

DRAFT

**WORKING PAPER ON NATIONAL-LEVEL MEASURES TO FACILITATE COMPLIANCE WITH
INTERNATIONAL REPORTING OBLIGATIONS AND COMMITMENTS**

In the Final Report of the Working Group on Reporting Templates (ATT/CSP2/2016/WP.6) mention was made of the possibility of ATT States Parties developing generic advice on measures that could be taken at national level to facilitate compliance with different international reporting obligations and commitments.

The following elements are proposed for States Parties' consideration.

**NATIONAL-LEVEL MEASURES TO FACILITATE COMPLIANCE WITH INTERNATIONAL REPORTING
OBLIGATIONS AND COMMITMENTS - ADVICE BASED ON EXISTING NATIONAL PRACTICES**

There are a growing number of international and regional reporting instruments in the area of international arms transfers and their regulation. National governments are faced with the challenge of organizing reporting work in such a way that reporting obligations and commitments are fulfilled as effectively as possible.

The measures described below are ones that have been found useful in helping to meet this challenge. The list below consists of elements from different national systems. It does not represent an indivisible whole, but rather a menu of suggestions that could prove useful and relevant in a specific national setting. The content, in whole or in part, is not binding upon any State Party.

1. The creation of a national procedures document, established by secondary legislation or by other means appropriate to national administrative practices, could contribute to stability and continuity in national reporting work, helping governments produce accurate reports within required deadlines while at the same time economizing on the resources required for the task. Such a document could also support more effective collaboration between the different actors involved, and help governments avoid the efficiency losses that take place when experienced personnel familiar with reporting practices are replaced by new staff.

A national procedures document could *inter alia* include:

- A list of the different national reports to be submitted, and their respective deadlines.
- The information required for each report, including for instance which types of transfers and which types of goods are covered, and how they should be reported (Authorized or actual? Volume or value? Only permanent transfers or temporary as well? Accounting unit - national currency or other?). In some cases, national choices are possible, which further underlines the need for a national document.

- Clear assignment of specific reporting tasks and responsibilities to specific authorities and positions.
 - A clearly defined step-by-step collection process through which information is gathered by designated officers or entities and provided (periodically or on an ongoing basis) to the individuals or entities responsible for preparing and submitting the national reports.
 - A coordinated collection process that ensures that when the same information is needed for several different reports, it is collected only once. This saves time and resources and ensures consistency between reports.
 - Critical deadlines in the process of preparing reports and a system for providing alerts or reminders to relevant information providers.
2. Creating a regularly updated list of contact points covering the functions/persons involved in the process of generating reports.
 3. Appointing a single contact point responsible for coordinating the efforts of the different functions involved in the reporting process and communicating with the relevant international or regional reporting instruments. Such a function has in some national systems proved effective in facilitating timely and consistent national reporting.
 4. Creation and maintenance of a repository, electronic or otherwise, for all reporting data.
 5. The provision of training for officers involved in the collection and compilation of reporting data, to ensure a good understanding of established procedures and smooth collaboration over institutional boundaries.
 6. Where possible, the provision of training for additional staff to ensure some level of redundancy and allow for the continued fulfilment of reporting obligations and commitments in the event of the temporary absence or permanent departure of key staff.
