




**In-country Training Programme
on Gender-Mainstreaming Small Arms Control
Hybrid training
28-29-30 April
Vang Vieng, Lao PDR**

Practical exercises: instructions and details

Session 10
Activity 4

Exercise on the preparation of the 2020 national report on the UN PoA on SALW

	105 minutes
	Handouts with the reporting template, pens.
	In-person and online

Objective

Familiarizing with the UN PoA reporting template and providing inputs to the 2020 National Report.

Notes

Participants will form working groups to work on the sections (x10) of the reporting template. Each group will be assigned to specific sections, depending on the areas of responsibility of the group's members. Participants will have received the reporting template before the training in order to collect the necessary information.

Sections of the reporting template:

- i. Section 1: National coordination infrastructure
- ii. Section 2: Manufacture
- iii. Section 3: International transfers
- iv. Section 4: Brokering
- v. Section 5: Stockpile management
- vi. Section 6: Collection
- vii. Section 7: Making and record-keeping
- viii. Section 8: International tracing
- ix. Section 9: International cooperation and assistance
- x. Section 10: Gender and additional information

Instructions for the facilitators

- Divide participants into five group of six people or three groups of ten people. The number of the group's members depends on the profile of the target audience and their familiarity with the areas of the report.
- Assign and distribute two or more sections of the reporting template to each group, depending on the area of expertise of the members of the group.
- Ask participants to collect information and provide inputs / answers to the different questions of the reporting template.
- Ask participants to reflect / provide answer on the following issues:
 - i. Is the scope of the respective commitments clear to you? If not, please specify which commitment and why.
 - ii. If you are not in possession of the requested information, who would you engage to obtain data? Who should be responsible for filling this section?
 - iii. Key challenges and opportunities: any comments related to the implementation of the respective commitments?
 - iv. How could accountability be enhanced in reporting?
 - v. Please specify any assistance you would like to receive with regard to the implementation of the UN PoA.

Each working group will have 50 minutes to fill the assigned sections and to answer the above questions. Then, each group will have about 55 minutes to discuss in plenary the different answers, check for missing information and consolidate the draft report.