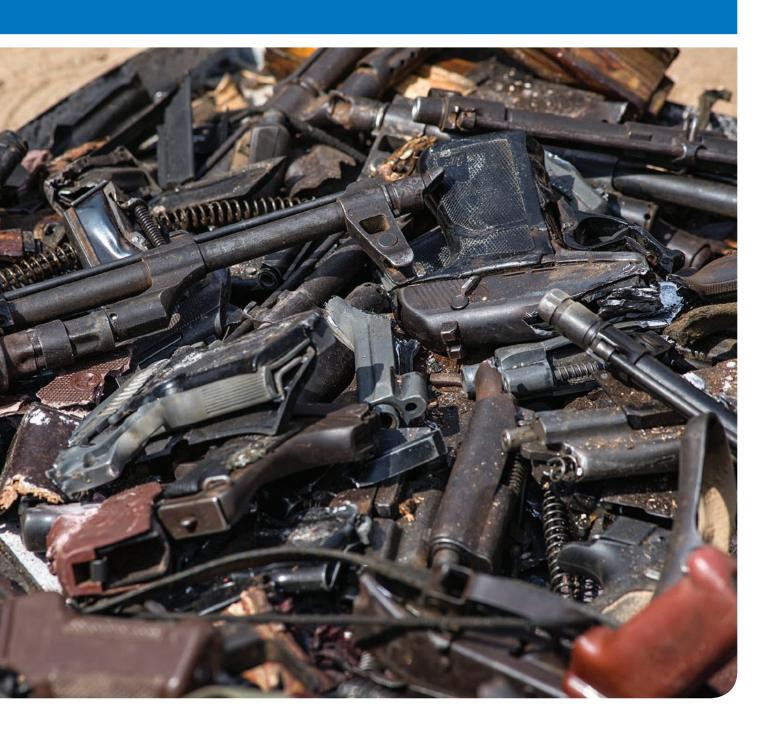
COMBATING THE ILLICIT ARMS TRADE WITH THE UN PROGRAMME OF ACTION ON SMALL ARMS & LIGHT WEAPONS:

A Training Guide for Working with Pacific Governments.







THE UN PROGRAMME OF ACTION IN THE PACIFIC:

A Training Guide for Working with Pacific Governments

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About Us

The Centre for Armed Violence Reduction (CAVR), is an international non-governmental, non-profit organisation, providing evidence-based research and services to prevent and reduce armed violence as a necessary precondition for effective and sustainable development.

Our purpose is to promote public health and safety by encouraging, contributing to and analysing effective armed violence reduction initiatives.

CAVR is the Secretariat of the Pacific Small Arms Action Group (PSAAG). PSAAG is an UNSCAR funded group coordinating implementation of the UN Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons and the Arms Trade Treaty.

PSAAG is also the Pacific regional coordinator for the international coalition Control Arms. As the only Pacific-based coalition focused on armed violence, we facilitate coordination, information sharing and lobbying between governments, UN and regional bodies, NGOs and other stakeholders.

PSAAG publishes and disseminates evidence-based research and policy analysis, supports partners in local initiatives to reduce and prevent armed violence, while reducing the proliferation of firearms in our region.





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Acronyms and Abbreviations

The United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects	UNPoA
Small Arms and Light Weapons	SALW
International Tracing Instrument	ITI
The International Small Arms Control Standards	ISACS
Arms Trade Treaty	ATT
United Nations Office for Disarmament Affairs	UNODA
United Nations Programme of Action Implementation Support System (www.poa-iss.org/poa/)	PoA-ISS

About This Toolkit

This training toolkit focuses on the United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons (UNPoA), its current state of play, its political commitments and tools for implementation. This training manual can be used alongside Toolkit 2–The Arms Trade Treaty in the Pacific: A Training Guide for Working with Pacific Governments, as a way to train government officials on how to build a comprehensive arms control system by identifying gaps in legislation and implementing the UNPoA and the Arms Trade Treaty.

The toolkits focus on working with government officials in the Pacific, but can be adapted to the country of context. The toolkit can be used together as a two-day training or separated into training sessions depending on your aim and depth required. The training manual directly corresponds to PSAAG's Implementation Guide *Arms and Ammunition in Oceania: A Guide for Governments* and accompanying handouts.

Toolkit Aim

- To increase awareness and knowledge of the UN Programme of Action (UNPoA) among Pacific government officials and civil society organisations.
- To increase awareness of the political commitments, activities and specific arms control instruments involved in effectively implementing the UNPoA.
- To build the capacity of government officials to complete and submit a Biennial UNPoA report.

Content Overview

Session	Content	Materials
Introducing armed violence in the Pacific and an overview of the UNPoA and its importance	Relevance of Arms Control for the Pacific Introducing the history and purpose of the UNPoA Current trends of UNPoA in general and in the Pacific	PowerPoint— Armed Violence in the Pacific and the importance of the UNPOA Whiteboard or flip chart Outcome Document Template
Government reflection on current arms control procedures and armed violence issues	Small groups discuss the cross- departmental challenges in current and proposed arms control procedures	Worksheet – Procedures and armed violence issues questionnaire Whiteboard or flip chart
Synergies between the UNPoA and other arms control instruments	Overview of the global instruments for arms control UNPoA, ITI, ATT, Firearms Protocol	PowerPoint—Synergies between the UNPoA and other arms control instruments Synergies activity match-up cards Handout – UNPoA, ITI and other instruments
4. Provisions of the UNPoA and the International Tracing Instrument	Overview of each provision of the UNPoA as it relates to legislation, regulations of procedures of exports, imports, stockpiling etc.	 PowerPoint – Provision of the UNPoA and the ITI Speaking Notes Worksheet—Enforcement of transfer controls questionnaire PSAAG publication Arms and Ammunition in Oceania: a guide for Pacific governments Stockpile management questionnaire
5. Technical elements of the UNPoA in detail	An overview of best practices for arms controls including how to access information and assistance online	PowerPoint—Technical elements of the UNPoA and ITI Speaking Notes UNPoA Reporting Template
6. The International Small Arms Control Standards (ISACS)	Introduction to ISACS and its online program ISACS mini test activity, using the software program to evaluate the countries current system	PowerPoint – The International Small Arms Control Standards (ISACS) Worksheet—ISACS Mini Test A computer with the ISACS software downloaded and installed (optional)

7. Reviewing the national	Review of the current legislation,	PowerPoint – Review of the National SALW system
SALW system	procedures and processes as well as current compliance.	UNPoA reporting template
		Depending on the country, the specific State's legislation. For example, if they have an Arms and Ammunition Act
		ISACS's Legislative and Regulation Standards
		Worksheet – UNPoA Questionnaire
8. UNPoA reporting	An overview of UNPoA reporting	PowerPoint – Submitting a UNPoA Report
requirements		Handout – Three easy steps to submitting
		Country-specific UNPoA Shadow Report
		Worksheet – Evaluating tools to assist in reporting
		Optional – whiteboard and markers
9. Next Steps: Drafting an Action Plan for either the	Drafting an Action Plan	Worksheet Option 1 – Creating a national and regional road map for the ATT (or UNPoA)
UNPoA or an entire arms control system		Worksheet Option 2 – Creating a road map for a comprehensive national arms control system
		Outcome Document Template (for additional activity)
		Evaluation form

Learning Outcomes

By the end of this training a participant should be able to:

- Provide an overview of the UNPoA, its history, purpose and values.
- Provide an overview of the UNPoA's current status of implementation and Pacific engagement.
- Outline the key mechanisms of the UNPoA and the importance of domesticating the UNPoA and assisting instruments' provisions.
- Identify, evaluate and use tools to assist in the implementation of the UNPoA.
- Provide an overview of suggested procedures and best practices for implementing the comprehensive arms control system.
- Identify concerns and challenges for implementing the UNPoA and develop strategies to overcome these challenges.
- Outline how governments can work with regional organisations, civil society organisations and other governments on arms control.
- Identify needs and technical assistance required from regional and international bodies to implement the UNPoA.
- Identify a plan of action/strategies for advancing the UNPoA at the national level.

Target Audience

Government officials responsible for arms control in the Pacific – this includes representatives from Ministry of Defence, Ministry of Foreign Affairs, Police and Customs Officers. The workshop can be adapted for use with governments outside the Pacific region and with civil society organisations.

Timeframe: Two days (14 hours)

The toolkit provides 14 hours of content and training. However, the toolkit is structured into nine sessions that can be pulled apart and put together to suit the needs of the government and the timeframe allocated. Below is an example of a two-day programme on the UNPoA.

<u>Day 1</u>	
8:30-9:00	Introductions/Opening Ceremony
9:00-10:00	Session 1: Armed Violence in the Pacific and the importance of the UNPoA
10:00-10:30	Coffee break
10:30-11:00	Session 2: Reflection on the current arms control procedures
11:00-12:00	Session 3: Synergies between the UN PoA and other arms control instruments
12:00-13:00	Lunch
13:00-15:30	Session 4: Provision of the UNPoA and the International Tracing Instrument
15:30-16:00	Coffee break
16:00-17:00	Session 5: Technical Elements of the UNPoA in Detail
<u>Day 2</u>	
8:30-10:00	Session 6: The International Small Arms Control Standards (ISACS)
10:00-10:30	Coffee break
10:30-13:30	Session 7: Reviewing the National SALW system
13:30-14:30	Lunch
14:30-16:30	Session 8: UNPoA Reporting Requirements
16:30-18:30	Session 9: Next Steps: Drafting an Action Plan for the UNPoA or an entire arms control system

A Guide To Each Session

Welcome and Introduction - 10 minutes

A brief introduction should be given at the start of each session. If you have worked with the participants before then you can skip introducing yourself. However, it is very important to start by grabbing the participants' attention, outlining the objectives and structure and speaking briefly about why it is important for those attending to be participating in the training.

If you have not met the participants before, it is important when you begin training any audience that you not only introduce yourself, but also provide some information your audience can relate to. Give the audience a reason to like and to listen to you – welcome them, have a friendly tone, show interest in them, and build your credibility by letting them know the level of expertise you have on the subject matter. Building their confidence and trust will ensure an active and positive learning environment.

If you are preparing an Outcome Document throughout the workshop, you should nominate or have the host country nominate 2-3 individuals who will be responsible for drafting the Outcome Document. The draft will be shared towards the end of the workshop for all participants to review, discuss and agree on.



Use something to grab their attention

When you begin each session you want to arouse curiosity about what you are going to present in the session and involve the participants immediately. Effective 'grabbers' include but are not limited to:

- A statistic or state a fact about the topic relevant to the participants. This could be a current news event, or ongoing issue within the country.
- A dramatic overhead/visual.
- A guestion or a guote

Introduce the purpose

Tell participants the purpose of the session and link it to what participants may have already experienced in their day-to-day work. It is important to remember that participants may have previous experience on the subject matter or other knowledge and skills that are relevant. At this point it is important to determine previous knowledge. This could be done by:

- Asking the participants: How do your current responsibilities relate to the UNPoA? Have you participated in any of the international negotiations on arms control?
- Through an activity: for example, ask participants to rate their level of confidence in their knowledge of the topic and ask them to discuss why they feel 'extremely confident', 'halfway' or 'extremely unconfident'.

This way you can get a better understanding of how much they know and how much detail you will need to provide throughout the training. It will help determine the speed at which they may learn the information.

Discuss learning outcomes with participants

It is important that the participants have a clear picture of what they will be doing during the session and what new things they will be expected to learn. You can write the outcomes on a PowerPoint or flipchart to focus attention. Learning outcomes are written at the beginning of each session.

Structure of the session

The structure of the session is written at the beginning of each session.

Stimulate motivation using "What's in it for me?" to encourage input from participants

Motivation is ultimately up to the participants, but you can play a major role in stimulating and encouraging motivations by providing answers to the participant's questions – what's in it for me? How will this help me do my job faster, better, easier? It is important to highlight the benefits of learning the material provided so they feel there is a purpose to them being at the training. Provide an example of why this training is important.

"It is then a good time to open up for questions about the training."

Armed Violence in the Pacific and the importance of the UNPoA

Learning Outcomes

- Increased understanding of the armed violence challenges in the Pacific
- Increased understanding of the UNPoA, its political commitments and its objectives
- Increased knowledge of current UNPoA implementation in the Pacific
- Increase awareness of how the Pacific region compares to global trends in UNPoA implementation

Materials Required

- PowerPoint Armed Violence in the Pacific and the importance of the UNPoA
- PSAAG's Implementation Guide Arms and Ammunition in Oceania
- Outcome Document Template
- Whiteboard or flip chart

Time Required - 1 hour

Time	Steps	Materials
5 Mins	1. If the participants have already participated in training on the ATT, it is important to explain the link between that training and the present training. Briefly explain the relationship between the UNPoA and the second section of the workshop on the ATT, focusing on how they complement each other.	PowerPoint— Armed Violence in the Pacific and
	2. Introduce the agenda for the entire workshop and state the learning outcomes of the following activity.	the importance of the UNPoA
	3. At this point you should also advise participants that the workshop will produce an Outcome Document. You need the participants to nominate 2-3 individuals to form the Outcome Document team. They will be responsible for compiling the Outcome Document throughout the workshop and will present to the entire group towards the end.	Outcome Document Template
5 Mins	4. Ask the participants how their work currently relates to arms control. If their current work does not relate to arms control, ask if they have worked on the topic before.	
	5. If from Step 4 you gather that participants have limited knowledge of the UNPoA, it is important to explain the link between this training on arms control and the objectives of the UNPoA.	
10 Mins	6. Using the PowerPoint, introduce the state of armed violence in the Pacific and why arms control is important.	PowerPoint – Armed Violence
	7. Introduce the history and provide an overview of the UNPoA, its values both globally and to the Pacific.	in the Pacific and the importance of
	8. Briefly explain why the implementation of the UNPoA is important for global, regional and state security.	the UNPoA
	9. Briefly explain the relevance of the UNPoA for the Pacific region and, further, for the host state. This should focus on any current challenges in the host country and a brief outline of how the UNPoA could help assist in overcoming those challenges.	
5 Mins	10. Upon completing your introduction of the UNPoA, ask participants to form small groups of three and discuss:	PowerPoint – Armed violence
	${f 0}$ If they think the UNPoA would be a benefit to their arms control system or not.	in the Pacific and the importance of
	What they think the benefits of the UNPoA are/could be regionally and for their specific state.	the UNPoA
	11. Explain that this should only be a short discussion as later sessions will discuss the benefits and challenges of the UNPoA in more detail. This step is very important, however, to gauge how supportive and knowledgeable your participants are of the UNPoA and how you may need to tailor the remainder of the workshop. You may need to inform participants that you will be revisiting these questions later.	
5 Mins	12. Allow time for any questions and potential clarifications arising out of discussion of questions from Step 10. If there are any questions you do not think are appropriate to address during this session, you can inform participants you will write the question on the board or somewhere in front of the room to revisit later.	Whiteboard or flip chart
10 Mins	13. Using the PowerPoint, explain how the objectives of UNPoA are complimented by other UN instruments. You may want to focus on the ITI because the ATT may be examined in detail in the second part of the workshop, depending on the workshop focus.	PowerPoint— Armed Violence in the Pacific and the importance of the UNPOA

	14. Briefly explain the relationship between the UNPoA and ITI and how the ITI differs to the UNPoA.	
	NB: There is an accompanying handout with a graphic illustrating the relationship between the different instruments. You could hand this out before explaining the relationship	
10 Mins	15. Open up for questions or comments regarding regional engagement and country specific engagement with the UNPoA. If you are working only with one country, it is recommended you also provide an overview of that countries' engagement with the UNPoA, including a brief analysis of its current compliance and reporting record.	
	16. If the participants have no questions or comments, you may prompt the group by asking the participants to answer or comment on the following questions:	
	Does your state currently use the UNPoA as a framework for implementing arms control procedures?	
	${f 0}$ If so, what are some of the restraints in implementing some components of the UNPoA?	
	17. Ask the participants if they have any questions. If there are no more questions, move on to the next step.	
5 Mins	18. Remind participants that they can refer to the <i>Arms and Ammunition in Oceania: A guide for government officials</i> to find out more about the engagement of the UNPoA on pages 34-39. Close the session by summarising the current state of play. Refer back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on. If they are not comfortable with the current material, reassure them that throughout the workshop it will become clearer, and that they will have opportunities to for questions later.	PSAAG's Implementation Guide 'Arms and Ammunition in Oceania'

Government reflections on the current arms control procedures & armed violence issues

Learning Outcomes

- Increased understanding of cross-departmental armed violence issues
- Comprehensive understanding of current arms control procedures
- Increased understanding of the cross-departmental challenges in current and proposed arms control procedures

Materials Required

- Worksheet: Procedures and armed violence issues questionnaire
- Whiteboard or flip chart

Time Required - 30 mins

Time	Steps	Materials
5 Mins	1. Link this session to the previous session.	
	NB: As it is assumed many in the room have more specific knowledge about their country's arms control practices, this session will require participants to contextualise the issues and concepts covered in Session 1 within their department/agency's and country's experience in general.	
	2. State the learning outcomes of the following activity.	
15 Mins	3. Form small groups of 4-5 participants. As far as possible, groups should consist of representatives with different experience, or if possible, from different departments/agencies (preferably people with no, or with limited, prior acquaintance).	Worksheet – Procedures and armed
	4. Distribute the worksheet questionnaire.	violence issues questionnaire
	5. Ask participants to brainstorm and write dot-point answers to the questions on the worksheet.	
	6. Advise participants they will have 10 minutes to complete the worksheet.	
	7. After the 10 minutes each group has two minutes to report back to the larger group on what they discussed.	

5 Mins	8. As the facilitator you should take note of the challenges on a Whiteboard or flip chart somewhere at the front of the room. When later discussing the provisions of the UNPoA you can refer to these challenges and discuss how the UNPoA might address them. It is also important to note whether the challenges were procedural challenges, within certain departments, or cross-departmental issues. This will help with strategies to overcome challenges in later sessions.	Whiteboard or flip chart
	9. You may also want to reflect on the responses you received from participants during other workshops -	
	☐ Are there common challenges throughout the Pacific?	
	Does the host country have challenges in common with the other countries?	
	10. Ask participants if they have any final comments or questions. Summarise the key discussion points of the session.	
2 Mins	11. Refer back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on.	

Synergies between the UNPoA and other arms control instruments

Learning Outcomes

- Increased understanding of the global UN arms control infrastructure
- Increased knowledge of how the different arms control mechanisms work together
- Increased knowledge of how the UNPoA and ITI interact to create a comprehensive arms control system

Materials Required

- PowerPoint Synergies between the UNPoA and other arms control instruments
- Synergies activity match-up cards
- Handout UNPoA, ITI and other instruments

Time Required - 1 hour

Time	Steps	Resources
5 Mins	Link this session on synergies between the UNPoA and other arms control instruments with your previous session identifying and discussing arms control procedures and challenges. This session will discuss the global UN arms control infrastructure focusing on the synergies between the UNPoA and other arms control mechanisms including the ATT, ITI and the Firearms Protocol. 2. State the learning outcomes of the session	PowerPoint— Synergies between the UNPoA and other arms control instruments
30 Mins	3. Use the PowerPoint to briefly refresh the relevance of arms control for the Pacific States and the purpose of the UNPoA.	PowerPoint— Synergies between the
	 Reiterate the relevance of arms control implementation for states with, and without, high levels of armed violence and/or large state stockpiles. 	UNPoA and other arms control
	5. Introduce regional arms control/disarmament frameworks.	instruments
	6. Briefly introduce the different instruments and how they work together:	
	U ISACS U ATT	
10 mins	7. Divide the participants into 2-3 groups depending on the number of participants. Make sure you have a diversity of participants in each group.	Synergies activity match-up cards
	8. On 2-3 tables, place cards with descriptions of the purpose of arms control instruments and names/acronyms of the instrument.	Handout –
	9. The groups have five minutes to use what they have learned in the session to connect the descriptions of the purpose of the instruments with the correct names of the instrument. After five minutes, allow a few minutes for participants to walk around the room and observe other groups answers.	UNPoA, ITI and other instruments

	NB: Avoid using competitive language such as referring to the groups as teams. All activities are collaborative learning exercises.	
	10. After the Synergies match-up cards activity is complete, hand out the Handout UNPoA, ITI and other instruments.	
15 mins	11. Use the PowerPoint to explain how the UNPoA and regional organisations and frameworks complement each other.	PowerPoint— Synergies between
	12. Now, using a projector screen at the front of the room, it is a good time to familiarise the participants with different control mechanisms websites and how to navigate each website to find information. You should focus your attention on using the UNPoA and ITI Support System (www.poa-iss.org) website for:	the UNPoA and other arms control instruments
	Uccating information on UNPoA and ITI	Projector with
	Uccating reporting information and the login portal	laptop connection
	□ Requesting assistance.	
	NB: Alternatively, if internet connectivity is poor, the slides have screenshots of the UNPoA Implementation Support System as a backup.	Internet access
2 Mins	13. Ask participants if they have any final comments or questions. Summarise the key discussion points of the session. If there are no more questions, remind participants that they can refer to <i>Arms and Ammunition in Oceania: A Guide for Pacific Governments</i> to find out more information on synergies between instruments and frameworks. Refer to Section 2 (A),(C) and (D). Close the session by referring back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on.	

Provisions of the UNPoA and the International Tracing Instrument

Learning outcomes

- Increased understanding of the purpose of the UNPoA and its key components/obligations
- Identified technical and legislative recommendations in the UNPoA
- Increased understanding of the importance of domestic legislative implementation of the UNPoA
- Explored the potential benefits of domestic implementation
- Increased familiarity with UNPoA implementation tools

Materials required

- PowerPoint Provision of the UNPoA and the ITI
- Speaking Notes
- Challenging Q&A brief
- Worksheet Enforcement of transfer controls questionnaire
- PSAAG Implementation Guide Arms and Ammunition in Oceania: A Guide for Pacific Governments
- Stockpile Management Questionnaire

Time required - 2.5 hours

Time	Steps	Resources
5 Mins	1. Link this session on provisions of the UNPoA with your previous session identifying and discussing synergies and implementation challenges. Advise the participants that now that we have identified some of the arms control challenges in the Pacific (Session 2, Step 9), and reviewed the global UN arms control framework, we will look at the provisions of the UNPoA in detail.	Challenging Q&A brief
	2. State the learning outcomes of the following activity.	
	NB: This discussion may bring up some challenging questions, particularly about a state's capacity. We have completed a 'Challenging Q&A' brief to go along with this toolkit to help assist in answering common challenging questions. For example, regulating brokering, which is absent from most Pacific Islands Forum members' legislation.	
	NB: The facilitator should try to engage the participants as much as possible and where possible do all the optional activities/group discussions.	

	T	
5 Mins	3. Using the PowerPoint emphasise that the provisions can be: Using the PowerPoint emphasise that the provisions can be:	PowerPoint— Provision of
	Procedural guidance on best practice	the UNPoA and the ITI
	Technical guidance on best practice.	
	4. Emphasise that the provisions are not prescriptive – the UNPoA does not outline how to implement these provisions – which elements to include in legislation and how to regulate is up to the state.	Speaking Notes
	5. Ask the participants if they have any questions. If there are no more questions move on to the next step.	
	6. Explain that in the next section we will discuss the following provisions of the UNPoA:	
	a. General provisions	
	b. National coordinating mechanism c. Manufacturing	
	d. International transfers e. Brokering	
	f. Stockpile management	
	g. Marking and record keeping h. International tracing	
5 Mins	General Provisions of The UNPoA	
	7. Use the PowerPoint to outline the general provisions of the UNPoA.	
	8. Ask the participants if they have any questions. If there are no more questions move on to the next step.	
5 Mins	National Coordinating Mechanism	PowerPoint—
	9. Use the PowerPoint to explain the purpose of National Point of Contact and/or Coordinating Agency.	Provision of the UNPoA
	10. Emphasise to the participants that the coordinating mechanism should be responsible for ensuring all commitments made by the state in the UNPoA are fully implemented.	and the ITI
	11. Ask the participants if they have any questions. If there are no more questions move on to the next step.	Speaking Notes
15-30 Mins	Manufacturing	PowerPoint—
	12. Use the PowerPoint to explain the purpose of manufacturing controls.	Provision of the UNPoA and the ITI
	NB: in most circumstances Pacific States do not manufacture arms, ammunition or components.	
	13. Ask the group if their country is a manufacturing country. If not, you could tailor the 'manufacturing' steps to a general knowledge approach. You will need to make participants aware that if they become a manufacturing country there are a number of provisions they will need to follow.	Speaking Notes
	14. Emphasise that if a state does not commercially manufacture arms, it is still important to examine 'manufacturing' as applied to 'craft-manufacture' (illegally homemade) firearms.	
	15. The state will have legislation (commonly called in the Pacific Arms and Ammunition Act or Arms Ordinance) that regulates manufacturing and other firearms-related activity. Ask the group if they are aware of what the relevant legislation is called. You can then ask the participants:	
	Are you aware if your country may licence the manufacture of small arms and light weapons in special circumstances (usually delegated by a high authority with oversight by a commissioner of police)?	
	Is illegal manufacture of SALW considered a criminal offence in your country?	
	Does your country require that SALW be marked at the time of manufacture?	
	16. Ask the participants if they have any questions. If there are no more questions move on to the next step.	
20 Mins	International Transfers	Whiteboard or Flip chart
	17. Use the PowerPoint and speaking notes to explain the purpose of controls over international transfers.	ו ווף כוומונ
	18. Explain that the term 'transfers' is defined as covering:	
	Umport Export	
	7 Transhipment .	
	Check that all participants understand what distinguishes each of these. If there is a lack of understanding, you may ask if there is a customs official present willing to explain these terms as their country understands them to the group.	
	19. Emphasise that the task of developing effective controls over the international transfer of SALW may be made more difficult:	
	By the lack of capacity in some States to put effective controls in place and to enforce them.	
	By a lack of transparency, which is characteristic of much of the international arms trade.	
	8 By limited levels of cooperation and harmonisation of practices between States.	
	I .	İ.

	20. Ask participants if they have faced any of these challenges, or other challenges in developing effective controls over the international transfer of SALW.	
	21. Ask the participants if they have any questions. If there are no more questions move on to the next step.	
30 Mins	Enforcement of transfer controls questionnaire	Worksheet –
(Adjust the timing accordingly if	22. Divide the participants into 2-3 groups depending on the number of participants. Make sure you have a diversity of participants in each group.	Enforcement of transfer controls
completing the questionnaire	23. Hand out the Worksheet – Enforcement of transfer controls questionnaire.	questionnaire
runs under or	24. Explain that each group has 20 minutes to complete the questionnaire.	
over time)	25. Leave five minutes to clarify any questions that may arise from the questionnaire. If there are no more questions move on to the next step.	
	NB: Remember this is only a brief activity to get participants familiar with the transfer controls obligations and it is not expected that they know all the sources of compliance off the top of their heads. Emphasise to participants that they should do this activity again thoroughly to determine their compliance and identify any gaps.	
30 Mins	Brokering	PowerPoint—
	26. Use the PowerPoint to explain that the next section will examine arms brokering.	Provision of the UNPoA
	27. Ask the group if they are aware if their country has legislation that regulates arms brokering?	and the ITI
	28. Ask the group if anyone has any knowledge of brokering in their country or if they can foresee it as a potential problem?	Speaking Notes
	NB: Almost no Pacific state has arms brokering regulation in their legislation. This is not just a problem in the Pacific – arms brokering regulation is a global gap.	Arms and
	29. Use the PowerPoint and speaking notes to emphasise that the UNPoA does not suggest prohibiting arms brokering, but that a state should develop adequate legislation or procedures to regulate brokering.	Ammunition in Oceania: a guide
	30. Use PSAAG's Implementation Guide Arms and Ammunition in Oceania: A guide for government officials to give an example of irresponsible arms brokering.	for Pacific governments
	Page 29 has a brief incident of an attempted arms transfer between North Korea and Iran, involving New Zealand and Vanuatu. Give a brief true recount of 'bad' brokering in practice. Emphasise that the issues of unregulated brokering may not directly lead to domestic insecurity but can lead to regional illicit flows. The practice of unregulated brokering can also attract irresponsible individuals and businesses to countries with poor regulation of arms brokering.	
	31. Ask the participants if they have any questions. If there are no more questions move on to the next step.	
20 Mins	Stockpile Management	PowerPoint—
(Adjust	32. Use the PowerPoint to explain that the next step will discuss stockpile management – security, standards and procedures.	Provision of the UNPoA and the ITI
the timing accordingly if you choose	Optional discussion activity	Caraliina arata
to include the optional discussion activity)	If time permits, ask if there are any military or police officials participating. If so, ask them what legislation, regulations or procedures mandate responsibility to military personnel or officers for barracks/police station stockpiles and individual personnel firearms (note: not all police in the Pacific are armed).	Speaking notes
	Does their country have standards and procedures relating to the management and security of SALW held by the armed forces, police or any others authorised to hold SALW?	
	If so, which of the following provisions are included in these standards and procedures?	
15 Mins	33. Ask participants to form small groups of five. Distribute one stockpile management questionnaire to each group. Groups have 10 minutes to discuss and complete the questionnaire by providing a dotpoint list answering the following questions:	Worksheet – Stockpile management
	Why do you think stockpiling is so important in the UNPoA?	questionnaire
	How is this relevant to your community/department?	
	♥ Why is disposal of surplus important?	
	 a. Some possible issues may be the danger of ageing ammunition misfiring or exploding (munitions have a safe-use lifespan). 	
	b. Unused surplus may go missing without immediately drawing attention.	
	After working in small groups for 10 minutes, take five minutes to ask for examples of what each group learned about a particular topic.	
	34. Ask the participants if they have any questions. If there are no more questions move on to the next step.	

10 Mins	Marking, Record Keeping and Tracing 35. Use the PowerPoint and the speaking notes to explain the importance of marking, recordkeeping and tracing and its use in effective SALW control.	PowerPoint— Provision of the UNPoA and the ITI Speaking Notes
2 Mins	36. Ask participants if they have any final comments or questions. Summarise the key discussion points of the session. If there are no more questions, remind participants that they can refer to PSAAG's Implementation Guide Arms and Ammunition in Oceania: A guide for government officials to find out more about the engagement of the UNPoA on pages 34-39. Refer back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on.	

Technical elements of the UNPoA in detail

Learning Outcomes

- Developed understanding of UNPoA recommendations for arms control best practice—how best practice is established and by whom.
- Increased knowledge of how to locate and access information, and obtain technical assistance in best practice from outside resources, including the UN regional office, NGOs with technical skills or donor states.

Materials Required

- PowerPoint Technical elements of the UNPoA
- Speaking notes
- UNPoA Reporting Template

Time required - 1 hour

Time	Steps		Resources	
5 Mins		ious session by advising the participants that now we have identified some will look at the technical elements of the UNPoA in detail. of this session.	PowerPoint— Technical elements of the UNPoA in detail	
	NB: The facilitator should try to en activities/group discussions.	ngage the participants as much as possible and where possible do all the optional		
10 Mins	and that these instruments sho	asise that an arms control framework has interconnecting instruments, ould be familiar from earlier sessions. These include:	PowerPoint— Technical elements of the	
	📗 🛡 Firearms Protocol 🔻 🗓 I	ITI	UNPoA in detail	
	UISACS U	ATT		
	NB: Tell participants that the next s answered then.	session will discuss ISACS in more detail and specific questions on ISACS may be		
	Session 2, Step 9, where the p have not already gathered this	ons can be extensive. You may use the documented outcomes from participants identified challenges to tailor what is examined in detail. If you is information before the workshop, you could now ask the participants to ents they would like to explore, and tailor the presentation to focus on the these identified issues.		
		ver the main topics stockpile management, surplus identification, rking, record-keeping and tracing. Use these steps as they fit with the		

10 Mins	Stockpile Management	PowerPoint—
	6. Use the PowerPoint and speaking notes to explain the UNPoA recommendations on standards and procedures for stockpile management and security in detail, and some best practices.	Technical elements of the UNPoA in detail
	This could be an opportunity to ask police officials or military officers to comment on existing standards and procedures. You could emphasise existing compatibility between state standards and procedures and recommended best practice.	Speaking Notes
	Some examples of recommended best practice are listed here:	
	🛮 appropriate locations for stockpiles	
	🛭 physical security measures	
	🗸 control of access to stocks	
	🛭 inventory management and accounting control	
	🛚 regular reviews of stock and identify surplus	
	security, accounting and control of SALW held or transported by operational units or authorised personnel	
	${f 0}$ procedures and sanctions in the event of theft or loss.	
	7. Use the PowerPoint to demonstrate where additional information can be located.	
	8. Ask if there are any questions on where to find relevant information. If not, move onto the next step.	
10 Mins	Surplus Identification	PowerPoint—
	9. Use the PowerPoint and speaking notes to explain best practices on stockpile surplus management.	Technical elements of the
	Emphasise the UNPoA recommendations on effective stockpile management systems and security measures and destruction of surplus and confiscated SALW.	UNPoA in detail
	11. Demonstrate where additional information can be located.	Speaking Notes
	12. Ask if there are any questions on where to find relevant information. If not, move onto the next step.	
10 Mins	International Transfers	PowerPoint— Technical
	13. Use the PowerPoint and speaking notes to explain best practices for international transfers.	elements of the
	14. Using the PowerPoint and speaking notes to explain the UNPoA recommendations on the use of authenticated end-user certificates and establishing effective legal and enforcement measures.	UNPoA in detail
	15. Ask the participants if they can think of regional organisations that may be involved with arms control coordination and communication and how they are involved.	Speaking Notes
	Some examples include:	
	👨 Oceania Customs Organisation	
	👨 Pacific Islands Law Officers' Network	
	7 Pacific Islands Chiefs of Police	
	👨 Pacific Transnational Crime Network.	
	16. Demonstrate where additional information on international transfers can be located.	
	17. Ask if there are any questions on where to find relevant information. If not, move onto the next step.	
2 Mins	Marking, Record-Keeping and Tracing	PowerPoint—
	18. Using the PowerPoint and speaking notes explain the UNPoA and ITI recommendations and best practices for marking, record-keeping and tracing in detail.	Technical elements of the UNPoA in detail
	NB: This may be a good opportunity to explain to the participants that the ITI is featured in the UNPoA template reporting questions. You may want to show them a UNPoA reporting template to demonstrate this.	Speaking Notes
	19. Demonstrate where additional information on marking, record-keeping and tracing practices can be located.	
	20. Ask if there are any questions on where to find relevant information. If not, move onto the next step.	UNPoA Reporting Template
2 Mins	21. Ask the participants if they have any questions.	
	Inform the participants that if they are interested in more training on best practices in a certain area, we can provide mini-modules on the topic and further training.	
	If there are no more questions, close the session by summarising some of the best practices and where states can go to learn more. Refer back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on.	



The International Small Arms Control Standards (ISACS)

Learning outcomes

- Increased understanding of the purpose of the International Small Arms Control Standards (ISACS) and its key components
- Explore the ISACS online software and develop strategies for how to use ISACS to review national arms control systems

Materials required

- PowerPoint The International Small Arms Control Standards (ISACS)
- Worksheet ISACS Mini Test
- A computer with the ISACS software downloaded and installed (optional)

Time required - 1.25–1.5 hours, as time permits

Time	Steps	Resources
5 Mins	Explain to the participants that this session will discuss the International Small Arms Standards (ISACS). Link this session to Session 3: Synergies between the UNPoA and other arms control instruments and Session 5: Technical 'elements in detail. Explain that the ISACS are an effective tool to evaluate your current practices and understand best practices according to all four UN arms control instruments. 2. State the learning outcomes of this session	PowerPoint – The International Small Arms Control Standards (ISACS)
10 Mins	3. Using the Powerpoint introduce ISACS.4. Ask the participants if they have referenced the ISACS before in their professional work. If so, ask if they think they are helpful.	PowerPoint – The International Small Arms Control Standards (ISACS)

45 Mins	5. If possible (depending on internet connectivity) demonstrate the online resources that ISACS provides through its website, including the modules and ISACS Assessment Tool. If internet connectivity is poor, use the PowerPoint to demonstrate where the online tools can be found.	PowerPoint—The International Small Arms Control Standards (ISACS)
	The modules and assessment tools can be easily found under the tabs at the top of the homepage: http://www.smallarmsstandards.org/isacs/	Computer
	Alternatively, the standard modules can be found at: http://www.smallarmsstandards.org/isacs/	Internet connection
	The ISACS Assessment Tool can be downloaded at: http://www.smallarmsstandards.org/tools/	Projection connection for
	6. Now use the PowerPoint to introduce the ISACS modules and their purpose as a practical guide to putting in place an effective national SALW control system.	computer The ISACS
	7. Provide guidance on how to navigate and use the ISACS online module guide.	Assessment Tool software
	8. Again, show them how to access the modules on the website.	
	9. Provide an overview of the ISACS modules.	
	NB: If internet connectivity does not permit interactive activity, an overview of ISACS modules can be found in the PowerPoint.	
	10. Using the ISACS Assessment Tool software, as an interactive example, inform the participants that the group will examine the 'End-User certificate' and go through the steps the participants would take to review their current compliance to the standards for End-User certificates as outlined in the UNPOA and other UN arms control instruments.	
	11. Ask if there are any questions on where to find relevant information. If not, move onto the next step.	
15 Mins	12. Hand out the mini test.	Worksheet-
(Adjust the timing	13. Allow the participants 10 minutes to complete the ISACS mini test.	ISACS Mini Test
accordingly if the ISACS mini test runs under or over time)	14. The activity is only to test what the participants have learned from the session. They should try to complete the test on their own but can discuss possible answers to questions among themselves if they need to.	
	15. Allow five minutes to discuss the answers to the questions on the mini test.	
2 Mins	16. Ask if the participants have any questions.	
	If there are no more questions, remind participants that they can refer to the online training material that was identified in the session to find out more information on the ISACS.	
	Close the session by summarising the usefulness of the ISACS. Refer back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on.	

Reviewing the national SALW system

Learning outcomes

- Identify additional tools to assist in assessing the implementation of the UNPoA
- Facilitate national representatives to identify gaps and needs to improve in their national arms control system
- Identify needs for assistance in developing and/or adapting the existing legislation through follow-up activities

Materials required

- PowerPoint Reviewing the national SALW system
- Specific State's legislation on firearms. Most commonly known as the *Arms and Ammunition Act* in the Pacific. In some circumstances the State may not have an Act. The facilitator should try to access whatever Act regulates firearms before the session.
- UNPoA questionnaire
- ISACS's Modules
- Worksheet National Review Questionnaire
- Worksheet Compliance and Gap Analysis

Time required - 3-4 Hours

Time	Steps	Resources
5 Mins	Explain to the participants that in the next session we will be reviewing their current national SALW control system by using the provisions of the UNPoA.	PowerPoint—Reviewing the national SALW
	Explain that the purpose of the session will be to identify the current strengths, and gaps in the national arms control system by reviewing national legislation, regulations and procedures. Link this session with the UNPOA provisions, technical elements and the last session on the ISACS Assessment Tool.	UNPoA questionnaire
	3. State the learning outcomes of this session	
5 Mins	4. Use the PowerPoint to explain the importance of having a comprehensive legislative and regulatory framework on SALWs.	PowerPoint – Reviewing of the national SALW
	5. At this point, take the time to briefly refresh what each instrument is, how they are different, and how they augment each other.	system review
	6. Emphasise which international instruments contain legislative guidance, regulations and/or procedures related to SALW.	UNPoA questionnaire
5 Mins	Steps to reviewing SALW legislation	PowerPoint – Reviewing
	16. Use the PowerPoint to demonstrate the importance of reviewing national legislation, regulations and procedures of SALW.	of the national SALW system review UNPoA reporting template
	Optional: At this point you can introduce the UNPoA questionnaire, demonstrating how some reporting sections refer to the legislative provisions covered in this session, while some in the report template are technical provisions covered in Session 5.	UNPoA questionnaire
	NB: For some countries, the review may demonstrate that an entirely new law will need to be drafted, however in other cases, the revision of the legal framework governing SALW issues will only require minor adjustments to the existing text and/or adoption of additional regulatory measures.	
5 Mins	Information to collect for a review	PowerPoint – Reviewing
	17. Using the PowerPoint, explain to the participants the type of materials they may need to collect in order to conduct a review. Advise participants that in the process of collecting information for a review, gaps in arms control system may become evident.	of the national SALW system review
5 Mins	Harmonisation of legislation	PowerPoint – Reviewing
	18. Using the PowerPoint explore the concept of harmonising legislation.	of the national SALW system review
	19. The point of this section is to emphasise how national legislation connects into regional frameworks for domestic and regional security.	
	20. Ask if there are any questions on where to find relevant information. If not, move onto the next step.	
30 Mins	Optional Activity	
	21. If time permits, as a group discuss the questions below in preparation for the activity.	
(Adjust the timing accordingly if you choose to include these steps)	Discussion questions	
	What are the major issues SALW present in your country? Is it a legislative, enforcement or technical challenge? From your understanding of the UNPoA, can they be addressed by UNPoA?	
	What effect, if any, do you feel your legislation has had on the illicit trade of SALW? (eg decrease in armed violence, ratio of licensed versus unlicensed weapons, perception of community safety).	
	How do you feel about your current legislation? When was the last time it was reviewed/ amended?	
	Based on your experience, do you believe your current legislation has gaps? If so, where?	

2-3 Hours	Working Group Activity	Worksheet – National
	13. Divide participants into two groups. Make sure that you have a good cross section in each	review questionnaire
(The more time you have	group.	Worksheet –
to spend on this, the more	Group 1 – Manufacturing, International Transfers, Brokering	Compliance and gap
thorough you can be	Group 2 – Stockpile Management, Marking and Record Keeping, International Tracing	analysis
in identifying strengths and	For the first 1 – 2 hours	
weaknesses)	14. Advise the group participants to:	
	${f 0}$ Review the UNPoA provisions for your topic.	
	Using your relevant arms/firearm legislation and your knowledge of the law, arms control procedures and regulations, complete the nominated section of the handout.	
	As they work through the sections, tell groups to note where they feel they are compliant with the UNPoA and where there may be gaps.	
	15. After 1-1.5 hours, each group should report back their responses to the questionnaire on their topic. As the facilitator you may need to take all the participants through the questionnaire to gauge their responses. During the presentations, as the facilitator you should make sure to highlight when there seems to be a gap in the legislation, regulation or procedure, which may be an area the State needs to improve on.	
	Review: 10 minutes	
	16. Ask the participants to reflect on the session and quickly fill out the compliance and gap analysis worksheet, identifying where they feel there are gaps.	
	Discussion / Wrap up: 20 mins	
	17. What do you think you would need assistance on?	
	• What are some of the sources of assistance? (Give potential case studies or examples)	
	At the end of the activity it is important to emphasise that this was just an initial activity to get everyone thinking about the UNPoA and the national compliance to the provisions. Participants should attempt to do a more comprehensive review using the template worksheets provided to better understand the strengths and gaps in their system.	
2 Mins	18. Ask the participants if they have any questions.	
	If there are no more questions. Remind participants that they can refer to PSAAG's Implementation Guide Arms and Ammunition in Oceania: A guide for Pacific Governments to find out more information on the provisions of the UNPOA, on pages 34-39.	
	Close the session by summarising the outcomes of the session. Refer back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on.	

UNPoA reporting requirements

Additional Activity - Filling in the UNPoA report

If the government requests assistance with filling in the UNPoA report, or you have time in your workshop agenda, you could follow the workshop with the additional activity below.

Learning outcomes

- Able to fill in the UNPoA report
- Increased understanding for future completion and submission of UNPoA reporting
- Able to identify gaps in information and where to locate assistance if required

Materials required

- PowerPoint Submitting a UNPoA Report
- Handout—Three easy steps to submitting handout
- Handout—Country specific UNPoA shadow report
- Worksheet Evaluating tools to assist in reporting
- Optional—Whiteboard and markers
- Worksheet Government-Government collaboration (optional)

Time required: 2-3 hours, as time permits.

Time	Steps	Resources
5 Mins	Explain that the next session will introduce the reporting requirements and procedure of the UNPoA. Explain that it is a political commitment of the UNPoA to report biennially.	PowerPoint – Submitting a UNPoA report
	Link this session with the previous session on reviewing national SALW control systems. Now that you have gone through the questionnaire you have basically answered the questions in the report.	Handout – three easy steps to submitting
	2. Hand out all materials. Inform participants that the materials are for activities later in the session.	
	3. State the learning outcomes of this session	Handout – Country specific UNPoA Shadow Report
20 Mins	4. Using the PowerPoint provide a brief outline of the importance of reporting and the current global trend in reporting.	PowerPoint – Submitting a UNPoA report
	5. Introduce the online reporting website. If you have access to a projector and the internet you should show participants the online system and how to set up a username as a government official to access the system. You should also show them how to access other states reports, and:	Handout – Three easy steps to submitting
	how to navigate the UNODA website	
	how to complete UNPoA report	Optional Materials:
	how to submit online.	Ū Laptop
	NB: If internet connectivity is poor, use the PowerPoint to demonstrate where to find online reporting and submission tools.	Unternet connection Projection connection
	6. At this point, bring the <i>Three easy steps</i> to handout to the participants' attention. Inform the participants that all the information they require to submit a report is in this document or can be found online.	for laptop
	7. Here you should also point out the benefit of using the online system to report, ie the same report can be submitted every two years with any necessary amendments.	
	8. Ask if there are any questions on where to find relevant information. If not, move onto the next step.	
5 Mins	9. Use the PowerPoint to review the political commitment to submit a biannual report on UNPoA implementation. This step should emphasise the challenges to UNPoA reporting, which include:	Handout—Country specific UNPoA shadow report
	Capacity constraints	
	7 Accepting help from civil society organisations.	
	10. Introduce the participants to the Shadow Report compiled by PSAAG that they should have received at the start of the session.	
	Uhat is a Shadow Report?	
	Unat does the UN require and expect in the reports?	
	Ask if there are any questions on where to find relevant information. If not, move onto the next step.	
5 Mins	11. If the participants completed the previous session – Reviewing the National SALW system, use Activity 1. If the participants did not complete the previous session, or upon request for a more detailed reporting session, use Activity 2.	Handout – Country specific UNPoA Shadow Report
(This step is an introduction to either Activity 1 or 2)		

1 Hour	Activity 1: Reviewing the Shadow Report	Handout – Country specific UNPoA Shadow
	12. Divide the participants into three groups, as much as possible forming groups with participants who have not worked together during the other activities.	Report
	The groups have 40 minutes to review the Shadow Report to assess if they agree it is a useful tool. Use the Worksheet – Evaluating tools to assist in reporting Advise the groups that during this 40 minutes, they should list on the worksheet any pros and cons that the group identify about the Shadow Report. The groups then identify:	Optional – Whiteboard and markers
	whether the information in the Shadow Report is accurate	Worksheet – Evaluating
	·	tools to assist in reporting
	what information is missing from the Shadow Report	
	which department/agency would best be consulted to locate the missing information.	
	13. Allow 10 minutes to discuss the identified pros and cons, issues and strengths, and missing information in the Shadow Report. The facilitator may list outcomes on a whiteboard for the group.	
1.5 Hours	Activity 2: A deeper look at the UNPoA reporting and national arms control systems	Handout – Country specific UNPoA Shadow Report
	NB: Skip this activity if you have already facilitated a review of the country's national SALW system.	
	14. Divide the participants into small groups of 5-6 participants, encouraging, as much as possible, groups with participants that have not worked together during the other sessional activities.	Optional – Whiteboard and markers
	15. 30 Minutes review Each group should take 30 minutes to review the Shadow Report for accuracy. Advise that the individual groups should keep a list of:	
	any inaccuracy identified	
	👨 any gaps in the Shadow Report	
	which agencies/departments would best be consulted to fill in the gaps.	
	16. Allow 10 minutes to discuss the identified inaccuracies and missing information in the Shadow Report. The facilitator may list outcomes on a whiteboard for the group.	
	17. One hour to review UNPoA reporting template.	
	Advise the group that the information identified in the review of the Shadow Report will help focus attention on identified weak sections of the UNPoA reporting template.	
	Advise the participants that you will now work through a step-by-step review of each section using the UNPoA reporting template. The groups can nominate one person per group to complete one report per group.	
5 Mins	18. Allow time for questions that arise from either Activity 1 or 2.	
	If Allow time for a brief discussion on Section 1 of the UNPoA reporting template National Point of Contact and National Coordinating Agency. Discuss which agency and individual is best suited to take on the responsibility for completing and submitting the report.	
	19. Ask the participants if they have any questions regarding UNPoA reporting.	
	If there are no more questions, remind participants that they can refer to the UNODA website, three easy steps to submitting document and the Shadow Report.	
	Close the session by summarising the reporting requirements. You may also want to mention that while the reports that are submitted to the UN should be as comprehensive as possible, they can still be submitted with gaps of information. Some States may not have answers to questions in the report because they, for example, do not export. Also remind participants of the benefit of logging their report submission through the online website. By doing this they will be able to return in two years and make any necessary updates, saving time. Refer back to the learning outcomes of the activity. Ask participants whether they feel comfortable with the material and are ready to move on.	

Next Steps: Drafting an Action Plan for either the UNPoA or an entire arms control system

Learning outcomes

- Identify a plan of action each member can take at a national level to advance the UNPoA.
- Identify needs and technical assistance required from regional or international bodies.
- Summarise conclusions and review Outcome Document.

Materials required

- Worksheet Option 1 Creating a national and regional road map for the UNPoA
- Worksheet Option 2 Creating a road map for a comprehensive national arms control system
- Outcome Document template (for additional activity)
- Evaluation form.

Time required - 2-3 hours

Time	Steps	Resources
5 Mins	1. Link this session to all the previous sessions. Now that you have reviewed the UNPoA, the current state of play, the provisions, implementation, and challenges, this session will bring everything together to develop next steps to advance the implementation of the UNPoA at the national level.	
	2. State the learning outcomes of this session.	
5 Mins	3. Split participants into two groups, ensuring each group is a mix of delegations/departments/representatives.	Worksheets
	4. Provide an explanation to each working group and the instructions. Hand out instructions sheets. Each group should nominate a rapporteur before starting the activity.	Option 1 — Creating a national and regional road map for the UNPOA
		Option 2 — Creating a road map for a comprehensive national arms control system
55 Mins	5. You have options for working group sessions depending on whether you are focusing only on the ATT or both the ATT/UNPoA.	
You can adjust this to be more or less time depending on the agenda.	Option 1 - Creating a road map for the ATT (or UNPoA) regionally and nationally .	
	Group 1	
	Working group brainstorms recommendations for national engagement in the UNPoA including national-level next steps.	
	Group 2	
	Working group brainstorms recommendation/needs for further external assistance – both regional and international – to implement the UNPoA.	
	Option 2 - Creating a Road Map for a comprehensive national arms control system	
	Group 1	
	Working group brainstorms recommendations for national engagement in the ATT. This should take into account the current arms control infrastructure and interaction with the UNPoA.	
	Group 2	
	Working group brainstorms recommendations for national engagement in the UNPoA. This should take into account the current arms control infrastructure and interaction with the ATT.	

45 Mins	Each working group presents a summary of their discussion and their recommendations on each area discussed. Each group will have an opportunity to respond to the other groups' presentation. As each group is presenting make sure to note down their main recommendations.	
10 Mins	7. Following the discussion, you should summarise the recommendations on a flip chart at the front of the room and confirm that everyone agrees.	
20 – 40 Mins (This depends on how long the training is and how many recommendations there are to review.)	Additional Activity — Outcome Document (Skip to Step 10 if you are not doing this activity) 8. If you have agreed to produce an Outcome Document, you may want to take a break here for the Outcome Document team to meet to finalise the Outcome Document. While this happens you can ask participants to fill out an Evaluation Form for the workshop. Once you have finalised the Outcome Document, with a summary from each session and all the recommendations, bring the group back together to present the Outcome Document. 9. Make sure that after each list of recommendations, you discuss with the group whether or not they agree and make any changes directly on the screen (the document should be projected for all participants to see).	Outcome Document Template Workshop Evaluation
10 Mins	 10. Once the Outcome Document is final and participants are happy with the content, it's time to sum up the workshop, outlining the main outcomes and the next steps. Ask if participants have any last questions or comments. Make sure to thank the participants for their time and provide them with any information they need to get in contact with you. 	



"Remember to thank all the participants for coming to the workshop. Provide your contact details. Undertake to share a list of the coordinates of all participants later, by e-mail."





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