Plan 2004-2009, the Cartagena Action Plan 2009-2014, and currently by the Maputo Action Plan 2014-2019.⁶

⁵ The text of the Anti-Personnel Mine Ban Convention is available at: www.apminebanconvention.org/overview-and-convention-text/

9. The Anti-Personnel Mine Ban Convention's work on victim assistance provided a foundation for how subsequent instruments of international humanitarian law have sought to assist the victims of other conventional weapons. In 2003, member states of the CCW adopted Protocol V on Explosive Remnants of War, incorporating in that protocol, almost word for word, the Anti-Personnel Mine Ban Convention's provision on assisting the victims. Article 8.2 reads: "Each High Contracting Party in a position to do so shall provide assistance for the care and rehabilitation and social and economic reintegration of victims of explosive remnants of war. Such assistance may be provided inter alia through the United Nations system, relevant international, regional or national organizations or institutions, the International Committee of the Red Cross, National Red Cross and Red Crescent Societies and their International Federation, non-governmental organizations, or on a bilateral basis."⁷ In 2008, the Parties adopted the Plan of Action on Victim Assistance under Protocol V (PAVAPV) to address the needs and guarantee the rights of victims of incidents involving ERW.⁸
10. In another significant development, the 2008 Convention on Cluster Munitions codified the key principles and understandings formally agreed to by the States Parties to the Anti-Personnel Mine Ban Convention, and through Protocol V's PAVAPV. Article 5 of the CCM deals specifically with victim assistance and obliges "Each State Party with respect to cluster munition victims in areas under its jurisdiction or control shall, in accordance with applicable international humanitarian and human rights law, adequately provide age- and gender-sensitive assistance, including medical care, rehabilitation and psychological support, as well as provide for their social and economic inclusion" and to "make every effort to collect reliable relevant data with respect to

⁶ For more information on the evolution of victim assistance, see Chapter 1 of *Assisting Land-mine and Other ERW Survivors in the Context of Disarmament, Disability and Development*, Anti-Personnel Mine Ban Convention Implementation Support Unit, Geneva, June 2011

⁷ The text of Protocol V to the CCW is available at: [www.unog.ch/__80256ee600585943.nsf/\(httpPages\)/c7ddb8ccd5dd3bb7c12571d8004247fa?OpenDocument&ExpandSection=1#_Section1](http://www.unog.ch/__80256ee600585943.nsf/(httpPages)/c7ddb8ccd5dd3bb7c12571d8004247fa?OpenDocument&ExpandSection=1#_Section1)

⁸ The Plan of Action on Victim Assistance under Protocol V is available at <https://www.un.org/disarmament/geneva/erw/victim-assistance/plan-of-action/>

cluster munition victims.”⁹ Article 5.2 further outlines what a State should do to fulfil its obligations, including issues relating to: needs assessments, laws and policies, plans and budgets, integration into broader frameworks, resource mobilisation, non-discrimination, inclusion, focal points and coordination, and good practice. At the 2010 First Meeting of the States Parties the Vientiane Action Plan 2010-2015 was adopted to guide efforts. A new action plan was adopted at the 2015 First Review Conference, the Dubrovnik Action Plan 2015-2020 (DAP).

11. The principles and understandings that guide efforts to assist victims of landmines, cluster munitions and other ERW are consistent across the Anti-Personnel Mine Ban Convention, Protocol V to the CCW, and the CCM. These three instruments also acknowledge linkages to the CRPD with references to rights expressed in the MAP, the DAP, and the PAVAPV. The CRPD provides all parties with the highest accepted legal and normative standards as concerns disability rights. Furthermore, the CRPD reinforces the importance of respecting human rights in the process of providing assistance to the victims of landmines, cluster munitions and other ERW with impairments as it records in a comprehensive manner what is required in a rights-based approach to promote the full and effective participation and inclusion of persons with disabilities in the social, cultural, economic and political life of their communities. Of the 50 Articles in the CRPD, 22 are particularly relevant to victim assistance. Consequently, the CRPD can provide guidance on a more systematic, sustainable, gender-sensitive and rights-based approach by bringing victim assistance into the broader context of policy and planning for persons with disabilities more generally.

⁹ The text of the CCM is available at: www.clusterconvention.org/files/2011/01/Convention-ENG.pdf

¹⁰ For more information on the relevance of the CRPD to victim assistance, see Chapter 8 of *Assisting Landmine and Other ERW Survivors in the Context of Disarmament, Disability and Development*, Anti-Personnel Mine Ban Convention Implementation Support Unit, Geneva, June 2011



**Professional rehabilitation
for mine victims, Thailand**

Reporting obligations and available guidance

Anti-Personnel Mine Ban Convention

12. States Parties to the Anti-Personnel Mine Ban Convention are not obligated to provide information on efforts to assist the victims as part of Article 7 transparency measures.¹¹ Nevertheless, various efforts have been made to strengthen reporting since the Convention entered into force in 1999.
13. At the Second Meeting of the States Parties in 2000, a voluntary Form J to report on other relevant matters was added to the annual Article 7 transparency report. The Form J template notes that “States Parties may use this form to report voluntarily on other relevant matters, including matters pertaining to compliance and implementation not covered by the formal reporting requirements contained in Article 7. States Parties are encouraged to use this form to report on activities undertaken with respect to Article 6, and in particular to report on assistance provided for the care and rehabilitation, and social and economic reintegration, of mine victims.”¹²

¹¹ Article 7 transparency reports are due by 30 April each year.

¹² The Article 7 reporting template is available at: www.apminebanconvention.org/background-status-of-the-convention/transparency-and-the-exchange-of-information/

14. In December 2000, the International Campaign to Ban Landmines' (ICBL) Working Group on Victim Assistance presented a draft suggestion for use of Form J to report on victim assistance. The draft proposed information on victim assistance be presented in five sections: care; rehabilitation; social integration; economic reintegration; and, other.¹³ In May 2001, Canada endorsed the ICBL's suggestions for the use of Form J to report on efforts to assist the victims, including by States in a position to assist to report on funding for victim assistance.¹⁴ In September 2001, the Guide to Reporting Under Article 7 to the Ottawa Convention was presented to the Third Meeting of the States Parties by the Verification Research, Training and Information Centre (VERTIC). The Guide did not provide specific guidance on the use of the Form J but noted that it was recommended that States use the Form J to report on activities undertaken under Article 6.¹⁵
15. Other efforts that aimed to enhance understanding on the status of victim assistance in affected States include: the 2005 victim assistance questionnaire¹⁶ distributed by the Co-Chairs of the Standing Committee on Victim Assistance and Socio-Economic Reintegration which, among other things, sought to provide a baseline from which to measure progress; and the 2008 Victim Assistance in the Context of the AP Mine Ban Convention: Checklist¹⁷ which includes a series of questions to assist in the development of objectives to achieve the victim assistance-related actions of the Nairobi Action Plan. The Convention's Implementation Support Unit (ISU) also assists Chairs and Co-Chairs to develop questionnaires to collect information from affected States to contribute to annual progress reports. In June

¹³ For more information, see www.apminebanconvention.org/fileadmin/APMBC/IWP/SC_dec00/speeches_va/ICBL_WGVA_Form_J_Suggestion_for_Use_SCdec00.pdf

¹⁴ For more information, see www.apminebanconvention.org/fileadmin/APMBC/IWP/SC_may01/speeches_va/04_Form_J_Presentation.pdf

¹⁵ For more information, see www.apminebanconvention.org/fileadmin/APMBC/MSP/3MSP/Summary/3MSP_Reporting_Guide_Art7_E.pdf

¹⁶ For more information, see www.apminebanconvention.org/fileadmin/APMBC/IWP/SC_june05/SCVA_June05_questionnaire_e.pdf

¹⁷ For more information, see www.apminebanconvention.org/fileadmin/GICHD/topics/victim-assistance/VA-Checklist-Brochure-Nov2008-en.pdf

2008, the Co-Chairs introduced a set of indicators to assist States in measuring progress in achieving the victim assistance actions of the Nairobi Action Plan 2004-2009.¹⁸ The indicators provided the basis for the report on the status of victim assistance presented to the Second Review Conference.¹⁹ In addition, a June 2012 questionnaire aimed to assist in preparing the mid-term review of progress in implementing the victim assistance actions of the Cartagena Action Plan.

16. In a strong sign of political commitment, Action 13 of the Convention's Maputo Action Plan, adopted by the States Parties at the 2014 Third Review Conference, states that "Based on its assessments, each State Party with mine victims in areas under its jurisdiction or control will do its utmost to communicate to the States Parties, including through its annual transparency report...time-bound and measurable objectives it seeks to achieve through the implementation of national policies, plans and legal frameworks that will tangibly contribute to the full, equal and effective participation of mine victims in society. Every year, these objectives should be updated, their implementation monitored, and progress in implementing them reported..."²⁰
17. In December 2015, the President of the Fourteenth Meeting of the States Parties presented an updated version of the Guide to Reporting, "to serve as a comprehensive tool for assisting States Parties in the fulfilment of their article 7 reporting obligations."²¹ The Guide to Reporting, which was adopted by the States Parties, includes a section on Victim Assistance.²² The guidance notes that victim

¹⁸ Towards the Second Review Conference, 4-5, available at: www.apminebanconvention.org/fileadmin/APMBC/IWP/SC_june08/Speeches-VA/SCVA-2ndRC-6June08-CoChairs-en.pdf

¹⁹ Final Report, Second Review Conference of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction, Cartagena de Indias, 30 November-4 December 2009, APLC/CONF/2009/9, 17 June 2010, paragraphs 124-159, available at: www.cartagenasummit.org/fileadmin/APMBC-RC2/2RC-FinalReport-17June2010.pdf

²⁰ The Maputo Action Plan is available at: www.maputoreviewconference.org/fileadmin/APMBC-RC3/3RC-Maputo-action-plan-adopted-27Jun2014.pdf

²¹ Final report, Meeting of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction, Geneva, 30 November - 4 December 2015, APLC/MSP.14/2015/33, 15 December 2015, paragraph 18

assistance is understood to include: data on mine victims and on disability generally; medical care; physical rehabilitation; psychological support; economic inclusion; social inclusion; coordination; referral to services; and, inclusion in relevant legislative, policy or planning processes. The guidance does not propose specific questions but rather outlines the issues affected States may wish to consider in preparing a response under Form J. The Guide includes a detailed sample report on victim assistance in a fictitious country under eight (8) themes: data on direct and indirect victims; medical care; physical rehabilitation; psychological support; economic inclusion; social inclusion; coordination; and, participation.

Convention on Cluster Munition

18. The CCM includes an obligation for States Parties to report annually on “the status and progress of implementation” and “the amount of national resources allocated” to implementation under Article 7.²³ In addition, Action 4.3 of the CCM’s Dubrovnik Action Plan, adopted at the Second Review Conference, calls on States Parties to “make best use of Article 7 reports, drawing on reports submitted under the CRPD as appropriate, and formal and informal fora to provide updates on these actions.”²⁴
19. Form H of the CCM’s annual transparency report relates to the status and progress of implementation of the victim assistance obligations under Article 5. Form H provides an opportunity for affected States to report under nine themes, including: national focal point/coordination mechanism; data collection and assessment of needs; national laws and policies; national plan and budget; efforts to consult with and actively involve victims; assistance services (medical care, physical rehabilitation, psychological support, and social and

²² *Guide to Reporting*, Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction, October 2015, available at www.apminebanconvention.org/fileadmin/APMBC/MSP/14MSP/14MSP-Guide-to-Reporting-30Oct2015.pdf (available in English only)

²³ Paragraph (k) and (m), Article 7, Convention on Cluster Munitions; Article 7 transparency reports are due by 30 April each year

²⁴ The Dubrovnik Action Plan is available at: www.clusterconvention.org/wp-content/uploads/2016/04/The-Dubrovnik-Action-Plan.pdf

economic inclusion); resource mobilisation; needs for international assistance and cooperation; and, awareness raising.

20. In 2012, a Guide to Reporting Under Article 7 of the Convention on Cluster Munitions was produced to enhance reporting, including on victim assistance.²⁵ The guidance on Form H suggests that reporting should follow the logic of the Vientiane Action Plan 2010-2015 (VAP), adopted at the First Review Conference, noting that the VAP provided guidance on how to fulfil victim assistance obligations. The guidance also proposed specific questions to be answered under each of the nine themes.²⁶ The guidance remains relevant with the adoption of the DAP.

Protocol V to the Convention on Certain Conventional Weapons

21. Paragraph II of the PAVAPV calls on the Parties “to exchange information regularly on the implementation” of the Plan.²⁷ However, as with the Anti-Personnel Mine Ban Convention, Parties to Protocol V to the CCW are not obligated to provide information on efforts to assist the victims, but do so voluntarily.
22. Protocol V’s reporting format, adopted by High Contracting Parties in November 2007, included a Form F to report on steps taken to implement Article 8 (co-operation and assistance).²⁸ The 2009 Guide on National Reporting under Protocol V presented a check list of questions relating to the issues of each of the reporting forms and was intended as a tool to assist the Parties in meeting their reporting obligations.²⁹ Guidance on Form F included questions on the type of assistance provided and implementing partners. Paragraph 4 related

²⁵ See www.clusterconvention.org/files/2011/01/Reporting_guide_CCM_-August-2012.pdf

²⁶ The Vientiane Action Plan is available at: www.clusterconvention.org/files/2011/01/VIEN-TIANE-ACTION-PLAN-Final2.pdf

²⁷ The Plan of Action on Victim Assistance under Protocol V is available at: <https://www.un.org/disarmament/geneva/erw/victim-assistance/plan-of-action/>

²⁸ National reports are due by 31 March each year

²⁹ Report on National Reporting, Third Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War To The Convention on Prohibitions Or Restrictions On The Use Of Certain Conventional Weapons Which May Be Deemed To Be Excessively Injurious Or To Have Indiscriminate Effects, Geneva, 9 - 10 November 2009, CCW/P.V/CONF/2009/4/Add.1, 26 October 2009, 11



Surveyed mine field,
Thailand

specifically to victim assistance in affected States and proposed a framework for reporting on issues such as: data collection and needs assessments; legal and policy frameworks including plan of action; focal point; resource mobilisation; inclusion; good practice; and, implementing partners.

23. Protocol V's reporting format was amended at the 2014 Eighth Conference of High Contracting Parties; Forms E and F relating to Articles 7 and 8 were merged. Form E(a) provides a space for States with ERW victims to report on efforts to assist the victims, and includes two sections: steps taken to implement the relevant provisions of Article 8(2); and, other relevant information, guided by the PAVAPV.³⁰
24. An amendment to the Guide to National Reporting was adopted at the 2015 Ninth Conference of the High Contracting Parties to Protocol V to the CCW.³¹ In addition to questions on international cooperation and assistance for victim assistance for both donor countries and affected countries, the amendment presents 12 paragraphs with key questions to guide reporting on five issues: data on victims; medical assistance (emergency and on-going medical care, rehabilitation, and psychological support); social and economic reintegration (education, employment, vocational training, and income generation); laws and policies plans, integration in broader frameworks, legislation, monitoring, coordination, and budget; and, focal point and inclusion.

³⁰ The reporting format is available at: [www.unog.ch/80256EE600585943/\(httpPages\)/C94A2E8E4FB1EF52C12574080055C8CB?OpenDocument](http://www.unog.ch/80256EE600585943/(httpPages)/C94A2E8E4FB1EF52C12574080055C8CB?OpenDocument)

³¹ Amendment to the Protocol V Guide to National Reporting, available at [www.unog.ch/80256EDD006B8954/\(httpAssets\)/7E08A82C951912EBC1257F6C00398970/\\$file/Amendment_GuidetoNational+Reporting.pdf](http://www.unog.ch/80256EDD006B8954/(httpAssets)/7E08A82C951912EBC1257F6C00398970/$file/Amendment_GuidetoNational+Reporting.pdf)

Convention on the Rights of Persons with Disabilities

25. Article 35 of the CRPD obliges each State Party to submit “a comprehensive report on measures taken” to implement the Convention and on progress.³² States Parties are obliged to submit an initial report within two years after entry into force for the State Party concerned and then every four years. In November 2009, Guidelines on treaty-specific document to be submitted by states parties under article 35, paragraph 1, of the Convention on the Rights of Persons with Disabilities, were released by the Committee on the Rights of Persons with Disabilities to facilitate reporting under the CRPD.³³ The stated purpose of the reporting guidelines “is to advise States Parties on the form and content of their reports, so as to facilitate the preparation of reports and ensure that these are comprehensive and presented in a uniform manner by States Parties.”³⁴ The guidelines outline the key issues that the State should report on for each of Articles 1 to 33.
26. In April 2016, the Committee released Draft Guidelines for periodic reporting to the Committee on the Rights of Persons with Disabilities for comment. The draft guidelines aim to enhance the 2009 guidelines to improve the quality of information presented to the Committee. The draft presents guidance and/or questions, article by article, to assist in reporting on implementation of Articles 1 to 33. The new guidelines will likely come into effect in 2017.³⁵
27. The CRPD provides a standard by which to measure victim assistance efforts in relation to survivors with disabilities. The Anti-Personnel Mine Ban Convention’s Guide to Reporting³⁶ and Action 4.3 of the

³² Article 35, Reports by States Parties, Convention on the Rights of Persons with Disabilities

³³ Guidelines on treaty-specific document to be submitted by States Parties under article 35, paragraph 1, of the Convention on the Rights of Persons with Disabilities, Committee on the Rights of Persons with Disabilities, Second Session, Geneva, 19–23 October 2009, CRPD/C/2/3, 18 November 2009

³⁴ Ibid, paragraph 2

³⁵ For more information, see www.ohchr.org/EN/HRBodies/CRPD/Pages/DraftGuidelinesSimplifiedreportingprocedure.aspx

³⁶ Guide to Reporting, Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction, October 2015, paragraph 38

DAP, suggest States Parties draw on reports submitted under the CRPD. The Preamble to the PAVAPV also refers to the CRPD. Consequently, the CRPD guidelines may also be useful in the preparation of reports under relevant instruments of international humanitarian law.

A consistent approach to comprehensive victim assistance reporting

28. As previously noted, the principles and understandings that guide efforts to assist victims of landmines, cluster munitions or other ERW are consistent across the Anti-Personnel Mine Ban Convention, Protocol V to the CCW, and the CCM, and for survivors, in the context of the CRPD.
29. Providing adequate and appropriate age- and gender-sensitive assistance to the victims also requires comparable responses on the ground. The sources of information on efforts to assist the victims are also mostly the same regardless of whether the State is reporting under the Anti-Personnel Mine Ban Convention, the CCM, Protocol V to the CCW, or the CRPD.



Event at the broken chair, United Nations at Geneva, to launch the APMBBC's Cartagena Summit, 2009



30. Furthermore, Parties to the Anti-Personnel Mine Ban Convention, the CCM, and Protocol V to the CCW have recognised the importance of coordinating efforts undertaken in various fora to address the rights and needs of victims, regardless of the type of weapon.³⁷
31. An analysis of the MAP, the DAP, and the PAVAPV reveals the 14 themes that are comparable across the three instruments; data collection, including needs assessments; plans, policies and legislative frameworks; integration into broader frameworks; non-discrimination; accessibility; access to services (medical care, rehabilitation, psychological support, social and economic inclusion, and social protection); capacity building; good practice, including relevant guidelines; inclusion; awareness raising; coordination, including focal points; monitoring and reporting; cooperation and assistance, including resource mobilisation; and, gender and

³⁷ See for example: Action #17 of the Maputo Action Plan; Action 5.6 of the Dubrovnik Action Plan; and, Preamble to the Plan of Action on Victim Assistance Under Protocol V



age-sensitivity. As shown in the table in Annex 1, these themes are also reflected in the CRPD.

32. To support the work of administrations in affected States with the responsibility to prepare reports under the Anti-Personnel Mine Ban Convention, the CCM, and/or Protocol V to the CCW, a questionnaire has been developed. The questionnaire is presented in Annex 2. The questionnaire brings together the 14 themes outlined above to facilitate reporting on seven (7) key issues relevant to assisting the victims and achieving the aims of applicable action plans: data collection; plans, policies and legal frameworks; access to services and opportunities; inclusion; awareness-raising; coordination,

monitoring and reporting; and, cooperation and assistance/ resource mobilisation. The questionnaire also links questions to the relevant actions under the MAP, DAP, and PAVAPV, and Articles of the CRPD.

- **Data collection** – relates to mechanisms that collect necessary disaggregated data, and the information currently available. Information is also sought on needs and capacity assessments conducted, and how data is used and shared.
- **Plans, policies and legal frameworks** – relates to several issues such as: the State's objectives for victim assistance; effective legislation to promote the rights of survivors and other persons with disabilities; integration into broader frameworks including for disability, healthcare, education, employment, poverty reduction and development; referral mechanisms to mainstream services and opportunities; and, legislation for non-discrimination and

**HALO Trust demining demonstration at the
Maputo Review Conference, 2014**

accessibility.

- **Access to services and opportunities** – relates to the availability of services and opportunities, including in affected areas, to promote the well-being of direct and indirect victims, on an equal basis to others in their community, such as:

- *medical care*: includes access to first-aid, emergency evacuation, medicines, surgery, pain management, and other health services

- *rehabilitation*: includes access to physiotherapy, the supply of assistive devices such as prostheses, orthoses, walking aids and wheelchairs, occupational therapy, and other services to promote functioning

- *psychological support*: includes access to community-based peer support groups, associations of survivors and/or persons with disabilities, sporting and related activities, and where necessary, professional counselling

- *education*: includes access to both formal and informal education at all levels, vocational training, and tertiary education

- *social inclusion*: includes access to sport, leisure, cultural and other social activities in the community

- *economic inclusion*: includes access to micro-finance, income generation activities, employment and self-employment opportunities

- *social protection*: includes access to social protection programs available to vulnerable groups

Access to services and opportunities also poses questions relating to training programs and capacity development activities for both service providers and organisations representing survivors and other persons with disabilities, and the development of guidelines, standards and the sharing of good practice relevant to victim assistance.

- **Inclusion** – relates to mechanisms to ensure the effective inclusion of direct and indirect victims, and other persons with disabilities in all

aspects of planning, coordination, implementation, monitoring and evaluation of activities that affect their lives, and the participation of relevant experts in the work of the Anti-Personnel Mine Ban Convention, the CCM, and Protocol V to the CCW at the national, regional and international level.

- **Awareness-raising** – relates to activities undertaken to raise awareness on the rights of survivors, other persons with disabilities and indirect victims, their needs, and available services among all relevant stakeholders and the general public.
- **Coordination, monitoring and reporting** – relates to the identification of a national focal point for victim assistance, functional and effective coordination and monitoring mechanisms, and responsibilities for annual reporting on the status of victim assistance.
- **Cooperation and assistance/resource mobilisation** – relates to the activities of affected States to mobilise resources, and the States providing resources to support victim assistance-related programs and activities.

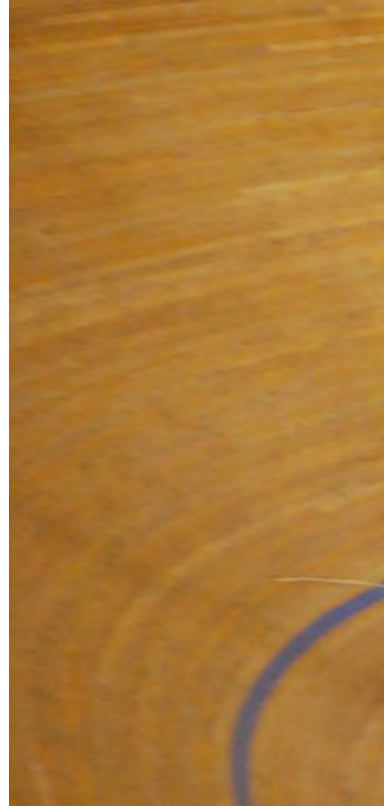
33. In addition to outlining key questions relating to each issue, the questionnaire suggests possible sources of information, such as: mine action centre/authority; victim assistance focal point and/or coordination mechanism; Government Ministries and agencies; national disability coordination mechanism; other coordination bodies relating to healthcare, education, poverty reduction, rural development, et cetera; survivor associations; organisations of persons with disabilities (DPO); and, United Nations and other international agencies, such as the International Committee of the Red Cross (ICRC); and, NGOs working in sectors of which victim assistance is part. Monitoring and reporting mechanisms established and reports prepared in the context of the CRPD may also be useful for obtaining and collating information.





Unexploded ordnance from the field awaiting destruction, Bangkok Symposium 2015 field trip

Event organized during 10MSP about sport as rehabilitation for mine victims



34. By responding to the 51 questions in the questionnaire, Parties to the Anti-Personnel Mine Ban Convention, Protocol V to the CCW, and the CCM will have the information available to present a comprehensive annual report on their efforts to assist the victims. After completing one questionnaire, three individual reports can be prepared, if required, by copying and pasting the information into the relevant reporting template. Annex 3 outlines the 47 questions relevant to enhancing reporting on the Anti-Personnel Mine Ban Convention. Annex 4 outlines the 27 questions relevant for reporting on Protocol V to the CCW, and Annex 5 outlines the 49 questions relevant to CCM reporting. The questionnaire can be updated each year, as required.
35. It is essential that sufficient financial, human and technical resources are available, through national and international mechanisms, to facilitate adequate reporting systems and procedures. For affected States that have not yet submitted a comprehensive report on victim assistance, after the preparation and submission of the first report



using the questionnaire, annual updates should be less of a burden as a baseline and sources of relevant information will be known.

36. It is acknowledged that obtaining all information relevant to victim assistance may be difficult for some States. Nevertheless, States are encouraged to use the questionnaire as a guide to provide the most comprehensive information possible in their annual reporting under the Anti-Personnel Mine Ban Convention, the CCM, and/or Protocol V to the CCW, as applicable. The questionnaire may also assist States experiencing difficulties in reporting to establish an appropriate reporting mechanism. In addition, responses to the questionnaire provide an opportunity for States to make known the challenges faced and their needs for assistance to overcome the challenges.

Annexes

Annex 1: Comparison of victim assistance obligations under relevant instruments

Theme	AP Mine Ban Convention – Maputo Action Plan	Convention on Cluster Munitions – Dubrovnik Action Plan	Protocol V to the CCW – Victim Assistance Plan of Action under Protocol V	CRPD
Data collection, including needs assessments	Action #12	Actions #4.1(a), #4.1(b), #4.1(c)	Actions #2, #4(a)	Article 31
Plans, policies and legislative frameworks, including referral mechanisms	Actions #12, #13, #14	Actions #4.1(a), #4.1(c), #4.1(d)	Actions #4(b), #4(c)	Articles 4, 11, 32 Preamble
Integration into broader frameworks	Actions #14, #17, #20 Introduction IV	Actions #4.1(a), #4.1(c), #4.1(d)	Action #4 (c)	Articles 4, 11, 32 Preamble
Non-discrimination		Actions #4.1(a), #4.1(d)	Action #1, #4(e) Preamble	Articles 3, 4, 5 Preamble
Accessibility	Action #15	Actions #4.1(b), #4.1(d)		Articles 3, 4, 9 Preamble
Access to services (medical care, rehabilitation, psychological support, social and economic inclusion, and social protection)	Action #15	Actions #4.1(b), #4.1(d), #4.1(e)	Action #1	Articles 19-20, 24-28, 30
Capacity building	Actions #15, #16 Action #23	Actions #4.1(a), #4.1(e), #4.2(c) Actions #4.1(c), #4.4(b), #4.4(c)		Articles 4, 32
Good practice, including relevant guidelines			Action #4(h)	Articles 4, 32
Inclusion	Action #16	Actions #4.1(c), #4.2(a), #4.2(b)	Action #4(f)	Articles 3, 4, 19, 29, 32, 33 Preamble
Awareness raising	Action #17	Action #4.1(d)		Article 8
Coordination, including focal points	Action #15	Actions #4.1(a), #4.1(c)	Action #4(g) Preamble	Article 33
Monitoring and reporting	Actions #13, #14, #18	Actions #4.1(a), #4.1(d), #4.3	Paragraphs II, III	Articles 33, 35
Cooperation and assistance, including resource mobilisation	Actions #19, #20, #21	Actions #4.1(a), #4.4(a), #5.2, #5.3	Actions #3, #4(d)	Article 32
Gender and age-sensitivity	Actions #12, #15, #17, #21	Actions #4.1(a), #4.1(c)	Preamble	Articles 6, 7

Annex 2: Victim assistance questionnaire

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Data collection	Q1. Is there a functional mechanism to collect gender and age-sensitive data on landmine, cluster munition and other ERW casualties? If yes, which agency is responsible for collecting and maintaining the data? What information is currently available? Disaggregate by killed/injured, gender and age, current location, if available. Is the data considered to be comprehensive? Q2. Has your State established a national injury surveillance mechanism? If yes, which agency is responsible for collecting and maintaining the data? Does data collection identify landmine, cluster munition or other ERW injuries? If yes, please provide details of the information currently available. Q3. Is the category of landmine, cluster munition or ERW as the cause of injury included in other existing data collection mechanisms, for example, hospital records, healthcare services, rehabilitation and social services, country surveys on disability and health, the national census, or in monitoring efforts? If yes, which agency maintains this mechanism? Please provide details of the information currently available. Q4. If the State does not have data on landmine, cluster munition and other ERW casualties, is there a plan to collect such data in the future? If yes, please provide details. Q5. Has a needs assessment been conducted in affected areas? If yes, who was the focus of the survey – victims, survivors, persons with disabilities, et cetera? Please provide details of the main findings of the survey. Q6. Has a capacity needs assessment been conducted to identify gaps in the provision of appropriate services that meet agreed standards? If yes, what was the focus of the assessment – healthcare, rehabilitation, education, employment, et cetera? Please provide details of main findings of assessment. Q7. Have the findings of the assessments been used in planning processes? If yes, please provide details. Q8. What challenges does your State face in collecting comprehensive, disaggregated data on the direct and indirect victims of landmines, cluster munitions and other ERW? What assistance is needed to overcome the challenges?	• Mine Action Centre/Authority • Ministry of Health • Survivor association • Ministry with responsibility for disability or for mine action • National statistics agency • National disability coordination mechanism	MAP #12 DAP #4.1(a) PAVAPV #2 CRPD Art. 31
		• Mine Action Centre/Authority • Survivor association/DPOs • International organisations, such as UN agencies and ICRC • NGOs working in sector • Ministry with responsibility for disability or for vulnerable persons	MAP #12 DAP #4.1(a) DAP #4.1(b) DAP #4.1(c) PAVAPV #4(a)
		• Victim assistance focal point • Mine Action Centre/Authority	

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Plans, policies and legal frameworks	Q9. What are your State's time-bound and measurable objectives to tangibly contribute to the full, equal and effective participation of direct and indirect victims of landmines, cluster munitions and other ERW in their communities before the next Review Conference? Please provide details of each objective. Q10. If your State has not developed time-bound and measurable objectives for victim assistance, are there plans to do so? If no, what challenges are faced in developing objectives? What assistance is needed to overcome the challenges?	• Mine Action Centre/Authority • Victim assistance focal point • Coordination body	MAP #13 MAP #21
	Q11. Has your State signed and/or ratified the CRPD? If yes, what is the date of ratification? If no, does your State plan to sign/ratify the CRPD in the future? Please provide details. Q12. Has your State signed and/or ratified the Optional Protocol to the CRPD? If yes, what is the date of ratification? If no, does your State plan to sign/ratify the Optional Protocol in the future? Please provide details.	• Ministry of Foreign Affairs • National disability coordination mechanism	
	Q13. Does your State have effective legislation to promote and protect the rights of persons with disabilities, including survivors? If yes, please provide details. If no, what are the main challenges faced in relation to promoting and protecting rights? What assistance is needed to overcome the challenges? Q14. Does your State have a plan of action specifically for victim assistance? If yes, please provide details. If no, please respond to next question.	• Mine Action Centre/Authority • Victim assistance focal point • Coordination body	MAP #14 DAP #4.1(c) PAV/APV #4(b) PAV/APV #4(c) CRPD Art. 4
	Q15. Are the rights and needs of direct and indirect victims specifically addressed in broader policies and plans such as for disability, healthcare, education, employment, poverty reduction, development, situations of risk and humanitarian emergencies, et cetera? If yes, please provide details of these policies and plans. If no, what steps are being taken to ensure that broader policies and plans are inclusive of and accessible to direct and indirect victims? What challenges are faced in promoting the realisation of victim assistance obligations through inclusion in broader policies and plans? What assistance is needed to overcome the challenges?	• Mine Action Centre/Authority • Victim assistance focal point • National disability coordination mechanism • Relevant ministries/agencies • Survivor association	MAP #14 MAP #20 DAP #4.1(a) DAP #4.1(c) DAP #4.1(d) PAVAP #4(c) CRPD Art. 4 CRPD Art. 11 CRPD Art. 32
	Q16. Is there a mechanism in place to refer direct and indirect victims to existing services, as required? If yes, please provide details of this mechanism. If no, what challenges are faced in referring direct and indirect victims to existing services? What assistance is needed to overcome the challenges?	• Mine Action Centre/Authority • Victim assistance focal point • Coordination body • Survivor association	MAP #12 DAP #4.1(a)

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Plans, policies and legal frameworks (cont.)	Q17. Does your State have anti-discrimination legislation? If yes, please provide details.	• Mine Action Centre/Authority • Coordination mechanism • Survivor association • National disability coordination mechanism	DAP #4.1(a) DAP #4.1(d) PAV/APV #1 PAV/APV #4(e) CRPD Art. 3 CRPD Art. 4 CRPD Art. 5
	Q18. What steps have been taken to ensure that direct and indirect victims have access to assistance and opportunities on an equal basis with others in their community? Please provide details.		
	Q19. What are the main challenges faced in relation to discrimination? What assistance is needed to overcome the challenges?		
	Q20. Has your State adopted legislative and other measures to guarantee that all survivors and other persons with disabilities, regardless of their impairment, have access, on an equal basis with others, to the physical indoor and outdoor environment, information, and to other facilities and services provided or open to the public, in urban as well as rural areas? If yes, please provide details. Q21. Has your State developed accessibility guidelines? If yes, please provide details. Q22. Has your State identified barriers that may prevent access to services and opportunities on an equal basis with others by survivors? If yes, please provide details. Q23. What are the main challenges faced in relation to accessibility? What assistance is needed to overcome the challenges?	• National disability coordination mechanism • Ministry of Justice • Mine Action Centre/Authority • Victim assistance focal point • Coordination mechanism • Survivor association/DPOs	MAP #15 DAP #4.1(b) DAP #4.1(d) PAV #4(b) CRPD Art. 3 CRPD Art. 4 CRPD Art. 9
	Q24. What steps have been taken to ensure that specific victim assistance efforts are a catalyst for enhanced inclusion for other persons with disabilities and other people in vulnerable situations? Please provide details.	• Mine Action Centre/Authority • Victim assistance focal point • Coordination mechanism • DPOs	

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Access to services and opportunities	Q25. Do victims of landmines, cluster munitions and other ERW, including women and children, have access to disability-inclusive services and opportunities to promote their well-being, on an equal basis to others in their community? If yes, in relation to your State's objectives or plan of action for victim assistance, please provide details of the services and opportunities available, and the access to these services, by direct and indirect victims, in the following areas: • Medical care • Rehabilitation • Psychological support • Education • Social inclusion • Economic inclusion • Social protection Q26. Are all services and opportunities available and affordable in affected areas? If yes, please provide details, and which ministry, agency or organisation is implementing, or supporting these programs? Q27. Are other persons with disabilities and people vulnerable situations able to access services and opportunities on an equitable basis with survivors and indirect victims? If yes, please provide examples of access? If no, what steps are being considered to ensure equitable access?	• Victim assistance focal point • Coordination mechanism • National disability coordination mechanism • Ministries of Health, Social Affairs, Women's Affairs, etc. • Survivor associations/DPOs • International organisations, such as UN agencies and ICRC • Mine action centre/Authority • NGOs working in the sector	MAP #15 DAP #4.1(b) DAP #4.1(d) DAP #4.1(e) PAVAPV #1 CRPD Articles 6-7, 19-20, 24-28, 30

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Access to services and opportunities (cont.)	Q28. Does your State, or partners, implement training programs to enhance the capacity of the professional workforce of national organisations and institutions delivering relevant services, with a view to strengthen ownership, the effective delivery of services, and sustainability? If yes, please provide details including the training provided, target groups, and implementing partners, as applicable. Q29. Does your State, or partners, implement training programs to enhance the managerial capacity of national organisations and institutions delivering relevant services, with a view to strengthen ownership, the effective delivery of services, and sustainability? If yes, please provide details including the training provided, target groups, and implementing partners, as applicable. Q30. Does your State, or partners, implement programs to enhance the capacity of organisations representing women, men and survivors and persons with disabilities (DPOs) to advocate for their rights? If yes, please provide details including the training provided, target groups, and implementing partners, as applicable.	• Victim assistance focal point • Coordination mechanism • National disability coordination mechanism • Ministries of Health, Social Affairs, etc. • Survivor associations/DPOs • International organisations, such as UN agencies and ICRC • Mine action centre/Authority • NGOs working in the sector	MAP #15 MAP #16 DAP #4.1(a) DAP #4.1(e) DAP #4.2(c) CRPD Art. 4 CRPD Art. 32
	Q31. In the reporting period, have any new standards, guidelines or examples of good practices been shared in your State to enhance victim assistance efforts and relevant services. If yes, please provide details.	• Victim assistance focal point • Coordination mechanism • National disability coordination mechanism	MAP #23 DAP #4.1(c) DAP #4.4(b) DAP #4.4(c) PAV/APV #4(h) CRPD Art. 4 CRPD Art. 32
	Q32. What are the main challenges faced in relation to access to services? What assistance is needed to overcome the challenges?	• Victim assistance focal point • Mine Action Centre/Authority • Coordination mechanism	

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Inclusion	Q33. Is a mechanism in place to ensure the active, effective and ongoing participation of survivors from different regions and backgrounds in the planning, dissemination, implementation, monitoring and evaluation of plans, policies, legislation and programmes? If yes, please provide details. Q34. Are health, rehabilitation, social services, education, employment, gender or disability rights experts from relevant ministries or agencies included in your State's delegation to international meetings related to victim assistance? If yes, please provide details. Q35. What are the main challenges faced in relation to inclusion? What assistance is needed to overcome the challenges?	• Mine Action Centre/Authority • Coordination mechanism • Survivor association • Ministry of Foreign Affairs	MAP #16 DAP #4.1(c) DAP #4.2(a) DAP #4.2(b) PAV/APV #4(f) CRPD Articles 3-4, 19, 29, 32-33
Awareness-raising	Q36. What activities have been undertaken to raise awareness among the victims of landmines, cluster munitions and other ERW about their rights and available services? Please provide details. Q37. What activities have been undertaken with government authorities, service providers and the general public to foster respect for the rights and dignity of persons with disabilities, including survivors? Please provide details. Q38. What are the main challenges faced in relation to awareness-raising? What assistance is needed to overcome the challenges?	• Mine Action Centre/Authority • Coordination mechanism • National disability coordination mechanism • Survivor association/DPOs • International organisations, such as UN agencies and ICRC • NGOs working in sector	MAP #17 DAP #4.1(d) CRPD Art. 8
Coordination, monitoring and reporting	Q39. Is there a focal point for victim assistance in your State? If yes, please provide details, including contact information. Q40. Are issues relating the victims of landmines, cluster munitions and other ERW included in relevant coordination mechanism, such as for disability, healthcare, education, poverty reduction, et cetera? If yes, please provide details. Q41. If no, is there a coordination mechanism established specifically for victim assistance? If yes, what is this mechanism called? Who are the members of this body? Who chairs this body? Are direct and indirect victims represented in the coordination mechanism? If yes, please provide details.	• Mine Action Centre/Authority • MoFA • Mine Action Centre/Authority • National disability coordination mechanism • Other coordination bodies relating to healthcare, education, poverty reduction, development, etc.	DAP #4.1(a) PAV/APV #4(g) CRPD Art. 33 MAP #15 DAP #4.1(c) CRPD Art. 33

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Coordination, monitoring and reporting (cont.)	Q42. If there is a separate plan of action for victim assistance, is a mechanism in place to monitor and evaluate progress in implementing the plan? If yes, which ministry/agency is responsible for monitoring? How regularly is monitoring conducted? Please provide details of the information available. Q43. Is a mechanism in place to monitor, evaluate and report on the impact of inclusion of the victims of landmines, cluster munitions and other ERW in broader policies, plans and legal frameworks? If yes, which ministry/agency is responsible for monitoring? How regularly is monitoring conducted? Please provide details of the information available. Q44. Which ministries/agencies contribute to preparation of information for annual reporting on the status of victim assistance?	• Mine Action Centre/Authority • National disability coordination mechanism • Ministries with responsibility for broader policies and plans • Ministry of Foreign Affairs	MAP #13 MAP #14 MAP #18 DAP #4.1(d) DAP #4.3 PAVAPV II CRPD Art. 33 CRPD Art. 35
	Q45. What are the main challenges faced in relation to coordination, monitoring and reporting? What assistance is needed to overcome the challenges?		
Cooperation and assistance / resource mobilisation	Q46. What financial resources are available from the national budget for victim assistance-related activities? Please specify amount and Ministries receiving funding. Q47. What are the main challenges faced in relation to securing national budget allocations for victim assistance-related activities? What assistance is needed to overcome the challenges?	• Victim assistance focal point • Coordination mechanism • Mine Action Centre/Authority • Ministry of Foreign Affairs • Relevant ministries • National disability coordination mechanism • Victim Assistance focal point	MAP #14 MAP #19 DAP #4.1(a) PAVAP #4(c)

ISSUE	GUIDING QUESTIONS ON INFORMATION REQUESTED	POSSIBLE SOURCES OF INFORMATION	RELEVANT ACTION/ARTICLE
Cooperation and assistance / resource mobilisation (cont.)	Q48. Is international cooperation and assistance, including development cooperation, inclusive of and accessible to survivors, other persons with disabilities, and indirect victims? If yes, please provide details of States providing such resources. Q49. What steps has your State taken to make your needs for cooperation and assistance known? Q50. What are the main challenges faced in relation to resource mobilisation? What assistance is needed to overcome the challenges? Q51. Bearing in mind that the well-being of victims is a shared commitment, in your observation, are there any limitations in the machinery that is in place to promote implementation of the Anti-Personnel Mine Ban Convention, the CCM, and Protocol V to the CCW for the achievement of effective victim assistance, including by donors? If yes, please provide details of these observed limitations.	• Mine Action Centre/Authority • Ministry of Foreign Affairs • National disability coordination mechanism • Victim Assistance focal point • Survivor associations	MAP #20 MAP #21 DAP #4.1(a) DAP #4.4(a) DAP #5.2 DAP #5.3 PAVAPV #3 PAVAPV #4(d) CRPD Art. 32



Annex 3: Sample report – Form J (Anti-Personnel Mine Ban Convention)

Form J Other relevant matters

Remark: States Parties may use this form to report voluntarily on other relevant matters, including matters pertaining to compliance and implementation not covered by the formal reporting requirements contained in Article 7. States Parties are encouraged to use this form to report on activities undertaken with respect to Article 6, and in particular to report on assistance provided for the care and rehabilitation, and social and economic reintegration, of mine victims.

State [Party]: _____ reporting for time period from _____ to _____

Physical rehabilitation for victims, Thailand

[Narrative / reference to other reports:]

To assist in presenting a comprehensive report on the status of victim assistance, use the Victim Assistance questionnaire as a guide. Under each thematic area, include responses to the questions as outlined below.

Data collection – Q1, Q2, Q3, Q4, Q5, Q6, Q7, Q8

Plans, policies and legal frameworks – Q9, Q10, Q11, Q12, Q13, Q14, Q15, Q16, Q20, Q21, Q22, Q23, Q24

Access to services and opportunities – Q27, Q28, Q29, Q30, Q31, Q32

- **Medical Care** – Q25, Q26
- **Rehabilitation** – Q25, Q26
- **Psychological support** – Q25, Q26
- **Education** – Q25, Q26
- **Social inclusion** – Q25, Q26
- **Economic inclusion** – Q25, Q26
- **Social protection** – Q25, Q26

Inclusion – Q33, Q34, Q35

Awareness-raising – Q36, Q37, Q38

Coordination, monitoring and reporting – Q40, Q41, Q42, Q43, Q44, Q45

Cooperation and assistance / resource mobilisation – Q46, Q47, Q48, Q49, Q50, Q51

Annex 4: Sample report – Form E(a) (Protocol V to the CCW)

Form E(a): Steps taken by States which have ERW victims to implement the relevant provision of Article 8(2): Victim Assistance

High Contracting Party:

Reporting for time period from: to

To assist in presenting a comprehensive report on the status of victim assistance, use the Victim Assistance questionnaire as a guide. Under each thematic area, include responses to the questions as outlined below.

Steps taken to implement the relevant provisions of Article 8(2)

Cooperation and assistance / resource mobilisation – Q46, Q47, Q49, Q50, Q51

Any other relevant information guided by the Plan of Action on Victim Assistance

Data collection – Q1, Q5, Q8

Plans, policies and legal frameworks – Q11, Q12, Q13, Q14, Q15, Q17, Q18, Q19

Access to services and opportunities – Q31, Q32

- **Medical Care** – Q25, Q26
- **Rehabilitation** – Q25, Q26
- **Psychological support** – Q25, Q26
- **Social inclusion** – Q25, Q26
- **Economic inclusion** – Q25, Q26

Inclusion – Q33, Q35

Coordination, monitoring and reporting – Q39, Q42, Q43, Q44, Q45



Annex 5: Sample report – Form H (Convention on Cluster Munitions)

Form H: Victim assistance: status and progress of implementation of the obligations under article 5

Article 7, paragraph 1

“Each State Party shall report to the Secretary-General ... on:

(k) The status and progress of implementation of its obligations under article 5 of this Convention to adequately provide age- and gender-sensitive assistance, including medical care, rehabilitation and psychological support, as well as provide for social and economic inclusion of cluster munition victims and to collect reliable relevant data with respect to cluster munition victims;”

State [Party]:

Reporting for time period from to

To assist in presenting a comprehensive report on the status of victim assistance, use the Victim Assistance questionnaire as a guide. Under each thematic area, include responses to the questions as outlined below.



ISU providing technical advices
on field visit in Thailand

1. National focal point/coordination mechanism for the implementation of article 5 (specify name and contact information of government body responsible)

Q39, Q40, Q41

2. Data collection and assessment of the needs of cluster munitions victims (please indicate gender and age of survivors as well as information on affected families and communities)

[narrative]

Q1, Q2 Q3, Q4, Q5, Q7, Q8

3. Development and implementation of national laws and policies for implementation of article 5

[narrative]

Q11, Q12, Q13, Q16, Q17, Q18, Q19, Q20, Q21, Q22, Q23, Q24



4. National plan and budget, including timeframes to carry out these activities

[narrative]

Q11, Q12, Q13, Q16, Q17, Q18, Q19, Q20, Q21, Q22, Q23, Q24

Note: If necessary, plans/budgets may be provided separately.

5. Efforts to closely consult with and actively involve cluster munition victims and their representative organizations in victim assistance planning and implementation

[narrative]

Q33, Q35

**Field visit during Bangkok Symposium on
Cooperation & Assistance, 2013**

6. Assistance services (including medical care, physical rehabilitation, psychological support, and social and economic inclusion)

[narrative] Q6, Q27, Q28, Q29, Q30, Q31, Q32		
Type of service (medical care, physical rehabilitation, psychological support, social inclusion)	Implementing agency	Description of service (progress, types of services, number of persons assisted, time period)
- Medical Care – Q25, Q26 - Rehabilitation – Q25, Q26 - Psychological support – Q25, Q26 - Education – Q25, Q26 - Social inclusion – Q25, Q26 - Economic inclusion – Q25, Q26 - Social protection – Q25, Q26		

7. Steps taken to mobilize national and international resources

[narrative] Q34, Q46, Q47, Q48, Q49, Q51

8. Needs for international assistance and cooperation

Activity	Description	Time period	Need
Q50			

9. Efforts undertaken to raise awareness of the rights of cluster munition victims and persons with other disabilities

Q36, Q37, Q38



**Job opportunities at
ThaiWheel Factory**

Annex 6: Selected reference documents

- *Assisting Landmine and Other ERW Survivors in the Context of Disarmament, Disability and Development*, Anti-Personnel Mine Ban Convention Implementation Support Unit, Geneva, June 2011
- *Co-Chairs recommendations to facilitate implementation of the victim assistance actions of the Cartagena Action Plan 2010-2014*, available at:
www.cartagenasummit.org/fileadmin/APMBC-RC2/monday/2RC-Item9a-30Nov2009-Co-Chairs-recomm-en.pdf (also available in Arabic, French and Spanish)
- *Dubrovnik Action Plan*, available at www.clusterconvention.org/wp-content/uploads/2016/04/The-Dubrovnik-Action-Plan.pdf
- *Guide to Reporting*, Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction, October 2015, available at www.apminebanconvention.org/fileadmin/APMBC/MSP/14MSP/14MSP-Guide-to-Reporting-30Oct2015.pdf
- *Guide to Reporting under Article 7 of the Convention on Cluster*

Munitions, Prepared by Belgium in its capacity of Coordinator for Transparency Measures and Article 7 Reporting, draft as of 12 August 2012, available at www.clusterconvention.org/files/2011/01/Reporting_guide_CCM_-August-2012.pdf

- *Guidelines on treaty-specific document to be submitted by States Parties under article 35, paragraph 1, of the Convention on the Rights of Persons with Disabilities*, Committee on the Rights of Persons with Disabilities, Second Session, Geneva, 19-23 October 2009, CRPD/C/2/3, 18 November 2009

- *Maputo Action Plan*, available at www.maputoreviewconference.org/fileadmin/APMBC-RC3/3RC-Maputo-action-plan-adopted-27Jun2014.pdf

- *Plan of Action on Victim Assistance under Protocol V*, available at <https://www.un.org/disarmament/geneva/erw/victim-assistance/plan-of-action/>

- *Victim Assistance in the Context of the AP Mine Ban Convention: Checklist*, Anti-Personnel Mine Ban Convention Implementation Support Unit, Geneva, November 2008, available at www.apminebanconvention.org/fileadmin/GICHD/topics/victim-assistance/VA-Checklist-Brochure-Nov2008-en.pdf



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- ◇ International Campaign to Ban Landmines (ICBL)
- ◇ International Committee of the Red Cross (ICRC)

The Guidance on Victim Assistance Reporting provides an overview of reporting obligations and existing guidance across three conventions: the Anti-Personnel Mine Ban Convention, the Convention on Cluster Munitions, and Convention on Certain Conventional Weapons Protocol V. It also provides a questionnaire to guide States in the collection of relevant information to enhance their reporting that is consistent across all three conventions.



Produced by the Permanent Mission of Thailand, Geneva

In cooperation with members of the Committee on Victim Assistance,

Convention on the Prohibition of Use, Stockpiling, Production, and Transfer of Anti-personnel Mines and Their Destruction



**Permanent Mission of
Colombia to the UN**
Ministry of Foreign Affairs



Permanent Mission of Senegal



Permanent Mission of Thailand