I INTRODUCTION
The High Contracting Parties shall provide annual reports to the Depositary, who shall circulate them to all High Contracting Parties in advance of the conference, on any of the following matters (Art. 13 paragraph 4 of the Protocol II as amended on 3 May 1996; short: amended Protocol II):
(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 co-operation on mine clearance, and on technical co-operation and assistance; and
(f) other relevant matters.

The present document - GUIDE for the NATIONAL ANNUAL REPORTS – was recommended by the Group of Experts established by the Second Annual Conference as a tool which may be utilized at the discretion of the High Contracting Parties to facilitate the filling-out of the formats of the National Annual Reports. The Guide has no legal status. It is aimed at assisting the High Contracting Parties to standardize their reporting and clarify the degree of specificity by giving examples and providing references to the respective basic obligations and decisions.

II. REFERENCES AND ADVICES WITH REGARD TO REPORTING FORMAT

1. Miscellaneous

1.1. It is obligatory to provide annual reports by giving information concerning the sub-paragraphs (a) to (f) of Article 13.¹

1.2. The use of the reporting format is voluntary. Yet, the High Contracting Parties (HCP) agreed to make efforts, as appropriate, to use the format The HCP are of the view that such a format would make it easier not only to prepare the reports, but also to evaluate them and compare the contained information.² […]

¹Art. 13 of the Protocol II as amended on 3rd May 1996.
²Decision made by the First Annual Conference of High Contracting Parties.
1.3. The reporting formats are of developmental nature. Future decisions made by the HCP might change their content.

1.4. National Annual Reports should be submitted no later than eight weeks prior to the convening of the Annual Conferences. It is up to the HCP to decide upon the date of Annual Conferences.

1.5. National Annual Reports should be transmitted to the Depositary both electronically, where possible, and in hard copy, on the understanding that the earlier date would become the date of submission.

1.6. National Annual Reports should be submitted in one of the six official languages to the Certain Conventional Weapons Convention (Arabic, Chinese, English, French, Spanish, Russian). HCP, in a position to do so, would make efforts to provide an unofficial translation into another official language of the Certain Conventional Weapons Convention (CCW).

1.7. HCP may include additional information to the format.

2. Cover Sheet of the Annual Reporting Format

2.1. The National Point(s) of Contact (POC) serve(s) primarily as a point of contact with regard to questions concerning the content of the National Annual Report. To enable HCP to consult each other directly it should, where possible, contain:
   - organization represented,
   - name,
   - (postal) address,
   - telephone/fax numbers,
   - e-mail address of the official in charge of the submission of the report.

   The nomination of further POCs is possible, when indicating the particular responsibility (e.g. POC for technical questions, POC for questions related to demining issues, ...).

2.2. The term "this information can be made available to all interested parties and entities" means that each HCP, when submitting the National Annual Report, will decide whether or not it wishes to make its National Annual Report available through the Depositary or through HCPs to other interested parties. It is understood that the information contained in the national reports could be useful to others active in the field (e.g. demining companies, donor countries, institutions interested in technical co-operation).

   In order to promote openness and transparency in the interest of all HCP by taking into account possible security concerns of individual HCP the cover sheet also gives the possibility to allow the release of information partially by marking the respective square.

3. Form A, dissemination of information

3.1. The term "reporting for time period from ... to" means that each HCP should allow the given information to be classified with a certain time period. Additionally, the reported time serves as a reminder for HCP not to cause gaps in the flow of information.

3.2. It is highly recommended to use the same time period for all parts (forms) of the National Annual
3.3. The HCP are obliged to disseminate the content of this Protocol. Armed Forces personnel has to be informed in particular about the prohibitions and restrictions on the use of weapons (e.g. Art. 3, 4, 5, 6 and 7) and all other commitments (e.g. recording, removal, use of information) deriving from the Protocol.

In accordance to Art.14, armed forces have to:
- issue relevant military instructions
- issue and adapt operating procedures
- provide appropriate training
- inform personnel about the imposition of penal sanctions;

3.4. Beyond the general and specific norms of international humanitarian law (e.g. to be excessively injurious or to have indiscriminate effects) armed forces have, *inter alia*, to take precautions that no weapons are used which:
- employ a mechanism or device specifically designed to detonate the munition by the presence of a commonly available mine detector (Art. 3/5)
- (mines) are equipped with anti-handling devices able to be alive after the mine has ceased to function (Art. 3/6);

3.5. The implementation of these obligations are normally both short- and long-term projects to be realized by a step-by-step approach. All steps, taken during the reporting time period, are to be stated here.

3.6. The civilian population (men, women, children) has to be informed in particular about specific dangers caused by the use of such weapons. This includes, *inter alia*, to inform about

- warning signs in general;
- particular dangers prior to any emplacement;
- the significance of means and methods of marking weapon-affected areas;
- responsible authorities (points of contact) civilians may approach;
- restrictions and prohibitions deriving from the Protocol;
- penal sanctions in order to prevent violations of this Protocol or the law.

The dissemination of such information is normally done through publication of legal codes and/or specific leaflets dependent on the situation;

All steps and measures, taken during the reporting time period, are to be stated here.

4. Form B, mine clearance and rehabilitation programmes

4.1. HCPs are responsible for all weapons under their control to which the Protocol applies. After the cessation of active hostilities mine clearance is one of the core obligations to be performed by HCP. *Mine clearance programs* contain, *inter alia*:
- information management;
- data and records available;
- estimated extent of weapon-affected areas;
- estimated costs and duration;
- authority responsible for clearance (inclusive point of contact);
- institutions acting on behalf of the authority;
- international assistance given;
- missing technical and material assistance;

4.2. HCP intending to provide assistance with respect to information exchange, co-operation on mine clearance and technical co-operation should place appropriate information under Form E (see paragraph 7 of this directory).

4.3. HCP seeking for assistance from other HCP, organizations or institutions should give necessary information in the National Annual Report; For the sake of clarification it is recommended to use Form E in this respect.

4.4. Despite there is no direct obligation under this Protocol to establish and run rehabilitation programmes a common understanding has been expressed in the Final Declaration to acknowledge the valuable work of relevant agencies, bodies of the UN and of the ICRC and NGOs in the field of surgical care and rehabilitation of mine victims. To promote humanity and to facilitate international help for the benefit of victims HCP will report on governmental or other rehabilitation programmes
- in existence; or
- to be performed.

This information may include:
- name of authority or institution acting;
- responsible authority to co-ordinate national and international help (point of contact)
- estimated number of victims, classified by their handicap, if possible;
- description of business;
- and other relevant information to promote help through others.

5. Form C, technical requirements and relevant information

5.1. The High Contracting Parties are obliged to meet all technical requirements at the time of use of weapons contained by this Protocol. In addition HCP have to prepare warning signs and other material in accordance with international norms. In order to provoke HCP to adjust their inventories as soon as possible Art.13 requires information on steps taken.

5.2. HCP have to observe that:
- in general no mines shall be used which are not in compliance with provisions on self-destruction and/or self-deactivation or self-neutralization;
- appropriate and sufficient material is available at the time of use of non self-destructing and self-deactivating APM other than remotely-delivered mines in order to effectively exclude civilians from the area;
appropriate and sufficient material is available at all times of armed conflicts in order to clear, remove or destroy weapons laid or emplaced or to establish protections for the benefit of personnel and civilians, irrespecting of whether the weapons have been laid by their forces or others;

appropriate and sufficient material is available at the time of use of weapons corresponding to recording commitments";

appropriate and sufficient material is available at the time of use of weapons corresponding to features as set out for international warning signs;

no mines, produced after the entry into force of this Protocol, are used unless marked in accordance with the provisions of paragraph 1/d of the Technical Annex. • No APM are used unless they are detectable in accordance with the provisions of paragraph 2 of the Technical Annex

5.3. Any other relevant information (with regard to technical requirements)

- e.g. to inform in the case that the HCP has declared its deferral of compliance with sub-paragraph (b) of paragraph 2 of the Technical Annex (inclusive the foreseen time period)
- e.g. to inform in the case that the HCP has declared its deferral of compliance with sub-paragraph (c) of paragraph 3 of the Technical Annex;
- The necessary time period of the respective declaration of deference.

6. Form D, legislation

6.1. HCP have to report on legislation related to this Protocol.

6.2. It may be useful to also make reference to other norms with regard to mines or similar weapons in order to inform other HCP of prohibitions or restrictions going beyond this Protocol; e.g.:

- National (domestic) norms for the use of weapons;
- National (domestic) norms with regard to transfer issues;
- Specific norms to implementing this protocol; (e.g. penal sanctions)
- Accession to the "Ottawa-Convention";
- Date of the entry into force of respective norms;
- Restrictions with regard to technology-transfer.

7. Form E, international technical information exchange, co-operation on mine clearance, technical co-operation and assistance

7.1. It has been the intention of this Protocol to limit specific effects of weapons under use to personnel and civilians for humanitarian reasons. In order to promote this intention it is necessary to exchange information, to co-operate and to provide assistance within the international community with the aim to:

- quickly implement the provisions of this Protocol;
- reduce any period of deferral for which provision is made in the Technical Annex;
- to enhance capabilities for mine clearance operations;

7.2. To inform other HCP as well as the United Nations System about running humanitarian projects. This may help States to identify necessary activities and to facilitate contacts in a complex technical
7.3. HCP intending to provide assistance with respect to information exchange, co-operation on mine clearance and technical co-operation should place appropriate information under Form E (see also paragraph 4 of this directory).

7.4 HCP seeking assistance from other HCP, organizations or institutions should give necessary information in the National Annual Report; For the sake of clarification it is recommended to use Form E in this respect.

7.5 HCP in a position to do so shall provide information on:

- Organizations, institutions, contact address active in the field;
- concrete activities of technical co-operation with states, institutions or organizations (e.g. Committees of experts under the Ottawa-Convention); This may include:
  - objectives
  - main activities
  - technologies used
  - programme responsibility
  - standard operating procedures
  - time planning
  - field experience
  - partners,
    - contractors
  - scientific support;
- experience with equipment and technologies;
- technical information on mines;
- training programmes;
- list of experts and expert agencies;
- possibilities and terms to get access to such co-operations for other HCP or interested States (e.g. multilateral test and evaluation programs);
- and similar activities which may serve the humanitarian goal;

8. **Form F, other relevant matters**

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