

### **MULTI-YEAR WORK PLAN FOR THE WGTR EXCHANGE OF NATIONAL IMPLEMENTATION PRACTICES REGARDING TRANSPARENCY<sup>1</sup>**

This multi-year workplan deals with the structured discussions on national implementation practices regarding transparency in the Working Group on Transparency and Reporting (WGTR). It is an attachment of the WGTR Chair's Draft Report to CSP10, and gives effect to the instruction of the CSP9 to "*explore possibilities of aligning [the] work [of the WGTR] with the mainstream work of WGETI*", which is set out in the proposal on the WGETI configuration and substance that was adopted at CSP9.<sup>2</sup> The workplan arranges the concrete topics that have been identified for the structured discussions in the order that they will be discussed in the three-hour sessions of the WGTR that will address the agenda item "national implementation practices regarding transparency", noting that, in principle, every meeting of the WGTR will consist of two three-hours sessions and one of these sessions will be dedicated to the said agenda item.

In each session, the co-chairs will start the discussion with a short introduction about the topic in question. After this, the States Parties that agreed to do so will give their presentations about their practical implementation and national practices concerning the topic. In their presentations, States Parties will be guided by the practical implementation questions that have been prepared for each topic and that are included in the Annex of this multi-year workplan. If applicable for the particular session, the stakeholders invited to contribute to the session will then provide their contribution, also taking into account the practical implementation questions. This will then be followed by a Q&A session and information exchanges, which, if feasible, will include information on possibilities for international cooperation and assistance in response to the challenges or constraints that were raised, for example, through the Voluntary Trust Fund, as well as identifying issues that might benefit from further clarification within the WGTR.

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<sup>1</sup> Attachment A of the Working Group on Transparency and Reporting (WGTR) Chair's Report to CSP10 ([ATT/CSP10.WGTR/2024/CHAIR/800/Conf.Rep](#)), welcomed by States Parties at CSP10, to be reviewed and updated by the Working Group, as appropriate.

<sup>2</sup> See paragraphs 24 (f) and 26 (h) of the Final Report of CSP9 ([ATT/CSP9/2023/SEC/773/Conf.FinRep.Rev2](#)) and Annex D of the WGETI Chair's Draft Report to CSP9 ([ATT/CSP9.WGETI/2023/CHAIR/767/Conf.Rep](#)).

## WGTR Exchange of National Implementation Practices regarding Transparency: Structured discussions

<b>Session 1</b> <b>(3 hours)</b>	<b>Topic 1: Transfer reports to ATT Secretariat</b>  <i>Under this topic, the WGTR will address the practical implementation of the annual reporting obligation in Article 13 (3) of the Treaty in a comprehensive manner. The WGTR will look at: i) the decisions States make about which information to report; ii) the sources which States use to extract that information from; iii) how States collect and consolidate the information; iv) which authorities are involved in the reporting process; v) which inter-agency cooperation arrangements are in place; and vi) how all these elements are laid down in legislation, administrative regulations and formal procedures and processes. Through the exchange of national reporting practices, the WGTR will aim to identify common practical implementation challenges as well as good reporting practices.</i>  <i>The <u>practical implementation questions</u> which delegations are to take into account in their contributions/presentations on this topic are set out on <a href="#">pages 1-2 of the Annex</a> to this multi-year workplan.</i>
<b>Session 2</b> <b>(3 hours)</b>	<b>Topic 2: Reports to Cabinet and/or Parliament</b>  <i>Under this topic, the WGTR will address the information about arms transfers that States Parties provide to their Cabinet and/or Parliament and the purposes of that information-sharing, including legislation, procedures and competent authorities.</i>  <i>The <u>practical implementation questions</u> which delegations are to take into account in their contributions/presentations on this topic are set out on <a href="#">pages 2-3 of the Annex</a> to this multi-year workplan.</i>
<b>Session 3</b> <b>(3 hours)</b>	<b>Topic 3: Audit enquiries</b>  <i>Under this topic, the WGTR will address the auditing of the ministries, departments and agencies involved in arms transfer controls regarding their compliance with national arms transfer laws and regulations.</i>  <i>The <u>practical implementation questions</u> which delegations are to take into account in their contributions/presentations on this topic are set out on <a href="#">page 3 of the Annex</a> to this multi-year workplan.</i>

**Session 4**  
**(3 hours)**

**Topic 4: Public request for information**

*Under this topic, the WGTR will address the information about arms transfers that States Parties provide to the general public through reporting and freedom of information requests, including legislation, procedures and competent authorities.*

*The practical implementation questions which delegations are to take into account in their contributions/presentations on this topic are set out on [pages 3-4 of the Annex](#) to this multi-year workplan.*

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**ANNEX**

**LIST OF PRACTICAL IMPLEMENTATION QUESTIONS PER TOPIC TO BE DISCUSSED**

**Initial remark**

1. As indicated in the multi-year workplan above, the practical implementation questions are provided to guide delegations' contributions/presentations on the topic to be discussed.

**Topic 1: Transfer reports to ATT Secretariat**

*Substantive elements*

1. Does your State report about authorised or actual exports and imports or both)?
2. Does your State use the UN definitions or national definitions for the compulsory categories of conventional arms?
3. Does your State include exports and imports of small arms for civilian purposes in the report?
4. Does your State report about additional national categories of conventional arms or other items?
5. Does your State make the reports on exports and/or imports publicly available? When and how is a decision on public availability taken?
6. Does your State consider certain information (or type of export/import) to have commercially sensitivity or national security implications? If so, in which instances does it need to be omitted from the report? When and how is such a decision taken?
7. Does your State report about the quantity (number of items) or the financial value of exports and imports (or both)?
8. Does your State break down (disaggregate) the information about exports and imports per country?
9. Does your State break down (disaggregate) the information on SALW according to type?
10. Does your State provide additional information about (certain types of) exports and imports?

*Procedural and institutional elements*

11. From which documents or databases is the relevant information for the annual report extracted and processed?
12. Which ministries, departments and/or agencies handle these documents or databases?

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13. Does your State have record-keeping requirements for exporters and importers to generate the relevant information for your State's annual reports?
  14. Which ministries, departments and/or agencies are charged with collecting and consolidating the relevant information? Does one ministry, department or agency act as coordinator of the reporting process or is a specific inter-agency committee established or charged? In case of the latter, which ministries, departments and/or agencies need to be part of the committee? Which one is in the lead and initiates the process? Who has the decision-making authority about the (final) content of the report?
  15. How is collecting and consolidating the relevant information done in practice?
  16. Who transmits the annual report to the ATT Secretariat?
  17. Who acts as reporting focal point for the ATT Secretariat?
  18. How are requests for clarification by the ATT Secretariat be dealt with?
  19. Does your State have a formalized national reporting process or a national procedures document in place that includes guidance on all the elements and steps above? Which deadlines apply to each step in order to comply with the deadline of 31 May for the submission of the report to the ATT Secretariat?
  20. How are personnel changes be dealt with?

*International cooperation and international assistance*

21. Are there specific contributions that international cooperation between States (Parties) and/or further discussions within the ATT process could make to facilitate or support compliance with the annual reporting obligation?
22. Is your State in a position to provide assistance to other States Parties on compliance with the annual reporting obligation? Does your State need assistance on compliance with the annual reporting obligation or has your State already received assistance on this in the past, via the VTF or another international assistance provider? In case of the latter, could you elaborate on this?

**Topic 2: Reports to Cabinet and/or Parliament**

1. Does your State systematically provide information about proposed, authorized and/or actual arms transfers to Cabinet and/or Parliament?
2. If so, does this information cover all categories of arms and all transfers by State actors as well as non-State actors?

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3. What type of information is provided? In what format is this information provided (e.g. annual report or proposed arms transfers)? How often is this information provided?
  4. If information is systematically provided, is there a systematic review of this information in Parliament, for example in a dedicated hearing?
  5. In case information is provided to Parliament about *proposed* arms transfers, does Parliament have a role in the decision-making process?
  6. Is the submission of information mentioned above laid down in your State's laws and/or regulations?
  7. Which ministries, departments and/or agencies are or may be involved in these information submission processes?
  8. Can your State's parliament ask for specific information about arms transfers or the government's arms transfer policies? To what extent are your government's arms transfer policies the subject of parliamentary scrutiny?

### **Topic 3: Audit enquiries**

1. Does your State provide for the auditing of government compliance with national arms transfer laws and regulations?
2. Is the audit process mentioned above set out in national laws, regulations or procedures?
3. How is sensitive information or documentation dealt with during the auditing process?
4. How are audit outcomes (reports) processed? Are these submitted to Parliament or made publicly available?

### **Topic 4: Public request for information**

1. Does your State systematically provide information about authorized and/or actual arms transfers to the general public?
2. If so, does this information cover all categories of arms and all transfers by State actors as well as non-State actors?
3. What type of information is provided? In what format is this information provided (e.g. annual report)? How often is this information provided?
4. Is this sharing of information laid down in your State's laws and/or regulations?

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5. Does your State have a procedure for private persons and organisations to request access to official information and/or documentation regarding arms transfers? Is this a special procedure for information and/or documentation regarding arms transfers, or the general procedure for access to any government information and/or documentation?
  6. If so, is this procedure laid down in your State's laws and/or regulations?
  7. Which ministries, departments and/or agencies are or may be involved in this procedure?
  8. What type of information of official information and/or documentation regarding arms transfers can be requested?
  9. Can persons or organisations request access to official information and/or documentation on arms transfers? If so, what are the requirements to be met e.g. proof of special interest?
  10. If official information and/or documentation is provided, are there restrictions on its use?
  11. If applicable, on which grounds can a request be denied?
  12. Can a decision to deny the requested access be challenged? If so, are the options administrative or judicial in nature? What are the possible outcomes of challenges?

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