Excellency,

I am writing to you as President-designate of the Seventeenth Annual Conference of the High Contracting Parties to Amended Protocol II on Prohibitions or Restrictions on the Use of Mines, Booby-Traps and Other Devices to the Convention on Certain Conventional Weapons.

In accordance with Article 13, paragraph 4 of Amended Protocol II, each High Contracting Party shall provide an annual report to the Depositary, the Secretary-General of the United Nations, who shall circulate them in advance of the annual conference.

The submission deadline of this year’s report is **31 March 2015**, and the report should cover the period from 1 January to 31 December 2014.

I encourage you, if you have not done so, to submit your report as soon as possible.

The national annual reports shall contain information on any of the following matters: (a) dissemination of information on this Protocol to their armed forces and to the civilian population; (b) mine clearance and rehabilitation programmes; (c) steps taken to meet technical requirements of this Protocol and any other relevant information pertaining thereto; (d) legislation related to this Protocol; (e) measures taken on international technical information exchange, on international cooperation on mine clearance, and on technical cooperation and assistance; and (f) other relevant matters.

To simplify the submission of the reports, you may fill out a Summary sheet which indicates that the information contained in certain forms has not changed relative to the report of the previous year. The forms that remain unchanged would not have to be submitted. Therefore, only the new Summary sheet, the cover page and those forms containing new information should be submitted.
At the Seventeenth Annual Conference the national annual reports will be the subject of the discussion under provisional agenda item 9, “Consideration of matters arising from reports by High Contracting Parties according to Article 13 (4) of the Amended Protocol […]”

For your ease of reference, please find attached a blank reporting form, containing both the summary sheet and the normal reporting formats. The electronic versions in all of the UN languages are available on the CCW website: http://www.unog.ch/ccw.

Please submit your annual report by e-mail to: ccw@unog.ch, or by regular mail to: CCW Implementation Support Unit, Office for Disarmament Affairs, Geneva Branch, United Nations Office at Geneva, Palais des Nations, Office C-115, CH-1211 Geneva 10, Switzerland.

Please accept, Excellency, the assurances of my highest consideration.

The President-designate of the Seventeenth Annual Conference of the High Contracting Parties to CCW Amended Protocol II

Raimonds Jansons
Ambassador
Permanent Representative of Latvia
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 (PROTOCOL II AS AMENDED ON 3 MAY 1996)

Summary sheet

Summary Reporting Format for Article 13 paragraph 4 and Article 11 paragraph 2, pursuant to the decision of the Fifth Annual Conference of the States Parties to CCW Amended Protocol II as stipulated in paragraph 20 of its Final Document, CCW/AP.II/CONF.5/2

NAME OF THE HIGH CONTRACTING PARTY

DATE OF SUBMISSION

NATIONAL POINT(S) OF CONTACT

(Organization, telephones, fax, e-mail)

This information can be available to other interested parties and relevant organizations

□ YES

□ NO
REPORTING PERIOD: dd/mm/yyyy to dd/mm/yyyy

Form A: Dissemination of information:
- changed
- unchanged (last reporting: yyyy)

Form B: Mine clearance and rehabilitation programmes:
- changed
- unchanged (last reporting: yyyy)

Form C: Technical requirements and relevant information:
- changed
- unchanged (last reporting: yyyy)

Form D: Legislation:
- changed
- unchanged (last reporting: yyyy)

Form E: International technical information exchange, co-operation on mine clearance, technical co-operation and assistance:
- changed
- unchanged (last reporting: yyyy)

Form F: Other relevant matters:
- changed
- unchanged (last reporting: yyyy)

Form G: Information to the UN-database on mine clearance:
- changed
- unchanged (last reporting: yyyy)
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 (PROTOCOL II AS AMENDED ON 3 MAY 1996)

Reporting Formats for Article 13 paragraph 4 and Article 11 paragraph 2

<table>
<thead>
<tr>
<th>NAME OF THE HIGH CONTRACTING PARTY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF SUBMISSION</td>
<td></td>
</tr>
<tr>
<td>NATIONAL POINT(S) OF CONTACT</td>
<td>(Organization, telephones, fax, e-mail)</td>
</tr>
</tbody>
</table>

This information can be available to other interested parties and relevant organizations

- □ YES
- □ NO
- □ Partially, only the following forms:
  - A □
  - B □
  - C □
  - D □
  - E □
  - F □
  - G □
Form A  
**Dissemination of information**

Article 13, paragraph 4 (a) “The High Contracting Parties shall provide annual reports to the Depositary ... on:

(a) dissemination of information on this Protocol to their armed forces and to the civilian population;”

*Remark:*

High Contracting Party reporting for time period from ______ to ______

Information to the armed forces

Information to the civilian population
Form B  Mine clearance and rehabilitation programmes

Article 13, paragraph 4 (b)  “The High Contracting Parties shall provide annual reports to the Depositary ... on:

(b) mine clearance and rehabilitation programmes;”

Remark:

High Contracting Party  reporting for time

period from  to 

Mine clearance programmes

Rehabilitation programmes
Form C  

Technical requirements and relevant information

Article 13, paragraph 4 (c)  

“The High Contracting Parties shall provide annual reports to the Depositary ... on:

(c) steps taken to meet technical requirements of this Protocol and any other relevant information pertaining thereto;”

Remark:

High Contracting Party reporting for time period from _______ to _______ 

Technical requirements

Any other relevant information
Form D  Legislation

Article 13, paragraph 4 (d)  “The High Contracting Parties shall provide annual reports to the Depositary ... on:

(d) legislation related to this Protocol;”

Remark:

High Contracting Party reporting for time period from to

Legislation
Form E | International technical information exchange, cooperation on mine clearance, technical cooperation and assistance

Article 13, paragraph 4 (e) | “The High Contracting Parties shall provide annual reports to the Depositary ... on:

(e) measures taken on international technical information exchange, on international cooperation on mine clearance, and on technical cooperation and assistance;”

**Remark:**

High Contracting Party | reporting for time period from ________ to ________

International technical information exchange

International cooperation on mine clearance

International co-operation on technical co-operation and assistance
Form F  Other relevant matters

Article 13, paragraph 4 (f) “The High Contracting Parties shall provide annual reports to the Depositary ... on:

(f) other relevant matters.”

Remark:

High Contracting Party reporting for time period from to

Other relevant matters
Form G

Information to the UN-database on mine clearance

Article 11, paragraph 2

“Each High Contracting Party undertakes to provide information to the database on mine clearance established within the United Nations System, especially information concerning various means and technologies of mine clearance, and lists of experts, expert agencies or national points of contact on mine clearance.”

High Contracting Party reporting for time period from ________ to ________

Means and technologies of mine clearance

Lists of experts and experts agencies

National points of contact on mine clearance

________