The Convention on Cluster Munitions (CCM) Fourth Meeting of States Parties (4MSP) will be held in Lusaka, Zambia, 09-13 September 2013.

This is an important occasion to consolidate and build upon the impressive achievements of the Convention on Cluster Munitions since it entered into force three years ago. It should also help to ensure continued momentum and engagement around the Convention, bringing together government representatives from States Parties, signatory states and non-signatory states to the Convention on Cluster Munitions in addition to UN agencies, international organisations, civil society and cluster munition survivors.

This year, policy makers, particularly Ministers of Foreign Affairs are invited to participate in the deliberations via a High Level Segment of the meeting - this will be an opportunity for Ministers to give statements.

States Parties and Signatories are invited to participate to take stock of the progress made so far in implementing the Convention on Cluster Munitions, and to discuss plans developed and any challenges or obstacles they are facing, as well as any requirements for international assistance. It is an opportunity for Signatories to come ready to make announcements on ratification. Non-signatories are encouraged to attend to announce progress on acceding to the Convention or to take the opportunity to learn more about the lifesaving Convention and its obligations.

The 4MSP will issue the Lusaka Progress Report - a document outlining progress made in universalising and implementing the Convention. States Parties are invited to give views on draft decisions on the intersessional work plan for 2014 and the establishment of an Implementation Support Unit (ISU). They may also comment on papers on universalization and clearance (see preparing for the meeting, below).

1. Government registration and sponsorship

- **Invitations**: A letter of invitation was sent in May to every country (States Parties, Signatories and Non-Signatories) via the Zambian mission in Geneva from Dr. Effron C. Lungo - Minister of Foreign Affairs to Zambia, and President Designate to the 4MSP.

- **Register**: Delegates can register for the meeting here: [http://4msp.clusterconvention.org/registration](http://4msp.clusterconvention.org/registration)

- **Sponsorship**: A limited sponsorship programme for low income and affected countries is available subject to availability of funding. The sponsorship programme is administered by UNDP. Please contact [ccm.contact@undp.org](mailto:ccm.contact@undp.org) for further information. Please note that requests for sponsorship must be submitted no later than 05 September 2013.

- **Note verbale**: States are required to submit a Note Verbale with the composition of their delegation directly to the United Nations Office for Disarmament Affairs (UNODA). All Note Verbale should include the names of the members of the delegation and the designated Head of Delegation and should be sent to: Email: [ccm@unog.ch](mailto:ccm@unog.ch) or Fax: +41 (0) 22 917 00 54.

- **Visa**: Delegates are responsible for their own visa arrangements. All delegates that require entry visas for Zambia will be able to collect one free of charge upon their arrival at the Lusaka International Airport or through Zambian Missions abroad. More information on visa requirements can be found here: [http://4msp.clusterconvention.org/visa/](http://4msp.clusterconvention.org/visa/)
2. Prepare for the meeting

The meeting programme and other key documents including the *Lusaka Progress Report*, *Zambian Concept Paper on the Universalization of the CCM* and a *Working Paper on Compliance with Article 4* are available here: [http://4msp.clusterconvention.org/programme/](http://4msp.clusterconvention.org/programme/).

All states should come to the meeting prepared to give clear and detailed updates on progress made, challenges met and plans developed to universalize or implement the Convention, including the items below.

- States not yet party to the treaty should use the coming months to **make progress towards ratification or accession ahead** of the meeting - coming ready to announce results.

- Governments should **prepare updates** to the conference on the progress being made to implement the Convention using the framework of the 2010 Vientiane Action Plan (see below).

- Governments can take the opportunity of the meeting to **seek advice** and support on any challenges faced implementing the treaty.

- States should also use the opportunity to fulfil their **Article 21 obligations** by persuading other states to join the treaty.

- States Parties should fulfil their **Article 21.2** obligation to ‘**discourage States not party to this Convention from using cluster munitions**’ by strongly condemning any ongoing or recent use of cluster munitions, particularly the ongoing use in Syria. Non-signatory and observer states should also speak out against use of this weapon.

3. Deliver results

In the Vientiane Action Plan ([http://www.clusterconvention.org/documents/action-plan](http://www.clusterconvention.org/documents/action-plan)) adopted in 2010, States Parties committed to:

- Have a plan in place for **stockpile destruction** within one year*, including a timeline and budget. Start destruction as soon as possible.

- Increase capacities for **clearance** and **risk reduction education**. Identify contaminated areas within one year*. Develop and start to implement a national clearance plan within one year*.

- Increase capacities for **victim assistance**. Designate a victim assistance focal point within six months**. Collect all necessary data, have a coordination mechanism in place and review relevant national laws and policies within one year*.

- Identify needs for **cooperation and assistance** within one year*. For states in a position to do so, promptly assist States Parties that have requested support.

- Submit initial **transparency report** within six months** as required by the Convention and annually by 30 April each year. The reporting template can be found here: [www.clusterconvention.org/documents/transparency-reports](http://www.clusterconvention.org/documents/transparency-reports). Signatory and observer states are encouraged to submit voluntary transparency reports.

- Adopt **national implementation measures**, including penal sanctions for acts prohibited under the Convention, as a matter of urgency.

- Respond in a robust manner to cases of **non-compliance**.

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*Within one year of the entry into force of the Convention for each state.

**Within six months of the entry into force of the Convention for each state.*