



29 January 2018

Issued by the Working Group on Transparency and Reporting

Dear colleagues,

During the Third Conference of States Parties of the Arms Trade Treaty, held in Geneva on 11-15 September 2017, States Parties adopted Terms of Reference for a standing Working Group on Transparency and Reporting (hereinafter: WGTR), and endorsed a broad mandate to the WGTR for the period between CSP3 and CSP4. The co-chairs have elaborated this mandate into an **initial work plan** that is attached to this letter.

The first actual meeting of the WGTR will take place in Geneva on 7 March 2018.

In order to allow WGTR participants to prepare efficiently for this meeting, and to ensure a structured and effective discussion, the co-chairs have prepared two documents that are also attached to this letter.

An **introductory paper** gives an overview of past proposals and discussions relating to each part of the mandate, sets out elements for discussion and puts a number of proposals for consideration to WGTR participants.

The introductory paper is complemented by a **list of guiding questions** that WGTR participants are encouraged to use for potential interventions during the meeting and/or for written answers that they might want to provide to the co-chairs ahead of the meeting.

Based on the input of WGTR participants before and during the first meeting, the co-chairs will then in their report identify the potential deliverables that could form the basis for one or more recommendations to the CSP, on which further work can be done throughout the preparatory process of CSP4.

In that respect, the co-chairs strongly encourage WGTR participants to contribute their views to the discussion on all parts of the mandate of the WGTR. Specifically in respect to the exchange of lessons learned at the national level concerning Treaty reporting obligations, the co-chairs in particular urge States Parties that have not yet (completely) complied with their reporting obligations to share the obstacles that have kept them from reporting.

Participants who wish to provide contributions ahead of the meeting are kindly invited to send their contributions directly to the co-chairs ([gmichel@sre.gob.mx](mailto:gmichel@sre.gob.mx) and [tom.nijs@vlaanderen.be](mailto:tom.nijs@vlaanderen.be)) before 21 February 2018.

Yours sincerely,

**Guillaume Michel**  
**Tom Nijs**  
**Co-Chairs of the Working Group on Transparency and Reporting**