

GUIDE TO REPORTING

UNDER ARTICLE 7 OF THE OTTAWA CONVENTION

Prepared for the
Third Meeting of States Parties to the
1997 Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of
Anti-personnel Mines and on their Destruction
(Ottawa Convention)

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GLOSSARY

Accession

A one-step process for becoming bound by a treaty for countries that have not signed it before it enters into force. Once a treaty is in force, states may only 'accede' to it and do not need to sign it.

Adherence

A general term meaning that a country has followed the necessary procedure in order to bind itself to a treaty.

Instrument of ratification, acceptance or approval

The legal document deposited with the treaty's depositary indicating that a country is bound by a treaty. It is only when an instrument has been deposited that a treaty can enter into force in respect of that country.

Conversion of APM production facilities

This is when facilities that produced mines in the past are converted to another use.

De-commissioning of APM production facilities

This is when facilities that produced mines in the past are taken out of service, dismantled or destroyed.

Depositary

The country or organisation that acts as the recipient of the instruments of ratification for a particular treaty. In the case of the Ottawa Convention the United Nations Secretary-General is the depositary.

Entry into force

The point in time when a treaty becomes legally binding on a particular state. The Ottawa Convention entered into force on 1 March 1999, six months after 40 countries consented to be bound by it. At that time the treaty became legally binding only for those 40 countries. For states that adhere to the treaty after 1 March 1999, the treaty will enter into force for them on the first day of the sixth month after they have given formal consent to be bound by it. For example, if a country deposits its instrument of ratification on 20 April 2001, the Convention enters into force for it on 1 October 2001.

Mined area

This is an area that is dangerous due to the presence, or suspected presence, of anti-personnel landmines.

Mines owned

Mines under the legal ownership of a state party.

Mines possessed

Mines that are on the territory, or under the jurisdiction or control of a state party, but which are not legally owned by it.

Ottawa Convention

The Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction. It is referred to throughout this guide as the Ottawa Convention.

Ratification, acceptance or approval

A country's formal consent to be bound by a treaty or convention, following signature.

Signature

Once a treaty has been negotiated and the final draft adopted, it is open for signature. Signing a treaty does not bind a country to the treaty, but indicates that it approves of the final text, agrees not to do anything to undermine the purpose of the treaty and intends formally to accept its provisions in the future. Formal consent to be bound by the treaty following signature is referred to as ratification, acceptance or approval.

State Party

A country for which a convention has formally entered into force.

PART 1: INTRODUCTION TO ARTICLE 7 REPORTING

1.1 ABOUT THIS GUIDE

This guide is designed to assist states parties in meeting their legal reporting obligations under Article 7 of the Ottawa Convention as well as any voluntary reporting they may wish to undertake. It aims to promote clear and full reporting, thereby reinforcing the transparency of state party compliance.

This guide illustrates best practice for completing the Article 7 report forms, including recommendations on the type, format and amount of information which should be provided. The guide should be of use to officials completing the forms and to those assembling the necessary information.

Throughout the guide the word ‘should’ is used to indicate an action that is recommended. The word ‘must’ is used to indicate a legal obligation. The use of the legal term ‘shall’ is avoided. The guide does not provide legal advice on state party obligations under the treaty. State parties should consult their legal counsel on such matters. A glossary explaining technical terms is provided on page 4.

1.2 ARTICLE 7 REQUIREMENTS

The Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction (the Ottawa Convention) imposes various legal obligations on states parties. One of these is to provide the United Nations (UN) Secretary-General with periodic reports on action taken to comply with the Convention. These reporting requirements are described in Article 7 of the Convention. Information is required in 9 different categories (see Box 1 in this guide). An explanation of the information required in each category is provided in Part 3 of this guide.

The Initial Report

Article 7 provides that each state party must provide an initial report on the steps it has taken to comply with the Convention as soon as practicable, but no later than 180 days after entry into force of the Convention for that state party.

The Annual Report

After the initial report, each state party is required to submit an updated report every year, by 30 April, covering the past calendar year. The calendar year is defined as 1 January to 31 December. Annual Reports on calendar year 2000 are therefore due by 30 April 2001. Annual Reports for calendar year 2001 are due by 30 April 2002.

Role of the United Nations

As the Depository for the Convention, the UN facilitates the gathering and exchange of information about states parties’ compliance. Article 7 reports are submitted to the UN Department for Disarmament Affairs (UNDDA), which is the department responsible to the UN Secretary-General for handling his responsibilities under the Convention (for further details on where and how to submit the reports see Part 2 of this guide).

Box 1: Article 7 reporting

According to Article 7 of the Ottawa Convention:

‘Each State Party shall report...on

- a) The national implementation measures referred to in Article 9;
- b) The total of all stockpiled anti-personnel mines owned or possessed by it, or under its jurisdiction or control, to include a breakdown of the type, quantity and, if possible, lot numbers of each type of anti-personnel mine stockpiled;
- c) To the extent possible, the location of all mined areas that contain, or are suspected to contain, anti-personnel mines under its jurisdiction or control, to include as much detail as possible regarding the type and quantity of each type of anti-personnel mine in each mined area and when they were emplaced;
- d) The types, quantities and, if possible, lot numbers of all anti-personnel mines retained or transferred for the development of and training in mine detection, mine clearance or mine destruction techniques, or transferred for the purpose of destruction, as well as the institutions authorized by a State Party to retain or transfer anti-personnel mines, in accordance with Article 3;
- e) The status of programs for the conversion or de-commissioning of anti-personnel mine production facilities;
- f) The status of programs for the destruction of anti-personnel mines in accordance with Articles 4 and 5, including details of the methods which will be used in destruction, the location of all destruction sites and the applicable safety and environmental standards to be observed;
- g) The types and quantities of all anti-personnel mines destroyed after the entry into force of this Convention for that State Party, to include a breakdown of the quantity of each type of anti-personnel mine destroyed, in accordance with Articles 4 and 5, respectively, along with, if possible, the lot numbers of each type of anti-personnel mine in the case of destruction in accordance with Article 4;
- h) The technical characteristics of each type of anti-personnel mine produced, to the extent known, and those currently owned or possessed by a State Party, giving, where reasonably possible, such categories of information as may facilitate identification and clearance of anti-personnel mines; at a minimum, this information shall include the dimensions, fusing, explosive content, metallic content, color photographs and other information which may facilitate mine clearance; and
- i) The measures taken to provide an immediate and effective warning to the population in relation to all areas identified under paragraph 2 of Article 5’.

In addition, States Parties may report voluntarily on other relevant matters not covered by the legal reporting requirements under Article 7, including assistance provided for the care and rehabilitation of mine victims. Form J – adopted by the Second Meeting of States Parties, September 2000. (See Part 3 of this guide).

1.3 WHY REPORT?

Reporting under Article 7 is a legal requirement of every state party. As the Convention relies on transparency and co-operation rather than intrusive verification, Article 7 requires states parties to report on their own compliance and on the steps they have taken to become compliant.

Meeting the reporting obligations helps build confidence in the Convention overall and permits continuing assessment of progress in meeting the Convention's objectives. Article 7 reporting also provides a wealth of information of use to organisations involved in humanitarian mine action programmes, including states parties and non-governmental organisations (NGOs).

Reporting on time and providing as much information as possible is an important indication of a state party's commitment to the Convention.

PART 2: HOW TO PREPARE AND SUBMIT ARTICLE 7 REPORTS

2.1. COMPILING THE INFORMATION

Requesting assistance

Some states parties may have difficulty submitting their Article 7 reports on time because the necessary information is not readily available. Some mine-affected countries, for example, may have very little information about mined areas. States parties in this situation have a right, under Article 6 of the Convention, to seek and receive help in compiling the necessary information.

States parties requiring such help should contact the UN or other international organisations, another state party, or appropriate NGOs. A request to the UN should be directed to the UN Mine Action Service (UNMAS). (See Box 2 in this guide). UNMAS is responsible for assisting mine-affected countries and coordinating UN assistance to such countries.

States parties which have the necessary information but which require advice on how to fill out and submit their reports should contact UNDDA (see Box 4 in this guide).

Box 2: UNMAS contact details

The UNMAS address for requesting assistance in determining and compiling information required for Article 7 reporting is:

United Nations Mine Action Service (UNMAS)
Room FF-360
United Nations
New York
NY 10017
USA

Telephone: + (1) 212 963 1875
Fax: + (1) 212 963 2498
E-mail: MineAction@un.org

Collecting the necessary information

It is recommended that each state party appoint a person or organisation to be responsible for completing and submitting Article 7 reports to the UN Secretary-General.

In many countries, although the necessary information does exist, it may be dispersed in several government ministries and organisations. It may therefore not be easily accessible to the official or officials completing the forms. It is important that states parties take administrative or legislative measures to facilitate and authorize the collection of this information.

If a system for collecting the information does not already exist, the state party should consider which ministries and organisations have the necessary information (see Box 3 in this guide) and identify a contact person in each. A system could be established for passing this information to the official or organisation responsible for completing the Article 7 reports, either on a continuous basis or in time to meet reporting deadlines.

Box 3: Possible sources of information for Article 7 reports

Information Required	Possible sources of information (other possible sources may exist)
<p>Number and types of anti-personnel mines stockpiled.</p> <p>Types and quantities of stockpiled anti-personnel mines destroyed.</p> <p>Details of destruction sites, methods of destruction and how the methods used meet safety and environmental standards.</p> <p>Technical characteristics of each type of mine produced by the country in the past and of any mines still possessed.</p> <p>Number and type of mines kept for training purposes.</p>	<p>Defence ministry</p> <p>Trade ministry</p>
<p>Number and type of mines transferred from or into the country for training or destruction purposes.</p>	<p>Trade ministry</p> <p>Customs</p> <p>Defence ministry</p> <p>International development assistance ministry</p>
<p>Location of all areas under the state party's jurisdiction or control that are known, or are suspected of being mined.</p> <p>Details on the progress of any mine clearance programs – number and type of mines destroyed, location and method of destruction and information on how the methods used meet safety and environmental standards.</p> <p>Measures taken to warn civilians about the presence of mines.</p>	<p>Defence ministry</p> <p>Border commission.</p> <p>Agriculture ministry</p> <p>Environment ministry</p> <p>Ministry responsible for domestic law, for example: the Interior or Home ministry, Legal Affairs or Justice ministry</p>

	<p>National Mine Action Centre</p> <p>UN Mine Action Centre</p> <p>International Committee of the Red Cross</p> <p>International or national NGOs involved in mine clearance</p>
<p>Relevant national implementation measures taken to bring domestic law in line with the Convention. For example: legislation or administrative regulations.</p> <p>Measures to support compliance, such as for authorizing destruction of stockpiles.</p> <p>Relevant national implementation measures, such as legislation or administrative regulations, to prevent and suppress violations of the Convention.</p>	<p>Ministry responsible in the country for domestic law. For example: the Interior or Home ministry, Legal Affairs or Justice ministry</p>
<p>Information on the progress of programs for conversion or de-commissioning of anti-personnel mine production facilities.</p>	<p>Ministry of Industry and Commerce</p> <p>Ministry responsible for domestic law, for example: the Interior or Home ministry, Legal Affairs or Justice ministry</p> <p>Defence ministry</p>
<p>Voluntary Information for Article 7 Reports</p> <p>Details of assistance provided to other state parties to help them fulfil their obligations under the Convention.</p> <p>Details of any assistance provided for the care and rehabilitation, social and economic reintegration of mine victims.</p> <p>Information on the methods and technology used for mine clearance.</p> <p>Information by the state party receiving assistance on the use of such assistance.</p>	<p>International development assistance ministry</p> <p>National Mine Action Centre</p> <p>UN Mine Action Centre</p> <p>Health ministry</p> <p>International or national NGOs involved in mine action</p> <p>International Committee of the Red Cross</p> <p>Defence ministry</p>

2.2 ARTICLE 7 REPORT FORMAT

Report forms

The First Meeting of States Parties, held in Maputo, Mozambique in May 1999, adopted forms for reporting under Article 7. Report forms are available in all six languages of the UN: Arabic, Chinese, English, French, Spanish and Russian. Guidance for completing the forms is given in Part 3 of this guide.

The report forms are reproduced on a CD-rom that is included in the folder with this guide. Alternatively, report forms can be obtained in three different ways: on paper, on diskette or downloaded from the UN's website.

Paper copies

Paper copies of the report forms are available in all six UN languages from UNDDA (see Box 4 in this guide). While paper copies of Article 7 reports are accepted, UNDDA prefers that completed forms be submitted electronically.

Computer diskette

A computer diskette containing the forms is available from UNDDA. Report forms in English, French and Spanish are in Microsoft Word format. Report forms in Arabic, Chinese and Russian are in Adobe PDF format. States parties with incompatible software should contact UNDDA.

Downloaded version

The report forms can also be downloaded from UNDDA's website at: www.un.org/Depts/dda. They are available in all six UN languages. Reports already submitted may be viewed on the website.

Report forms in English, French and Spanish are in Microsoft Word format. Report forms in Arabic, Chinese and Russian are in Adobe PDF format and require Adobe Acrobat reader software in order to be downloaded and Adobe Acrobat PDF writer software to be completed electronically. States parties with incompatible software should contact UNDDA.

To download and save blank forms from the website www.un.org/Depts/dda

- Click on 'Article 7 Mine-ban'. The list of Article 7 Reports already submitted by states parties will show on the right
- Click on 'Article 7 Reporting Formats (all languages)'
- Click on the small paper icon that appears under the title 'Article 7 Reporting Formats' on the right hand side of the screen.
- For English, French and Spanish forms:
 - Right click on the Word icon to bring up a menu of options. Choose the 'save' option and save the file to either the computers hard drive or a diskette. This will save a copy of the blank report forms. These blank forms can be used each time a report is due.

- For Arabic, Chinese and Russian forms:
 - Left click on the disk icon in the internet browser toolbar to save the forms either to the computer's hard drive or a diskette. This will save a copy of the blank report forms. These blank forms can be used each time a report is due.

Method of reporting and submission

Electronically

Whenever possible states parties are requested to complete and submit their reports electronically. This can be done by email or on a diskette sent by post. Reports submitted electronically are more easily entered onto the database, thus saving the UNDDA time and money. These reports are also faster to download and more easily searched by those using the database.

States parties may wish to submit non-textual information either as part of their report or as additional voluntary information. Information such as pictures, maps, graphs, and statistics should be sent electronically whenever possible, but may also be sent separately on paper. This information can be submitted in any software format either on diskette or email. States parties should indicate where they wish this visual information to appear in their report.

To report electronically:

1. Open the forms.
2. Make a copy before entering any data so that blank forms are available for the next reporting period.
3. Enter the relevant information in the spaces indicated (see Part 3 of this guide).
4. Save the completed forms.
5. Make a back-up copy on a blank diskette.
6. Submit them to UNDDA on a diskette by post or by email as an attached file.

On Paper

If states parties are not in a position to use electronic means, the paper copy should be used. A photocopy should be made of the blank forms so that they are available for the next reporting period. The completed forms should be submitted to UNDDA by post or fax.

Box 4: UNDDA contact details

The UNDDA address for obtaining template report forms in paper form or on diskette, for requesting assistance with completing the forms and for submitting reports is:

Information Systems Officer
Department for Disarmament Affairs
Room S-3100
United Nations
New York
NY 10017
USA

Telephone: + (1) 212 963 8199
Fax: + (1) 212 963 1121
Email: malinova@un.org

Official notification

In addition to sending the reports direct to UNDDA, states parties must also send an official letter by post to the UN Secretary-General notifying him officially that the reports have been submitted. In practice, this letter should be sent to the Under Secretary-General for Disarmament Affairs, who handles the UN Secretary-General's responsibilities under the notification process. A paper copy of the reports should be included with this letter, even if they have been submitted in electronic format to UNDDA.

Box 5 Contact details for official notification letter

The official notification letter should be sent to:

Mr Jayantha Dhanapala
Under Secretary-General for Disarmament Affairs
Room 3170A
United Nations
New York
NY 10017
USA

Telephone: + (1) 212 963 1570
Fax: + (1) 212 963 4066

Report language

States parties should complete the report forms in one of the Convention's 6 official languages – Arabic, Chinese, English, French, Russian or Spanish. Although the Convention itself does not provide funds for translation from an original language into one of the official languages, state parties have the right under Article 6 of the Convention to seek assistance from other state parties for this purpose.

It would be helpful if states parties could make their reports available to UNDDA in more than one of the official languages of the Convention.

However, states parties should not let translation difficulties delay the submission of their report. It should be submitted if necessary in the original language and a translation sent as soon as possible after that.

'Article 7 Transparency Measures' database

UNDDA is responsible for assembling all Article 7 reports in a database and disseminating the information to states parties. At the First Meeting of States Parties in May 1999 it was decided to make Article 7 reports publicly available. All reports are displayed on the UNDDA's website at www.un.org/Depts/dda under the link to 'Article 7 Mine-ban'. The availability of this information is in keeping with the Convention's transparency aims and is important for organisations involved in mine action.

If any state party is unable to access Article 7 information on the database, it should contact UNDDA. The information required can, on request, be sent to the state party in paper form.

PART 3: GUIDELINES FOR COMPLETING REPORT FORMS

3.1 GENERAL GUIDANCE

Under Article 7 information is required in nine different categories. States parties must provide this information on nine corresponding report forms (Forms A – I).

Reporting periods

The **INITIAL REPORT** must be submitted as soon as practicable, but no later than 180 days after the date on which a country becomes a state party to the Convention. The aim of the Initial Report is to show the extent to which each state party is in compliance with the Convention at the time it becomes a state party. This provides a baseline for assessing future compliance efforts. The Initial Report should, as far as possible, be up to date at the time it is submitted. An indication of how up to date the information is should be given. Wherever possible, this date should be the same for all forms.

An updated **ANNUAL REPORT** must then be submitted every year, no later than 30 April, covering the past calendar year. The calendar year is defined as 1 January to 31 December. For example, Annual Reports for calendar year 2000 are due by 30 April 2001. Annual Reports for the calendar year 2001 are due by 30 April 2002.

Amount of information required

States parties should complete both the obligatory sections and the voluntary supplementary information sections of the forms to the fullest extent possible.

If all of the forms cannot be completed by the due date, perhaps because the necessary information is not yet available, the report should be submitted with the information available rather than missing the reporting deadline. An explanation should be provided for any sections that are incomplete and an indication given as to when the missing information will be available. No form should be left completely blank.

Updating information in Annual Reports

It is possible that a state party's first Annual Report will be required very soon after its Initial Report was submitted. The information in the two reports may therefore be the same or almost the same. For example, if a state party's Initial Report covered up to October 2000, its first Annual Report for the calendar year 2000 (due on 30 April 2001) would cover the period from January to December 2000, even though 10 of the 12 months overlap with the initial report. There may also be very little change from one Annual Report to the next. Even if nothing or little has changed, a report must still be submitted.

UNDDA has requested that information that has changed from previous reports is highlighted to help them compare and disseminate the data. For example, changes from the previous report may be highlighted using bold, capitals, underlining, italics, colour or shading.

Requesting assistance with completing report forms

If a state party has difficulty in completing the forms it should seek assistance from UNDDA or other states parties (for example those which have been closely involved in developing and supporting the Article 7 reporting system), Mine Action Centres or appropriate NGOs or international organisations.

Supplementary information

Several of the forms include 'Supplementary Information' sections to enable states parties to provide further voluntary information. Such additional information supports transparency and is crucial for assisting the work of mine action organisations.

Examples of supplementary information include pictures, maps, graphs and statistics. This supplementary information should be provided in the relevant box on each form or attached as annexes. When this additional information, such as pictures or maps, cannot be easily converted for electronic submission, it should be sent as a paper copy, even if the main part of the report has been sent electronically. If necessary, this supplementary information can be provided in the state party's national language.

At the Second Meeting of States Parties in September 2000, an additional form, Form J, was adopted to enable further supplementary, voluntary reporting (see Part 3 of this guide). This is particularly important for reporting on compliance matters not covered by Forms A to I and on assistance provided or received for victim assistance, mine clearance and destruction of stockpiles.

Reporting as 'Not Applicable'

For some states parties, for example those that do not have mined areas or stockpiled mines, some of the reporting categories will not be applicable. States parties in this situation should still use the report forms, using the term 'Not Applicable' in the appropriate sections. Where possible, a short explanation should be provided for why this answer has been given. For example, a country that has no mined areas might complete Form C (Location of mined Areas) with 'Not Applicable' and under the Supplementary Information section state that it has 'No mined areas'.

3.2. ANNOTATED REPORTING FORMS

The following are the Article 7 report forms with annotations (in blue) explaining how they are to be completed.

Cover sheet

CONVENTION ON THE PROHIBITION OF THE USE, STOCKPILING, PRODUCTION AND TRANSFER OF ANTI-PERSONNEL MINES AND ON THEIR DESTRUCTION

REPORTING FORMATS FOR ARTICLE 7¹

STATE PARTY:	<i>Name of the reporting state party</i>
DATE OF SUBMISSION	<i>Date of sending report to the UN</i>
POINT OF CONTACT	<i>Details (name, department, telephone, fax and email) of the person in the state party who deals with Article 7 responsibilities and, if different, the details of the person filling in the form.</i> <i>An identified 'Point of Contact' is useful for clarifying information and to enable state parties to contact each other.</i>
	(Organization, telephones, fax, email)
	(ONLY FOR THE PURPOSES OF CLARIFICATION)

¹ These reporting formats informally provided by Austria on disk are based on document APLC/MSP.1/1999/L.4 of 31 March 1999, as amended and decided upon by the First 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, held in Maputo from 3 to 7 May 1999. Tables of formats may be expanded as desired.

Form A National implementation measures

What information should be reported here?

- Legislative, administrative and other measures taken by each state party to prevent and stop violations of the Convention on its territory or on territory under its jurisdiction or control.
- These may include:
 - Administrative measures to make sure that military doctrine, rules of engagement, codes of conduct, training procedures and manuals are changed to bring them into line with the new legal requirements.
 - Administrative and regulatory measures to implement destruction of stockpiles and clearing of mined areas.
 - Measures to notify companies involved in the production or transfer of anti-personnel mines that they should cease production immediately.
 - Measures to amend import and export licenses in light of the Convention's requirements.
 - Measures to support the provision of medical and rehabilitative care for mine victims.
 - Administrative measures, if needed, to facilitate the collection of information for Article 7 reports.
 - Measures to support the provision of assistance to mine-affected countries.

This information is required because:

States parties must bring their domestic law into conformity with their international obligations under the Convention. The Convention specifies that each state party must impose penal sanctions, such as fines or jail sentences, to punish those who violate it.

Form A National implementation measures

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 a) The national implementation measures referred to in Article 9."

Remark: In accordance with Article 9, "Each State Party shall take all appropriate legal, administrative and other measures, including the imposition of penal sanctions, to prevent and suppress any activity prohibited to a State Party under this Convention undertaken by persons or on territory under its jurisdiction or control".

State [Party]: Name of the reporting state party reporting for time period from day/month/year to day/month year

Measures	Supplementary information (e.g., effective date of implementation & text of legislation attached).
<p><i>Record the title and purpose of any relevant domestic legislation here.</i></p> <p><i>If legislation is still in process of being passed, that information should be reported.</i></p> <p><i>Provide details of any regulations, such as criminal penalties for those convicted of engaging in activities prohibited by the Convention, or administrative measures.</i></p>	<p><i>For example: the date that the legislation came into force, the text of the legislation or a summary of its content. The web address of a site that contains the legislation would be useful.</i></p> <p><i>Supplementary information, such as the text of any legislation, should be attached as an annex to the report. It may be submitted in paper form if not readily available in electronic form.</i></p> <p><i>If states parties have not enacted any domestic laws or other measures they should report that here and explain why.</i></p>

Form B Stockpiled anti-personnel mines

What information should be reported here?

- The total number and types of anti-personnel mines the state party has stockpiled. ‘Stockpiled’ mines are existing stocks awaiting destruction under the terms of the Convention.
- The Standing Committee on the General Status and Operation of the Convention, at its meeting on 8 December 2000, asked states parties to include information on foreign stockpiles in their Article 7 reporting. In keeping with the spirit of transparency of the Convention, each state party should include information on foreign stockpiles kept on its own territory and all other territory over which it has jurisdiction or control.

This information is required because:

In addition to prohibiting the development, production and use of anti-personnel mines, the Convention bans states parties from stockpiling them. The only exceptions are: mines retained for the development of, and training in, mine detection, mine clearance or mine destruction techniques; mines awaiting destruction; mines awaiting transfer for the purpose of destruction; and mines awaiting transfer for the purpose of development of, and training in, mine detection, mine clearance or mine destruction techniques.

What information should NOT be reported here?

- Mines retained for the purpose of developing and training in mine detection, mine clearance or mine destruction techniques should be recorded on Form D.
- Stockpiled mines already destroyed should be recorded on Form G.
- The technical specifications of any stockpiled mines should be recorded on Form H.

Form B Stockpiled anti-personnel mines

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 b) The total of all stockpiled anti-personnel mines owned or possessed by it, or under its jurisdiction or control, to include a breakdown of the type, quantity and, if possible, lot numbers of each type of anti-personnel mine stockpiled."

State [Party]: Name of reporting state party reporting for time period from day/month/year to day/month/year

Type	Quantity	Lot # (if possible)	Supplementary information
<i>Type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine) and wherever possible the name or designation (for example: V69, M14, Ranger L10A1).</i>	<i>Highlight any differences from the information given in previous reports.</i>	<i>Lot numbers: the official number given to each batch of landmines produced or acquired.</i>	<i>For example: country of origin and year of production of stockpiled anti-personnel mines. Name of organisation responsible for stockpiled mines. Location of stockpiles.</i>
TOTAL	<i>Total quantity</i>		

Form C Location of mined areas

What information should be reported here?

- The location of all ‘mined areas’ under the jurisdiction or control of the state party.
- Information on the type, quantity and age of anti-personnel mines laid in each location, to the extent known.

Tips

A ‘**mined area**’ is an area that is dangerous due to the presence, or suspected presence, of anti-personnel landmines.

This information is required because:

Under the Convention each state party must destroy all anti-personnel mines in mined areas on its territory or areas under its jurisdiction or control as soon as possible but not later than ten years after the entry into force of the Convention for that state party.

Form C Location of mined areas

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 c) To the extent possible, the location of all mined areas that contain, or are suspected to contain, anti-personnel mines under its jurisdiction or control, to include as much detail as possible regarding the type and quantity of each type of anti-personnel mine in each mined area and when they were emplaced."

State [Party]: Name of the reporting state party reporting for time period from day/month/year to day/month/year

1. Areas that contain mines*

Location	Type	Quantity	Date of emplacement	Supplementary information
<p><i>Areas known to contain anti-personnel mines, including defined minefields and all other public or private areas known to contain anti-personnel mines.</i></p>	<p><i>Type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine).</i></p> <p><i>Wherever possible give the name or designation (for example: V69, M14, Ranger L10A1).</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Give as much information as possible. If total numbers are not known, give an estimate or put 'Not known'.</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>Give as much information as possible. If dates are not known, give an estimate.</i></p>	<p><i>For example: maps, mine survey reports.</i></p> <p><i>Supplementary information can be attached as an annex if necessary.</i></p> <p><i>If there is too much supplementary information to send, give the contact details of the organisation, such as the national or UN mine action centre, that has the information.</i></p>

2. Areas suspected to contain mines*

Location	Type	Quantity	Date of emplacement	Supplementary information
<p><i>Report here any areas, including defined minefields and public or private land believed to contain anti-personnel mines.</i></p>	<p><i>Type of mine (for example Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine).</i></p> <p><i>Wherever possible give the name or designation (for example: V69, M14, Ranger L10A1).</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Give as much information as possible. If total numbers are not known, give an estimate or put 'Not known'.</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>Give as much information as possible. If dates are not known, give an estimate.</i></p>	<p><i>For example: maps, mine survey reports.</i></p> <p><i>Supplementary information can be attached as an annex if necessary.</i></p> <p><i>If there is too much supplementary information to send, give the contact details of the organisations, such as the national or UN mine action centre, that has the information.</i></p>

* If necessary, a separate table for each mined area may be provided

Form D APMs retained or transferred

What information is to be reported here?

- The total number, type and lot number of anti-personnel mines retained or transferred for training purposes or transferred for the purpose of destruction
- The name of the institution authorised by the state party to retain or transfer the mines.

Tips

If no anti-personnel mines have been retained, indicate this on the Form. Do not leave it blank.

Mines retained for permitted purposes should be reported on this Form, not on Form B in the section on stockpiled mines.

The mines reported here in section D 3 as transferred for destruction, should also be reported in:

- Form F, giving details of progress in destroying them and on
- Form G, if they have already been destroyed.

This information is required because:

States parties are permitted to retain or transfer a limited quantity of anti-personnel mines for developing mine detection, mine clearance and mine destruction techniques and for training personnel in such techniques. The number of mines kept should not exceed the minimum number absolutely necessary for such purposes. The transfer of anti-personnel mines for the purpose of destruction is also permitted. The retention of mines for training military personnel in using mines is prohibited.

Form D APMs retained or transferred

Article 7.1 "Each State Party shall report to the Secretary-General ... on:

d) The types, quantities and, if possible, lot numbers of all anti-personnel mines retained or transferred for the development of and training in mine detection, mine clearance or mine destruction techniques, or transferred for the purpose of destruction, as well as the institutions authorized by a State Party to retain or transfer anti-personnel mines, in accordance with Article 3"

State [Party]: Name of the reporting state party reporting for time period from day/month/year to day/month/year

1. Retained for development of and training in (Article 3, para.1)

Institution authorized by State Party	Type	Quantity	Lot # (if possible)	Supplementary information
<i>Identify which organisation is responsible for retaining anti-personnel mines used for training.</i>	<i>Give the type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine).</i>	<i>Give as much information as possible. If total numbers are not known, give an estimate or put 'Not known'.</i>	<i>Lot numbers are the official numbers given to each batch of mines produced or acquired.</i>	<i>For example, the country of origin of each mine type, year of production, and shelf-life expiry date of any anti-personnel mines retained.</i>
	<i>Wherever possible give the name or designation (for example: V69, M14, Ranger L10A1).</i>	<i>Any differences from the information given in previous reports should be highlighted.</i>		
TOTAL	-----	<i>Total quantity</i>		

2. Transferred for development of and training in (Article 3, para.1)

Institution authorized by State Party	Type	Quantity	Lot # (if possible)	Supplementary information: e.g. transferred from, transferred to
<p><i>Identify which organisation is responsible for transferring the anti-personnel mines used for training.</i></p>	<p><i>Give the type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine).</i></p> <p><i>Wherever possible give the name or designation (for example: V69, M14, Ranger L10A1).</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Give as much information as possible. If total numbers are not known, give an estimate or put 'Not known'.</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>Lot numbers are the official numbers given to each batch of landmines produced or acquired.</i></p>	<p><i>For example: the date transferred, the place they were transferred from and the place they were transferred to.</i></p>
TOTAL	-----	<i>Total quantity</i>		

Form D (continued)

3. Transferred for the purpose of destruction (Article 3, para.2)

Institution authorized by State Party	Type	Quantity	Lot # (if possible)	Supplementary information: e.g. transferred from, transferred to
<p><i>Identify which organisation is responsible for transferring the anti-personnel mines for destruction.</i></p>	<p><i>Give the type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine).</i></p> <p><i>Wherever possible give the NAME or designation (for example: V69, M14, Ranger L10A1).</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Give as much information as possible. If total numbers are not known, give an estimate or put 'Not known'.</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>Lot numbers are the official numbers given to each batch of landmines produced or acquired.</i></p>	<p><i>For example, the date transferred, the place they were transferred from, and the place they were transferred to.</i></p> <p><i>Indicate how many of the mines transferred have been destroyed.</i></p>
TOTAL	-----	<i>Total quantity</i>		

Form E Status of programs for conversion or de-commissioning of APM production facilities

What information should be reported here?

- The status of any programs for conversion or de-commissioning of anti-personnel mine production facilities.

Tips

‘Conversion’ is when facilities that produced mines in the past are converted to another use.

‘De-commissioning’ is when facilities that produced mines in the past are taken out of service, dismantled or destroyed.

If conversion or de-commissioning happened before the reporting period this should still be reported here, along with the details.

This information is required because:

The Convention prohibits the production of anti-personnel mines. Thus all anti-personnel mine production facilities should be converted to other uses or de-commissioned.

Form E Status of programs for conversion or de-commissioning of APM production facilities

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 e) The status of programs for the conversion or de-commissioning of anti-personnel mine production facilities."

State [Party]: *Name of the reporting state party* reporting for time period from *day/month/year* to *day/month/year*

Indicate if to "convert" or "decommission"	Status (indicate if "in process" or "completed")	Supplementary information
	<p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>For example: what mines were produced at these facilities, who produced them and when did production stop.</i></p> <p><i>Give the name of the organisation that carried out the dismantling or conversion of the facilities and the date that this was completed.</i></p> <p><i>If facilities were converted, give details of what they were converted to.</i></p>

Form F Status of programs for destruction of APMs

What information should be reported here?

- Information on the progress of current, and planned, programs for the destruction of anti-personnel mines.
- Mines that have been transferred for destruction and already reported under Form D, giving details on the progress of their destruction.

This information is required because:

The *progress* of destruction programs is important because the Convention obliges each state party to destroy any existing stocks of anti-personnel mines within four years of the date on which the Convention enters into force for that country and to clear all anti-personnel mines already in the ground within 10 years.

What information should not be reported here?

- Details on the numbers and types of anti-personnel mines destroyed in destruction programs are to be reported on Form G.

Form F Status of programs for destruction of APMs

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 f) The status of programs for the destruction of anti-personnel mines in accordance with Articles 4 and 5, including details of the methods which will be used in destruction, the location of all destruction sites and the applicable safety and environmental standards to be observed."

State [Party]: Name of the reporting state party reporting for time period from day/month/year to day/month/year

1. Status of programs for destruction of stockpiled APMs (Article 4)

Description of the status of programs including:	
Location of destruction sites	Details of:
<p><i>Give precise locations.</i></p>	<p>Methods</p> <p><i>Give details of the destruction methods used; destruction dates; whether the destruction program is completed or continuing.</i></p> <p><i>If the destruction program is planned but not yet started, give the details of the planned location, dates and methods of destruction that will be used.</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>

	<p>Applicable safety standards</p> <p><i>For example: mention the relevant military or mine clearance organisation's Standard Operating Procedures or any applicable government or military safety regulations.</i></p>
	<p>Applicable environmental standards</p> <p><i>Describe how the methods of destruction meet applicable international environmental treaties or national environmental legislation.</i></p>

2. Status of programs for destruction of APMs in mined areas (Article 5)

Description of the status of programs including:	Details of:
Location of destruction sites	
<i>Give precise locations.</i>	<p>Methods</p> <p><i>Give details of the destruction methods used; dates of destruction; whether the destruction program is completed or continuing.</i></p> <p><i>If the destruction program is planned but not yet started, give details of the planned location, dates and methods of destruction that will be used.</i></p> <p><i>Highlight any differences from the information given in previous reports.</i></p>

	<p>Applicable safety standards</p> <p><i>For example: relevant military or mine clearance organisation's Standard Operating Procedures or any applicable government or military safety regulations.</i></p>
	<p>Applicable environmental standards</p> <p><i>Describe how the methods of destruction meet applicable international environmental treaties or national environmental legislation.</i></p>

Form G APMs destroyed after entry into force

What information should be reported here?

- The total number, type and lot numbers of anti-personnel mines destroyed.
- Mines transferred for destruction and reported elsewhere in the report, such as in section 3 of Form D, should be included in the total here if their destruction is complete.

This information is required because:

Each state party must destroy all its stockpiled anti-personnel mines as soon as possible, but no later than 4 years, after the Convention enters into force for it. The only exceptions are:

- mines retained for developing mine detection, mine clearance or mine destruction techniques
- mines retained for training in mine detection, mine clearance or mine destruction techniques
- mines awaiting destruction
- mines awaiting transfer for the purpose of destruction or training in mine detection, mine clearance or mine destruction techniques.

Each state party must also destroy all anti-personnel mines in mined areas in its own territory or in mined areas under its jurisdiction or control within 10 years.

What information should NOT be reported here?

- Details of the destruction program, such as methods used and progress, for both the destruction of stockpiles and destruction of mines in mined areas, should be reported on Form F.

Form G APMs destroyed after entry into force

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 g) The types and quantities of all anti-personnel mines destroyed after the entry into force of this Convention for that State Party, to include a breakdown of the quantity of each type of anti-personnel mine destroyed, in accordance with Articles 4 and 5, respectively, along with, if possible, the lot numbers of each type anti-personnel mine in the case of destruction in accordance with Article 4"

State [Party]: *Name of the reporting state party* reporting for time period from *day/month/year* to *day/month/year*

1. Destruction of stockpiled APMs (Article 4)

Type	Quantity	Lot # (if possible)	Supplementary information
<p><i>Give the type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine)</i></p> <p><i>Wherever possible give the name or designation (for example: V69, M14, Ranger L10A1).</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>Lot numbers are the official numbers given to each batch of landmines produced or acquired.</i></p>	<p><i>For example: dates when the mines were destroyed; who organized the destruction; the destruction method used; the location of the destruction site.</i></p>
TOTAL	<i>Total quantity</i>		

2. Destruction of APMs in mined areas (Article 5)

Type	Quantity	Supplementary information
<p><i>Give the type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine).</i></p> <p><i>Wherever possible the name or designation (for example: V69, M14, Ranger L10A1).</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Highlight any differences from the information given in previous reports.</i></p>	<p><i>For example: dates when the mines were destroyed; who organized the destruction; the destruction method used; the location of the mined area where the destruction took place.</i></p>
TOTAL	<i>Total quantity</i>	

Form H Technical characteristics of each type produced/owned or possessed

What information should be reported here?

- The technical characteristics of each type of anti-personnel mine produced by the state party in the past.
- The technical characteristics of each type of anti-personnel mine currently owned or possessed by the state party. This includes all anti-personnel mines in stockpiles and any that are retained for permitted purposes.

As a **MINIMUM** this information must include the dimensions, fusing, explosive content, metallic content and colour photographs of each type of mine.

- The Standing Committee on the General Status and Operation of the Convention, on 8 December 2000, asked states parties to include information on foreign stockpiles in their Article 7 reporting. In keeping with the spirit of transparency of the Convention, each state party should include information on foreign stockpiles kept on its territory, including all territory over which it has jurisdiction or control.

Tips

‘Own’ means that the state party has legal ownership of the mines.

‘Possess’ means that the state party has the mines on its territory or areas under its jurisdiction or control, but without having legal ownership of them. This implies that another state has ownership.

Once the state party has enacted legislation or regulations banning individuals and private companies from owning or possessing anti-personnel landmines, it is only the state party itself that may own them, and then only for permitted purposes.

This information is required because:

Under Article 6 of the Convention, each state party is required to facilitate the fullest possible exchange of equipment, material and scientific and technological information concerning implementation of the Convention. Technical information on anti-personnel mines is also crucial for mine clearance work and for the design of mine awareness materials.

Form H Technical characteristics of each type produced/owned or possessed

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 h) The technical characteristics of each type of anti-personnel mine produced, to the extent known, and those currently owned or possessed by a State Party, giving, where reasonably possible, such categories of information as may facilitate identification and clearance of anti-personnel mines; at a minimum, this information shall include the dimensions, fusing, explosive content, metallic content, colour photographs and other information which may facilitate mine clearance"

State [Party]: Name of the reporting state party reporting for time period from day/month/year to day/month/year

1. Technical characteristics of each APM-type produced

Type	Dimensions	Fusing	Explosive content		Metallic content	Colour photo attached	Supplementary information to facilitate mine clearance.
			type	grams			
<p><i>Give the type of mine (for example: Bounding Mine, Blast Mine, Scatterable Blast Mine).</i></p> <p><i>Wherever possible the name or designation (for example: V69, M14, Ranger L10A1).</i></p>	<p><i>Note sizes.</i></p>	<p><i>Note fusing methods.</i></p>				<p><i>'Yes' or 'No'.</i></p>	<p><i>For example:</i></p> <p><i>Diagrams and information on ease of detectability, and method of detonation.</i></p> <p><i>Drills for disarming, neutralisation and controlled destruction.</i></p> <p><i>Information on anti-handling and/or anti-disturbance mechanisms where relevant.</i></p>

2. Technical characteristics of each APM-type currently owned or possessed

Type	Dimensions	Fusing	Explosive content		Metallic content	Colour photo attached	Supplementary information to facilitate mine clearance.
			type	grams			
<p><i>Give the type of mine (for example: Bounding Fragmentation Mine, Blast Mine, Scatterable Blast Mine).</i></p> <p><i>Wherever possible give the name or designation (for example: V69, M14, Ranger L10A1).</i></p> <p><i>Be as specific as possible.</i></p>	<p><i>Note sizes.</i></p>	<p><i>Note fusing methods.</i></p>				<p><i>'Yes' or 'No'.</i></p>	<p><i>For example:</i></p> <p><i>Country of origin, diagrams, ease of detectability and method of detonation.</i></p> <p><i>Drills for disarming, neutralisation and controlled destruction.</i></p> <p><i>Information on anti-handling and/or anti-disturbance mechanisms where relevant.</i></p>

Form I Measures to provide warning to the population

What information should be reported here?

Measures taken to provide immediate and effective warning of the presence of anti-personnel mines to the civilian population.

There is no set format for this report. It is suggested that state parties include the following information:

- Marking methods.
- Maintenance of marking materials.
- Monitoring of mined areas.
- Mine awareness education.

This information is required because:

In accordance with the Convention, once an area has been identified as containing or possibly containing anti-personnel mines states parties must take action to ensure that civilians are prevented from entering it until the area is cleared. Methods for doing this include perimeter marking, monitoring and fencing.

Marking standards

Article 5, paragraph 2 of the Ottawa Convention refers to the minimum standard for marking mined areas. This standard is set out below:

International signs for minefields and mined areas

Signs ... as specified below shall be utilized in the marking of minefields and mined areas to ensure their visibility and recognition by the civilian population:

- (a) size and shape: a triangle or square no smaller than 28 centimetres (11 inches) by 20 centimetres (7.9 inches) for a triangle, and 15 centimetres (6 inches) per side for a square;
- (b) colour: red or orange with a yellow reflecting border

Tips

States parties may develop standards for the marking of mined areas that go beyond this minimum requirement. States parties may choose to consult the International Mine Action Standards (IMAS), currently being developed by UNMAS, and the United Nations Children's Fund (UNICEF) Guidelines for Mine Awareness when developing their own national standards. Further information can be obtained from UNMAS (see Box 2 in this guide).

Form I Measures to provide warning to the population

Article 7.1 "Each State Party shall report to the Secretary-General ... on:
 i) The measures taken to provide an immediate and effective warning to the population in relation to all areas identified under paragraph 2 of Article 5."

Remark: In accordance with Article 5, para.2: "Each State Party shall make every effort to identify all areas under its jurisdiction or control in which anti-personnel mines are known or suspected to be emplaced and shall ensure as soon as possible that all anti-personnel mines in mined areas under its jurisdiction or control are perimeter-marked, monitored and protected by fencing or other means, to ensure the effective exclusion of civilians, until all anti-personnel mines contained therein have been destroyed. The marking shall at least be to the standards set out in the Protocol on Prohibitions or Restrictions on the Use of Mines, Booby-Traps and Other Devices, as amended on 3 May 1996, annexed 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".

State [Party]: Name of the reporting state party reporting for time period from day/month/year to day/month/year

[Narrative:]

Provide a description of the measures taken.

While there is no set format for this report, state parties may wish to provide information on:

- *The methods used for perimeter-marking mined areas, such as hazard signs or markers, or physical barriers.*
- *Whether these marking systems are permanent, temporary or improvised.*
- *The methods used for monitoring the marking of mined areas.*
- *The methods of protecting and maintaining marking systems.*
- *The status of any mine awareness programmes.*
- *Details of any mine awareness publications and the dissemination of this information among the population.*

3.3. VOLUNTARY OR SUPPLEMENTARY REPORTING (FORM J)

To give states parties an opportunity to report voluntarily on matters concerning compliance and implementation that are not legally required under Article 7, the Second Meeting Of States Parties, held in Geneva, Switzerland in September 2000 approved the use of Form J.

It was specifically recommended that states parties use this form to report on any activities undertaken under Article 6, on International Cooperation and Assistance.

Form J is very simple. State parties may provide a report in their own format on any matter relating to their compliance with the 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]: Name of reporting state party reporting for time period from day/month/year to day/month/year

States may provide a report in their own format on any matter relating to their compliance with the Convention.

Examples of the information state parties may wish to report include:

- *Care of mine victims (includes programs, training, equipment and transport for emergency medical care, continuing hospital care and post-hospital medical care).*
- *Rehabilitation of mine victims (includes programs, training, equipment and transport for physical rehabilitation care, such as physiotherapy and prosthetics and training of personnel in these fields).*
- *Social reintegration of mine victims (including psychological support to landmine survivors and/or their families, support to associations of people with disabilities, counseling and the training of relevant personnel, such as social workers and therapists).*
- *Support for the economic reintegration of mine victims (includes skill and vocational training programs, income generation and small business programs).*
- *Development of mine awareness activities.*
- *Establishment and development of mine data collection and research capacities.*
- *Repatriation and resettlement, to mine-free zones, of refugees and internally displaced peoples.*
- *Assistance provided or received for implementing the Convention, for example, assistance for victim assistance, mine clearance and stockpile destruction.*