CREATING A TRAINING MODULE ON SMALL ARMS & LIGHT WEAPONS FOR OFFICIALS AND IMPLEMENTING AGENTS

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The mission of SaferAfrica is to serve the long-term security and development needs of Africa and its peoples in accordance with the vision of the African Renewal and the values of Pan-Africanism.

The objective of SaferAfrica is to assist in the development of responsible and self-reliant good governance/management structures in the South on the areas of peace and security in all its aspects, and development leading to the enhancement of security.

The support of the government of the Netherlands and the United Kingdom (DFID) in producing this volume is gratefully acknowledged.

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ISBN: 0-9584650-1-0

First published by SaferAfrica
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### LIST OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
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<tr>
<td>AU</td>
<td>African Union</td>
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<tr>
<td>CID</td>
<td>Criminal Investigation Department</td>
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<td>DDR</td>
<td>Disarmament, demobilisation and reintegration</td>
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<td>EAC</td>
<td>East African Community</td>
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<td>EAPCCO</td>
<td>Eastern African Police Chiefs Co-ordinating Committee</td>
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<td>ECOWAS</td>
<td>The Economic Community of West African States</td>
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<td>EU</td>
<td>European Union</td>
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<td>GPS</td>
<td>Global Positioning Systems</td>
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<td>IGAD</td>
<td>Intergovernmental Authority on Development</td>
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<td>NAP</td>
<td>National Action Plan</td>
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<td>NCB</td>
<td>National Crime Bureau</td>
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<td>NFP</td>
<td>National Focal Points</td>
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<td>OAU</td>
<td>Organisation of African Unity</td>
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<td>OSCE</td>
<td>Organisation for Security and Co-operation in Europe</td>
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<td>SADC</td>
<td>Southern African Development Community</td>
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<td>SALW</td>
<td>Small Arms and Light Weapons</td>
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<td>SARPCCO</td>
<td>Southern African Police Chiefs Co-ordinating Committee</td>
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<td>SRB</td>
<td>Sub-Regional Bureaus of Interpol</td>
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<td>UN</td>
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PURPOSE OF THIS TRAINING MODULE

This publication is destined to be read by those who wish to commence training processes to mobilize regional action at governmental and civil society level. The examples provided here are for a specific region and are meant only as demonstrations of application in generating a structure for a regional training course in an affected region governed by a number of regional action programmes and or initiatives for the control of Small Arms and Light Weapons. In providing these basic structures, SaferAfrica wishes to inform readers of mechanisms to generate relevant structures for training and capacity building. The contents of these structures are determined in an in-depth process that follows outside the scope of this educational material.

Jakkie Potgieter
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Chapter 1
How to Undertake a Regional Training Module for Implementing Agents and Civil Society: Basic Module

Vision without action achieves nothing.
Action without vision just passes the time.
Vision with action can change the world.

Nelson Mandela

INTRODUCTION
1. For the purpose of the development of minimum standards and common regional training curricula and manuals for officers and key agencies to be utilized in the capacity building components of the Small Arms and Light Weapons initiatives applicable to affected regions, the creation of a regional training task force made of the Regional Focal Point and all National Focal Points is imperative. The Regional Training Task Force should focus on the requirements as embodied in applicable documents. As an example, these are the documents that the Great Lakes and the Horn of Africa Region would consider:

1.1. The United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All its Aspects.
1.2. The Protocol Against the Illicit Manufacture of and Trafficking in Firearms, Their Parts and Components, and Ammunition.

1.3. The Bamako Declaration on an African Common Position on the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons.

1.4. The Nairobi Declaration on the Problem of the Proliferation of Illicit Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa.


1.6. Draft Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa. (As developed by the EAPCCO Legal Sub-committee, 26.6.01.)

A similar exercise can be done for any affected region, i.e. the Southern African or West African Regions, or countries in Asia or the Americas.

**BACKGROUND**

2. Over the last six years, the issue of the prevention, combating and eradicating of the illicit trade in small arms and light weapons in all its aspects has acquired urgency in affected regions and internationally. For example, the effects of this problem in Africa has been noted by the Police Chiefs principally as first reflected by the Chiefs of Police in Southern Africa (SARPCCO Declaration of 1999) and then taken up by their counterparts in the Great Lakes Region and the Horn of Africa (EAPCCO Draft Protocol of 2001). The police chiefs call was integrated and introduced into key African commitments and Protocols such as the Nairobi Declaration of 2001, the SADC Protocol on Firearms and Ammunition of 2000, the OAU Ministerial Declaration of 2000 and, ultimately the United Nations Programme of Action of 2001.

3. In essence African countries are: “aware of the urgent need to prevent, combat and eradicate the illicit manufacturing of firearms, ammunition, and other related materials, and their excessive and destabilising accumulation, trafficking, possession and use, and owing to the harmful effects of those activities on the security of each state and the region and the danger they pose
to the well being of people in the region, their social and economic
development and their right to live in peace.”

4. The solution to this problem as presented in the debate from the African
continent is that: “priority should be given to prevent, combat and eradicate
the illicit manufacturing of firearms, ammunition and other related materials
and their excessive and destabilising accumulation, trafficking, possession and
use of firearms, because of their links with inter alia, drug trafficking, terrorism,
trans-national organised crime, mercenary and other violent criminal activities,
and that:

4.1. “in order to address the problem in a comprehensive, integrated,
sustainable and efficient manner through … the promotion of
comprehensive solutions to the problem of the illicit proliferation
circulation and trafficking of small arms and light weapons that include
both control and reduction, as well as the supply and demand aspects
are based on the coordination and harmonization of the efforts of the
member states at regional, continental and international levels, and
involves civil society in support of the central role of governments in this
regard.”

4.2. “the enhancement of the capacity of member states to identify, seize and
destroy illicit weapons and to put in place measures to control the
circulation, possession, transfer and the use of small arms and light
weapons.”

5. Initiatives, declarations and protocols on the African continent have largely
earmarked law enforcement agencies for implementation, as clearly indicated in
the OAU recommendations to: “strengthen regional and continental

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1 Protocol on the Control of Firearms, Ammunition and Other related Materials in the SADC Region. Par 3, page 1. and, EAPCCO Legal Sub-committee, 26.6.01; Draft Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa. Par 4, page 1.

2 Protocol on the Control of Firearms, Ammunition and Other related Materials in the SADC Region. Par 4, page 1.

3 The Bamako Declaration on an African Common Position on the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons. Par V.2.v

4 Ibid, Par V.2.vi.
cooperation among police, customs, and border control services to address the illicit proliferation, circulation, and trafficking of small arms and light weapons. These efforts should include, but not limited to, training, the exchange of information to support common action to contain and reduce illicit small arms and light weapons trafficking across borders, and the conclusion of the necessary agreements in this regard. The majority of this cooperation is mandated in three areas:

5.1. Sharing of information.

5.2. Training and capacity building.

5.3. Co-ordination of joint operations and activities.

6. **On the International Level**: As regards to information sharing, capacity building and training the international mandates clearly state that:

6.1. Member states are encouraged to co-operate with Interpol in the identification of groups and individuals engaged in the chain of the illicit trade, share information and support current databases, such as IWETS, to facilitate investigation and prosecution.\(^5\)

6.2. Member States, international and regional organisations [are encouraged] to enhance co-operation, the exchange of experience and training among competent officials, including customs, police intelligence and arms control officials.\(^6\)

6.3. Requires the creation of regional programmes for specialist training on small arms stockpile management and security and related issues.\(^7\)

6.4. States Parties shall co-operate with each other, and with relevant international organisations, so that state parties may receive the training and technical assistance necessary to enhance their ability to prevent,

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\(^5\) A/CONF./192/15. The United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All its Aspects. Par. II.37, page 14 and Par. III.9, page 15.

\(^6\) Ibid, Par III.7, page 15.

\(^7\) Ibid, Par III.8, page 15.
combat and eradicate the illicit manufacturing of and trafficking in firearms, their components and ammunition.\(^8\)

7. **On the Continental Level**: For example in Africa, in the Bamako Declaration member states of the AU (then OAU) agree to address the problem in a comprehensive, integrated, sustainable and efficient manner through:

7.1. The enhancement of the capacity of member states to put in place measures to control the circulation, possession and use of small arms and light weapons.\(^9\)

7.2. Strengthening of regional and continental co-operation among police, customs and border policing services to address the illicit proliferation, circulation and trafficking of small arms and light weapons, through *inter alia* training and exchange of information.\(^10\)

8. **On the Regional Level**: For example in the Great Lakes region and Horn of Africa, States Parties to the Nairobi Declaration call on member states to strengthen sub-regional co-operation among police, intelligence, customs and border control officials in dealing with the problem.\(^11\) States Parties further agree to:

8.1. Develop and improve National Training Programmes to enhance the capacity of law enforcement agencies to fulfil their roles in the implementation of the Agenda for Action.\(^12\)

8.2. Establish inter-agency work groups involved in Law Enforcement Agencies to improve policy co-ordination and information sharing.\(^13\)

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\(^8\) A/RES/55/255. The Protocol Against the Illicit Manufacture of and Trafficking in Firearms, Their Parts and Components, and Ammunition. Art 14, page 6.


\(^10\) Ibid, Par V.3B.iii), page 5.

\(^11\) The Nairobi Declaration on the Problem of the Proliferation of Illicit Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa. Par iv, bullet 6, page 3.

\(^12\) SAEM/GLR.HoA/1. Coordinated Agenda for Action on the Proliferation of Small Arms and Light Weapons in the Great Lakes Region and the Horn of Africa. Par 4.2, page 3.

\(^13\) Ibid, Par 4.3, page 3.
8.3. Encourage effective utilisation of existing expertise from civil society and international agencies and bodies to address the problem of small arms and light weapons in all its aspects.\textsuperscript{14}

8.4. Encourage regional co-operation for law enforcement agencies and other relevant international agencies and bodies, which should include capacity building, joint training and joint operations.\textsuperscript{15}

8.5. It further urges the SRB and EAPCCO to ensure compatibility of training and facilitate joint operations between regional member states.\textsuperscript{16}

8.6. In the Ministerial Declaration of the First Ministerial Review Conference of the Nairobi Declaration (August 2002) member states undertakes to enhance the capacity of law enforcement agencies to prevent, combat and reduce the illicit proliferation of small arms and light weapons through inter alia the following measures:

8.6.1. Develop training curricula for law enforcement officials that should cover different levels of officials including senior management, detectives and firearms desk officers.

8.6.2. Develop proposals for potential joint operations for weapons control and reduction.

8.6.3. Urging EAPCCO and regional Interpol secretariats to ensure compatibility of training and facilitate the development of joint operations between regional member states.

8.7. The Draft EAPCCO Protocol on the control of firearms, ammunition and other related materials states that:

8.7.1. State Parties undertake to improve the capacity of police, customs, border guards, the military, the judiciary and other relevant agencies to fulfil their roles in the implementation of this Protocol, and to coordinate national training programmes for police, customs, and border guards, the judiciary and other

\textsuperscript{14} Ibid, Par 4.6, page 3.

\textsuperscript{15} Ibid, Par 4.7, page 3.

\textsuperscript{16} Ministerial Declaration for Continued Concerted Action in the Great Lakes Region and Horn of Africa. Par 2.b.(iii), page 5.
agencies involved in the preventing, combating, and eradicating the illicit manufacturing of firearms, ammunition and other related materials and their excessive and destabilising accumulation, trafficking, possession and use.\textsuperscript{17}

8.7.2. Undertake joint training exercises for officials, from countries within the region, drawn from the police, customs, and other relevant agencies, including the military, where it is involved in border control, and explore the possibility for exchange programmes for such officials within the region, and with their counterparts in other regions.\textsuperscript{18}

CAPACITY ASSESSMENT

9. Almost all regional programmes of action have mandated the respective Regional Focal Point for Implementation with the task to assess the capacity of law enforcement agencies in the region that will be tasked with the responsibilities to implement. In the example of the Great Lakes Region and the Horn, the Co-ordinated Agenda for Action states:\textsuperscript{19}

9.1. Analyse the assessment, determine areas where capacity is lacking or weak, and develop curricula for building the capacity and training those agencies to fulfil their responsibilities.

9.2. Negotiate or facilitate support from the international community to assist with the capacity building and training.

9.3. Issue guidelines for training to States Parties for inclusion in national training curricula.

10. The Regional Training Task Force should be mandated by member states to determine the terms of reference of the assessment for inclusion into its task of developing training curricula for the implementation of their respective regional

\textsuperscript{17} EAPCCO Legal Sub-committee, 26.6.01: Draft Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa. Article 4, page 5.

\textsuperscript{18} Ibid, Article 15, page 10.

\textsuperscript{19} SAEM/GLR.HoA/1. Coordinated Agenda for Action on the Proliferation of Small Arms and Light Weapons in the Great Lakes Region and the Horn of Africa. Par 4, page 5.
 programme of action. In the example of the Great Lakes and the Horn of Africa, the terms of reference were defined as follows:

10.1. **Objectives of the Assessment**: To assess the capacity of Law Enforcement Agencies in the Great Lakes and the Horn of Africa to implement the Nairobi Declaration to:

10.1.1. Identify capacity requirements

10.1.2. Make recommendations for training curricula to address the requirements

10.2. **Classification of Law Enforcement Agencies**: Law Enforcement Agencies are defined by the Co-ordinated Agenda for Action as:

10.2.1. Police: Major Implementing Agency

10.2.2. Customs: Major Implementing Agency

10.2.3. Judiciary: Major Implementing Agency

10.2.4. Immigration: Implementing Agency

10.2.5. Military: Implementing Agency

10.3. **Focus Areas**: For the purpose of the assessment the Training Task Force proposes to assess the following aspects:

10.3.1. **Multi-disciplinary / Sub-regional Activities**: The following multidisciplinary aspects should be assessed:

10.3.1.1. Awareness of international, regional and sub-regional arrangements

10.3.1.2. Provisions and capacity to participate in Joint Operations, such as:

10.3.1.2.1. Relevant legislation

10.3.1.2.2. Existence of inter-agency co-ordination mechanisms

10.3.1.2.3. Functional joint planning mechanisms and procedure

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20 SAEM/GLR.HoA/1. Coordinated Agenda for Action on the Proliferation of Small Arms and Light Weapons in the Great Lakes Region and the Horn of Africa. Par 4, page 5.
10.3.1.2.4. Existing joint training exercises and curricula

10.3.1.2.5. Procedure and practice for Information Sharing among law enforcement agencies

10.3.1.2.6. Existing Standard Working Procedure for joint operations

10.3.1.2.7. Standing measures to ensure Interoperability between different law enforcement agencies

10.3.1.3. Provisions and capacity to participate in Cross-border Operations, such as:

10.3.1.3.1. Relevant legislation

10.3.1.3.2. Existence of cross-border cooperation mechanisms

10.3.1.3.3. Functional joint planning mechanisms and procedure

10.3.1.3.4. Existing joint training exercises and curricula

10.3.1.3.5. Procedure and practice for Information Sharing with neighbouring states

10.3.1.3.6. Existing Standard Working Procedure for cross-border operations

10.3.1.3.7. Standing measures to ensure Interoperability between different law enforcement agencies in neighbouring states

10.3.1.3.8. Communication channels with neighbouring states

10.3.1.3.9. Co-operation of the Interpol NCB with neighbouring states and the SRB
10.3.2. **Specific Issue Areas per Law Enforcement Agency**: The following agency specific issues should be addressed:

10.3.2.1. **Specific Policing operational skills**:

10.3.2.1.1. Information gathering and analysis capability

10.3.2.1.2. Specialised investigation of firearms related cases

10.3.2.1.3. Prosecution of firearm related cases

10.3.2.1.4. Recordkeeping procedure and practice

10.3.2.1.5. Custody / Safe Storage / Stockpile Management of seized and captured stock, as well as own stock

10.3.2.1.6. Dissemination of firearms related information to other law enforcement agencies and neighbouring states

10.3.2.1.7. Source identification for the specific member state

10.3.2.1.8. Final Disposal of exhibits, obsolete, seized and captured stocks

10.3.2.2. **Specific Custom skills**:

10.3.2.2.1. Information gathering and analysis capability

10.3.2.2.2. Ability to search and the Identification of firearms and their components

10.3.2.2.3. Ability to Verify documentation

10.3.2.2.4. Interview techniques

10.3.2.2.5. Ability to trace evidence in a revenue and customs environment

10.3.2.2.6. Information Sharing with other law enforcement agencies
10.3.2.7. Custody / Safe Storage of seized and captured stock

10.3.2.3. Specific Immigration skills:
  10.3.2.3.1. Information gathering and analysis capability
  10.3.2.3.2. Document Identification and detection of false documents
  10.3.2.3.3. Identification of firearms and their components
  10.3.2.3.4. Verification of Documentation
  10.3.2.3.5. Interview techniques
  10.3.2.3.6. Tracing of evidence
  10.3.2.3.7. Information Sharing with other law enforcement agencies
  10.3.2.3.8. Safe handling and Storage of firearms

10.3.2.4. Specific Judiciary Skills:
  10.3.2.4.1. Prosecution of firearm related cases
  10.3.2.4.2. Hearing of Firearm related cases
  10.3.2.4.3. Use of expert evidence during firearm related cases

10.3.2.5. Specific Military Skills:
  10.3.2.5.1. Knowledge and application of the basic elements of national firearm and ammunition legislation
  10.3.2.5.2. Identification of Firearms and their components
  10.3.2.5.3. Search and interview skills
  10.3.2.5.4. Preservation of evidence
  10.3.2.5.5. Basic Recordkeeping procedure and practice
10.3.2.5.6. Safe storage and custody of captured stock
10.3.2.5.7. Co-operation with other law enforcement agencies
10.3.2.5.8. Information sharing with other law enforcement agencies

IDENTIFYING TARGET GROUPS FOR TRAINING NEEDS DETERMINATION

11. It is important that a Regional Training Task Force identifies the Target groups and their training needs for implementation and develop training objectives, curricula and manuals to meet the identified needs. The target groups, needs, requirements and objectives identified by the Training Task Force would be all or some of the following:

- Political leaders and decision makers
- Senior Management
- Practitioners
- Civil Society

12. Political leaders and decision makers: Political leaders and decision makers are responsible for strategic direction giving, mobilisation of support and monitoring of progress of implementation on the regional and national level. As such they need timely information and feedback on the international, regional and national processes.

12.1. Classification: An example taken from the Great Lakes Region and the Horn of Africa:

12.1.1. Sub-Regional Level: There are no Political Leaders on the Sub-regional Level. The only political decision makers on the sub-regional level are the East African Parliament.

12.1.2. National Level:

12.1.2.1. Ministerial Level: Cabinet Ministers, and specifically those responsible for implementation aspects such as Foreign Affairs, Internal Affairs, Security Ministries, etc
12.1.2.2. **Members of Parliament**: Members of Parliament of the various National Assemblies

12.1.2.3. **Provincial/Regional Leaders**: Political Leadership on the provincial/regional level such as Provincial/Regional Commissioners, etc

12.1.2.4. **District Political Leaders**: Political Leadership on the District Level, such as District Commissioners, etc

12.1.2.5. **Urban Centres and Municipalities**: Political leadership in these areas include mayors, etc

12.2. **Needs**: This target Group needs directed information packages and briefings to provide information on:

12.2.1. The various international, regional and sub-regional instruments, their objectives and their implications in terms of national obligations and requirements

12.2.2. Progress with implementation of the above mentioned in the regional and sub-regional context

12.2.3. National objectives and implementation plans, progress and obstacles

12.2.4. Monitoring and verification information to assist political leaders and decision makers with strategic management of the national and sub-regional processes

12.3. **Objectives**: To address the identified needs, political leaders and decision makers must:

12.3.1. Have an understanding of the comprehensive nature of the problem and the international solutions proposed

12.3.2. Have a thorough understanding of the international, regional, sub-regional instruments dealing with small arms and light weapons, its implications and requirements

12.3.3. Have an understanding of the national policy and National Action Plan dealing with SALW, its implications and requirements
12.3.4. Have a working knowledge of their involvement in mobilising political, popular and financial support for the sustainable implementation of the National Action Plan and activities.

12.3.5. Receive regularly updated information on progress and challenges with implementation on the regional and national level, such as harmonisation of legislation, etc.

13. **Senior Management**: On the senior management level there are two sets of needs; information needs and technical expertise needs. Senior managers, such as the heads of departments, Police Chiefs, etc, include role players who are responsible for policy development, planning and monitoring of the implementation of national policies and action plans. As such need to have both the background information and the technical knowledge applicable to the topic.

13.1. **Classification of the Target Group**: The Task Force classified this group as follows (drawing on the same example of the Nairobi Initiative):

13.1.1. **Sub-Regional Level**: On the Sub-regional level senior management include the senior personnel serving in sub-regional organisations and structures such as:

   - **13.1.1.1. Nairobi Secretariat**
   - **13.1.1.2. East African Community**
   - **13.1.1.3. IGAD**
   - **13.1.1.4. Interpol SRB**
   - **13.1.1.5. EAPCCO**

13.1.2. **National Level**: On the National Level senior management include senior civil servants such as:

   - **13.1.2.1. Principal Secretaries, Directors General, etc**
   - **13.1.2.2. Heads of Departments, such as CID, Directors of operations, training, Immigrations, Customs, Intelligence, Internal Affairs, Refugees, Wildlife, senior military officers, etc**
   - **13.1.2.3. National Focal Point co-ordinators**
13.2. **Needs:** This target Group needs information, formal training and briefings to provide information on:

13.2.1. Broader issues of arms management

13.2.2. The various international, regional and sub-regional instruments, their objectives and their implications in terms of national obligations and requirements

13.2.3. Information and training on specific issues such as stockpile management, recordkeeping, import and export control, legal reform and requirements, licensing, marking and tracing, etc

13.3. **Objectives:** To address the identified needs, Senior Management must have a:

13.3.1. Thorough understanding of the comprehensive nature of the problem and the international solutions proposed

13.3.2. Thorough understanding of all existing applicable arms initiatives and protocols dealing with Small Arms and Light Weapons

13.3.3. Thorough understanding of arms management issues in their prevention, control and reduction aspects

13.3.4. Thorough understanding of the nature, composition, commonalities and differences of existing regional cooperation structures including their mandates and their resources

13.3.5. The ability to plan and direct Joint Operations and Cross Border Operations

14. **Practitioners:** The practitioners from every law enforcement, security or relevant agency responsible for implementation of national policy and action plans or enforcement of the law are the backbone of national effort to deal with the problem of SALW. As such they need to have both the background information and the technical knowledge applicable to enable them to fulfil their respective roles and responsibilities.

14.1. **Classification of the Target Group:** The Task Force classified this group as follows (the Nairobi Initiative example):

14.1.1. **Sub-Regional Level:** Personnel serving in sub-regional organisations and structures such as:
14.1.1.1. Nairobi Secretariat
14.1.1.2. East African Community
14.1.1.3. IGAD
14.1.1.4. Interpol SRB

14.1.2. **National Level**: Civil Servants responsible for the implementation of National Action Plans and related activities, such as:

- **14.1.2.1. National Focal Point Members**
- **14.1.2.2. Members of Provincial/Regional Task Forces**
- **14.1.2.3. Members of Law Enforcement Agencies such as:**
  - **14.1.2.3.1. Police**
  - **14.1.2.3.2. Customs**
  - **14.1.2.3.3. Immigrations**
  - **14.1.2.3.4. Military**
  - **14.1.2.3.5. Judiciary**
- **14.1.2.4. Members of other agencies, such as:**
  - **14.1.2.4.1. Security/Intelligence**
  - **14.1.2.4.2. Environmental Services**
  - **14.1.2.4.3. Explosives department**

14.2. **Needs**: This target Group needs training courses, formal training and seminars to provide information on:

- **14.2.1.** A working knowledge of the various international, regional and sub-regional instruments, their objectives and their implications in terms of national obligations and requirements

- **14.2.2.** Issue specific training such as: planning and execution of joint operations, cross border operations, collection and destruction, firearm identification and safe handling, communication and information sharing, firearm related case investigation, etc
14.2.3. Specialised skills training such as location and destruction of arms caches and explosive devises, navigation and use of the GPS, basic air operations and drills, etc

14.3. Objectives: To address the identified needs, Practitioners must have:

14.3.1. A thorough understanding of the comprehensive nature of the problem and the international solutions proposed
14.3.2. A thorough understanding of all existing applicable arms initiatives and protocols dealing with Small Arms and Light Weapons
14.3.3. A thorough understanding of arms management issues in their prevention, control and reduction aspects
14.3.4. A thorough working knowledge of the National Action Plan
14.3.5. A thorough understanding of the nature, composition, commonalities and differences of existing regional cooperation structures including their mandates and their resources
14.3.6. The ability to plan and conduct Joint Operations as part of a multidisciplinary force
14.3.7. The ability to plan and conduct Cross Border Operations as part of a multidisciplinary force with or in a neighbouring country
14.3.8. A working understanding of civil society’s role and responsibilities in order to utilise the expertise, solicit support, get information and facilitate their participation in joint operations

15. Civil Society: Civil Society forms the backbone of support to national processes and implementation. They are responsible for research, technical and resource support to governmental processes and the implementation of national action plans. Their biggest role remain that of monitoring and verification. To enable them to engage in the process in a responsible and sustainable manner they need to be capacitated to interact and liaise with the official process, to communicate and disseminate information, to understand the international, regional and national process, provide technical support and enable accurate monitoring and verification practice.
15.1. **Classification of the Target Group**: Civil Society\(^{21}\) can be classified as the collective social entity where citizens interface with each other and with the state. It is normally thought to be composed of a range of organisations including:

- 15.1.1. Social movements
- 15.1.2. Professional and voluntary associations
- 15.1.3. Grassroots organisations
- 15.1.4. Non-governmental organisations
- 15.1.5. Trade unions
- 15.1.6. Co-operatives
- 15.1.7. Academic and philanthropic organisations
- 15.1.8. Community groups
- 15.1.9. Gender and youth organisations
- 15.1.10. Religious related organisations
- 15.1.11. Independent media
- 15.1.12. Informal sector

15.2. **Needs**: This target group needs training courses, formal training and seminars to provide information on:

- 15.2.1. A working knowledge of the various international, regional and sub-regional instruments, their objectives and their implications in terms of national obligations and requirements

- 15.2.2. Issue specific information such as; planning and execution of awareness programmes, firearm identification and safe handling, communication and information sharing, monitoring techniques, etc

15.3. **Objectives**: To address the identified needs, members from civil society must have:

\(^{21}\) SAEM/GLR.HoA/1. Coordinated Agenda for Action on the Proliferation of Small Arms and Light Weapons in the Great Lakes Region and the Horn of Africa. Par 3, page 5.
15.3.1. An understanding of the nature of the problem and the international solutions proposed
15.3.2. An understanding of applicable arms initiatives and protocols dealing with Small Arms and Light Weapons
15.3.3. An understanding of arms management issues in their prevention, control and reduction aspects
15.3.4. A working knowledge of the planning and conducting of:
   15.3.4.1. A Work Plan
   15.3.4.2. Mobilisation of Resources
   15.3.4.3. Research and information gathering activities
   15.3.4.4. Public Awareness Programme
   15.3.4.5. Communication and Networking
   15.3.4.6. Workshops and seminars
15.3.5. A working knowledge of the National Action Plan
15.3.6. A working knowledge of Law Enforcement Agencies, their way of operating and liaison mechanisms
15.3.7. Practical knowledge of:
   15.3.7.1. The relevant national firearm legislation
   15.3.7.2. Identification of firearms ammunition and explosives
   15.3.7.3. Reporting procedures
   15.3.7.4. Participation in Law Enforcement Operations
Chapter 2
Example of Basic Training Curriculum for Managers and Practitioners for the Implementation of Regional Action

Practical Example: The Nairobi Declaration in the Great Lakes Region and Horn of Africa

PURPOSE
To equip Senior Management and Practitioners in the Great Lakes Region and Horn of Africa to implement the Nairobi Declaration, The Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa and other relevant regional and International instruments as part of a multidisciplinary team.

OBJECTIVES
After completion of the training modules the learner must have a:

- Thorough understanding of the comprehensive nature of the problem of SALW and the international and regional solutions proposed
- Thorough understanding of all existing applicable arms initiatives and protocols dealing with Small Arms and Light Weapons
- Thorough understanding of the nature, composition, commonalities and differences of existing regional cooperation structures including their mandates and their resources
- Thorough understanding of arms management issues in their prevention, control and reduction aspects
• A working knowledge of the National Plan of Action, its requirements and implications
• An understanding of how to plan and conduct of Joint Operations and Cross Border Operations
• An understanding of civil society’s role and responsibilities in order to utilise the expertise, solicit support, get information and facilitate their participation in joint operations

TRAINING MODULES

Module 1: Nature of the Problem of International and Regional Solutions Proposed

Module Objective

After completion of this module the learner must have a thorough understanding of:

• The background to, and nature of, the Small Arms problem internationally and specifically on the African continent and the Great Lakes Region and Horn of Africa
• Manifestation, impact and effects of the Small Arms problem on the African Continent at present
• Development of the international and regional strategy to deal with the problem
• Background and history of the development of the Nairobi Declaration, Bamako Declaration, United Nations Programme of Action, United Nations Protocol and the Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa

Table of Contents

Chapter 1: Background and nature of the problem on the international level
Chapter 2: Background and nature of the problem on the African continent and in the Great Lakes Region and Horn of Africa
Chapter 3: The manifestation, impact and effects of the problem on the African continent and in the Great Lakes Region and Horn of Africa
Chapter 4:  The development of the international and regional strategy to deal with the problem

Chapter 5:  Development of sub-regional and regional solutions: Nairobi Declaration, SADC Declaration, ECOWAS moratorium and Bamako Declaration, Protocols for SADC and the Great Lakes Region and Horn of Africa


Responsible for development of content: To be determined by training group.

Module 2: Applicable International, Regional and Sub-regional Protocols, Action Programmes and Agreements

Module Objective

After completion of this Module the learner must have a thorough understanding of the of structure, requirements and implications of:

- United Nations Programme of Action
- United Nations Protocol
- Bamako Declaration
- Nairobi Declaration and its ensuing documents
- Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa

Table of Contents

- Chapter 1: United Nations Programme of Action
- Chapter 2: United Nations Protocol
- Chapter 3: Bamako Declaration
- Chapter 4: Nairobi Declaration
Chapter 5: Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa

Responsible for development of content: To be determined by training group.

Module 3: Regional and Sub-regional Co-operation Mechanisms

Module Objective

On completion of this module the learner must have a working knowledge of the nature, composition, roles and responsibilities of existing regional and sub-regional co-operation structures including their mandates and their resources.

Table of Contents

Chapter 1: Role, functions and responsibilities of the various regional and sub-regional co-operation mechanisms as embodied in:

- The United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All its Aspects
- The Protocol Against the Illicit Manufacture of and Trafficking in Firearms, Their Parts and Components, and Ammunition
- The Inter-American Convention Against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives and Other Related Materials
- OSCE Document on Small Arms
- The EU Code of Conduct on Arms Exports
- The EU Joint Action on Small Arms
- The Bamako declaration on the African Common Position on the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons
- The Nairobi Declaration on the Problem of the Proliferation of Illicit Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa
· Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa
· The SADC Declaration
· The SADC Protocol on the Control of Firearms, Ammunition and other related Materials
· The ECOWAS Moratorium on the Import, Export and Manufacture of Small Arms and Light Weapons in West Africa

Chapter 2: Regional and sub-regional structures involved in small arms and related issues:

· The African Union Peace and Security Council:
  o Mandate
  o Organisation and structure
  o Role, functions and responsibilities
  o Resources
  o Sub-ordinate Structures
  o Contact point on Small Arms and related issues

· The Nairobi Secretariat:
  o Mandate
  o Organisation and structure
  o Role, functions and responsibilities
  o Resources
  o Sub-ordinate Structures
  o Contact point on Small Arms and related issues

· The Interpol Sub-regional Bureaus:
  o Mandate
  o Organisation and structure
  o Role, functions and responsibilities
  o Resources
  o Sub-ordinate Structures
  o Contact point on Small Arms and related issues

· The East African Community Secretariat:
  o Mandate
  o Organisation and structure
  o Role, functions and responsibilities
Creating a Training Module on SALW for officials and implementing agents

- Resources
- Sub-ordinate Structures
- Contact point on Small Arms and related issues

- The IGAD Secretariat:
  - Mandate
  - Organisation and structure
  - Role, functions and responsibilities
  - Resources
  - Sub-ordinate Structures
  - Contact point on Small Arms and related issues

- The SADC Secretariat:
  - Mandate
  - Organisation and structure
  - Role, functions and responsibilities
  - Resources
  - Sub-ordinate Structures
  - Contact point on Small Arms and related issues

- The ECOWAS Secretariat:
  - Mandate
  - Organisation and structure
  - Role, functions and responsibilities
  - Resources
  - Sub-ordinate Structures
  - Contact point on Small Arms and related issues

- EAPCCO:
  - Mandate
  - Organisation and structure
  - Role, functions and responsibilities
  - Resources
  - Sub-ordinate Structures
  - Contact point on Small Arms and related issues

- SARCCCO:
  - Mandate
  - Organisation and structure
Chapter 2

- Role, functions and responsibilities
- Resources
- Sub-ordinate Structures
- Contact point on Small Arms and related issues

- The National Focal Point on Small Arms:
  - Mandate
  - Organisation and structure
  - Role, functions and responsibilities
  - Resources
  - Sub-ordinate Structures
  - Contact point on Small Arms and related issues

**Responsible for development of content:** To be determined by training group.

**Module 4: Arms Management**

**Module Objective**

After completion of this module the learner must have a thorough understanding of:

- Basic Arms Management Concepts
- The Ownership of Action Model and its concepts of control, Reduction and Prevention

**Table of Contents**

Chapter 1: Arms Management

- Demand Issues:
  - Peace support operations, disarmament, demobilisation and reintegration (DDR)
  - Weapons Collection and Destruction
  - Regulating civilian ownership of SALW
  - SALW and security sector reform
  - The inability of the state to provide sufficient security to the population
  - Stockpile management
Creating a Training Module on SALW for officials and implementing agents

Supply and transfer issues:
- Establishing a normative framework
- Establishing effective operative procedures
- Licensing controls and procedures
- End use certification and monitoring
- Marking and tracing
- Brokering and shipping agents
- Licensed production overseas

Chapter 2: Ownership of Action: A Working Model for Arms Management and Disarmament
- Basic Tenants
- Managing existing flows and stocks and associated problems
- Resolution of small arms proliferation
- Prevention of Future Flows
- Development of national and regional action plans based on the control, resolution and prevention dimensions

Responsible for development of content: To be determined by training group.

Module 5: National Action Plan

Module Objective
After completion of this module the learner must have a thorough understanding of:
- The objectives with the creation of a National Action Plan
- The process of creating a National Action Plan
- The elements of the National Action Plan
- Roles and responsibilities of the government in implementing the National Action Plan
- Roles and responsibilities of civil society in supporting the implementation of the National Action Plan
- National co-ordinating mechanisms for implementation and their interface with civil society
- Civil Society’s role and responsibilities in order to utilise the expertise, solicit support, get information and facilitate their participation in joint operations
## Table of Contents

Chapter 1: The National Action Plan
- Guidelines for the creation of a National Action Plan from the international, regional and sub-regional initiatives to deal with the problem of Small Arms and Light Weapons
- Objectives of the National Action Plan
- Roles and responsibilities of Government
- Roles and responsibilities of Civil Society

Chapter 2: The Mapping Process
- Logic and Method of the Process
- Phases of the Mapping Process:
  - The Pre-Mapping Phase
    - Objectives
    - Activities
    - Role and responsibility of Government
    - Role and Responsibility of Civil Society
  - The Information gathering Phase
    - Objectives
    - Activities
    - Role and responsibility of Government
    - Role and Responsibility of Civil Society
  - The Analysis Phase
    - Objectives
    - Activities
    - Role and responsibility of Government
    - Role and Responsibility of Civil Society
  - The Planning Phase
    - Objectives
    - Activities
    - Role and responsibility of Government
    - Role and Responsibility of Civil Society
  - The Implementation Phase
    - Objectives
    - Activities
Creating a Training Module on SALW for officials and implementing agents

- Role and responsibility of Government
- Role and Responsibility of Civil Society

- Monitoring and Verification:
  - Objectives
  - Activities
  - Role and responsibility of Government
  - Role and Responsibility of Civil Society

Chapter 3: National Implementation Structures:

- The National policy Making Body
  - Organisation and structure
  - Roles and responsibilities
  - Civil Society interface with the National Policy Making Body

- The National Focal Point
  - Organisation and structure
  - Roles and responsibilities
  - National Focal Point members and their roles and responsibilities
  - Civil Society interface with the National Focal Point

- The Provincial/Regional Task Forces
  - Organisation and structure
  - Roles and responsibilities
  - Task Force members and their roles and responsibilities
  - Civil Society interface with the Task Force

- National NGO Network
  - Organisation and structure
  - Roles and responsibilities
  - Co-ordinating members and their roles and responsibilities
  - Governmental interface with the National NGO Network

**Responsible for development of content**: To be determined by training group.
Module 6: Legislation and General Duties

Module Objective
After completion of the module the learner will have the necessary knowledge to function with the law enforcement agencies of neighbouring countries.

Table of Contents
Chapter 1: Introduction
Chapter 2: Basic legislation on firearms, ammunition and explosives
Chapter 3: Basic knowledge of the following specific legislation:
  - Extradition
  - Mutual assistance in criminal matters
  - Hot pursuit
  - Terrorism Act
  - Corruption Act
  - Proceeds of crime
  - Penal Code
  - Evidence Act
  - Criminal Procedure Code
Chapter 4: Basic duties and responsibilities of:
  - Police Officers
  - Customs Officials
  - Immigration Officials
  - Judiciary

Responsible for development of content: To be determined by training group.
Module Seven & More

These are technical modules such as those needed to conduct recovery operations, joint cross-border operations, and similar activities. These should be developed separately by the Regional Task Force taking into account the specific regional needs and the capabilities in existence.
Chapter 3

Example of Basic Training Curriculum for Civil Society for the Implementation of Regional Action

Practical Example: The Nairobi Declaration in the Great Lakes Region and Horn of Africa

PURPOSE

To equip organised Civil Society in the Great Lakes Region and Horn of Africa to fulfil their role and responsibilities in support of the implementation of the Nairobi Declaration, The Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa and other relevant regional and International instruments as part of the National Focal Point on Small Arms.

OBJECTIVES

After completion of the training modules the learner must have:

- An understanding of the nature of the problem and the international solutions proposed
- An understanding of applicable arms initiatives and protocols dealing with Small Arms and Light Weapons

• An understanding of arms management issues in their prevention, control and reduction aspects
• A working knowledge of the planning and conducting of:
  o A Work Plan
  o Mobilisation of Resources
  o Research and information gathering activities
  o Public Awareness Programme
  o Communication and Networking
  o Workshops and seminars
• A working knowledge of the National Action Plan
• A working knowledge of Law Enforcement Agencies, their way of operating and liaison mechanisms
• Practical knowledge of:
  o The relevant national Firearm legislation
  o Identification of firearms ammunition and explosives
  o Reporting procedures
  o Participation in Law Enforcement Operations

**TRAINING MODULES**

**Module 1: Nature of the Problem and International and Regional Solutions Proposed**

**Module Objective**

After completion of this module the learner must have a thorough understanding of:

• The background to and nature of the SALW problem
• Manifestation, impact and effects of the SALW problem with specific reference to the African continent and the various regions of Africa
• Development of the regional strategy to deal with the problem
• Existing Initiatives dealing with Small Arms and Light Weapons
Table of Contents

Topic 1: Definitions and Terminology
- Small Arms
- Light Weapons
- Ammunition and Explosives
- Legal Trade
- Illicit Activities
- Transfers
- Demand
- Supply
- Arms Management
- Disarmament
- Brokering

Topic 2: The manifestation of the problem on the African continent and in their specific region of Africa
- Background and history.
- Manifestation
  - Licit Stock that became Illicit
  - Illicit Stock that has always been Illicit
  - New Stock
- The problem in their specific region of Africa defined

Topic 3: The effects and impact of Small Arms and Light Weapons
- SALW and human rights abuses and breaches of international humanitarian law
- SALW controls
- SALW and terrorism
- SALW and cultures of violence
- SALW and violent crime
- SALW and gender
- SALW and development
- SALW and governance
Topic 4: Existing Initiatives dealing with Small Arms and Light Weapons

- Development of an international and regional strategy to deal with the problem based on the ownership of action model and its dimensions of Control, Reduction and Prevention
  - African Initiatives:
    - The Bamako declaration on the African Common Position on the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons
    - The Nairobi Declaration on the Problem of the Proliferation of Illicit Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa
    - Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa
    - The SADC Declaration
    - The SADC Protocol on the Control of Firearms, Ammunition and other related Materials
    - The ECOWAS Moratorium on the Import, Export and Manufacture of Small Arms and Light Weapons in West Africa
  - International Initiatives:
    - The United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All its Aspects
    - The Protocol Against the Illicit Manufacture of and Trafficking in Firearms, Their Parts and Components, and Ammunition
    - The Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives and Other Related Materials
Topic 5: Implementation of the Nairobi Declaration

- The Declaration
- The Co-ordinated Agenda for Action
- The Implementation Plan
- 1st Ministerial Review Declaration
- The Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region and Horn of Africa

**Responsible for development of content:** A member of the Regional Training Task Force must be held responsible for content development and the provision of background materials.

**Module 2: Arms Management**

**Module Objective**
After completion of this module the learner must have a thorough understanding of:

- Basic Arms Management Concepts
- The Ownership of Action Model and its concepts of control, Reduction and Prevention

**Table of Contents**

**Topic 1: Arms Management**

- Demand Issues:
  - Peace support operations, disarmament, demobilisation and reintegration (DDR)
  - Weapons Collection and Destruction
  - Regulating civilian ownership of SALW
  - SALW and security sector reform
Creating a Training Module on SALW for officials and implementing agents

- The inability of the state to provide sufficient security to the population
- Stockpile management

Supply and transfer issues:
- Establishing a normative framework
- Establishing effective operative procedures
- Licensing controls and procedures
- End use certification and monitoring
- Marking and tracing
- Brokering and shipping agents
- Licensed production overseas

**Topic 2: Ownership of Action: A Working Model for Arms Management and Disarmament**

- Basic Tenants
- Managing existing flows and stocks and associated problems
- Resolution of small arms proliferation
- Prevention of Future Flows
- Development of national and regional action plans based on the control, resolution and prevention dimensions

**Responsible for development of content:** A member of the Regional Training Task Force must be held responsible for content development and the provision of background materials.

**Module 3: Planning and Action**

**Module Objective**

After completion of this module the learner must be able to plan and conduct:

- A Work Plan
- Mobilisation of Resources
- Research and information gathering activities
- Public Awareness Programme
- Communication and Networking
- Workshops and seminars

**Table of Contents**

**Topic 1: Planning and work plan**
- Overview
- Assessing the situation
  - Understanding problems and solutions
  - Mapping solutions
  - Analysing the environment
- Establishing Goals
  - Prioritising solutions
  - Setting goals
- Developing a Strategy
  - Framing the issues
  - Identifying and categorising stakeholders
  - Devising a strategy
- Planning Activity
  - Setting objectives
  - Developing an action plan
- Implementation and Monitoring
  - Developing a monitoring framework
  - Setting indicators
  - Information gathering
  - Monitoring and verification activities
- Evaluation
  - Evaluation tools

**Topic 2: Mobilisation of Resources**
- Overview of funding and mobilising resources
- Methods of mobilising resources
- Identifying and researching potential funding sources
- Sources of funding and their implications
- Writing a proposal for support
- Writing a report
Topic 3: Research and Information Gathering

- Overview and different types of research
- Key questions to address
- Primary and secondary information
- Information gathering plan
- Research activities and gathering of information
- Analysis and evaluation of data
- Presentation of research results

Topic 4: Public Awareness

- Basic tenants of a public awareness campaign
- Devising a communication Strategy
- Compiling the message/s for communication
- Identification of the audience
- Tailoring the awareness message/s to suit the audience/s
- Choosing the medium/s of communication
- Guidelines for communicating with different audiences
- Mobilising support through an awareness programme
- Monitoring and evaluation of the awareness campaign

Topic 5: Communication and Networking

- Different methods of communication
  - Using the Media
  - Briefings
  - Workshops and Seminars
  - Lobbying
- Networking
  - Types of networks
  - Different methods of networking
  - Establishing a network
  - Servicing a network
  - Follow-up and evaluation

Topic 6: Workshops and Seminars

- Types of Workshops and seminars
- Planning a Workshop or seminar
Organising a workshop or seminar
Role of the Facilitator during a workshop or seminar
Workshop and seminar proceedings, report and follow-up
Evaluation

Responsible for development of content: A member of the Regional Training Task Force must be held responsible for content development and the provision of background materials.

Module 4: National Action Plan

Module Objective
After completion of this module the learner must have a thorough understanding of:

- The objectives with the creation of a National Action Plan
- The process of creating a National Action Plan
- The elements of the National Action Plan
- Roles and responsibilities of the government in implementing the National Action Plan
- Roles and responsibilities of Civil Society in supporting the implementation of the National Action Plan
- National Co-ordinating mechanisms for implementation and their interface with Civil Society

Table of Contents

Topic 1: The National Action Plan
- Guidelines for the creation of a National Action Plan from the international, regional and sub-regional initiatives to deal with the problem of Small Arms and Light Weapons
- Objectives of the National Action Plan
- Roles and responsibilities of Government
- Roles and responsibilities of Civil Society

Topic 2: The Mapping Process
- Logic and Method of the Process
Phases of the Mapping Process:
  o The Pre-Mapping Phase
    ▪ Objectives
    ▪ Activities
    ▪ Role and responsibility of Government
    ▪ Role and Responsibility of Civil Society
  o The Information gathering phase
    ▪ Objectives
    ▪ Activities
    ▪ Role and responsibility of Government
    ▪ Role and Responsibility of Civil Society
  o The Analysis Phase
    ▪ Objectives
    ▪ Activities
    ▪ Role and responsibility of Government
    ▪ Role and Responsibility of Civil Society
  o The Planning Phase
    ▪ Objectives
    ▪ Activities
    ▪ Role and responsibility of Government
    ▪ Role and Responsibility of Civil Society
  o The Implementation Phase
    ▪ Objectives
    ▪ Activities
    ▪ Role and responsibility of Government
    ▪ Role and Responsibility of Civil Society

Monitoring and Verification
  o Objectives
  o Activities
  o Role and responsibility of Government
  o Role and Responsibility of Civil Society

Topic 3: National Implementation Structures
  • The National policy Making Body
    o Organisation and structure
    o Roles and responsibilities
Chapter 3

• Civil Society interface with the National policy Making Body
  • The National Focal Point
    o Organisation and structure
    o Roles and responsibilities
    o National Focal Point members and their roles and responsibilities
    o Civil Society interface with the National Focal Point
  • The Provincial/Regional Task Forces
    o Organisation and structure
    o Roles and responsibilities
    o Task Force members and their roles and responsibilities
    o Civil Society interface with the Task Force
  • National NGO Network
    o Organisation and structure
    o Roles and responsibilities
    o Co-ordinating members and their roles and responsibilities
    o Governmental interface with the National NGO Network

Responsible for development of content: A member of the Regional Training Task Force must be held responsible for content development and the provision of background materials.

Module 5: Practical Aspects

Module Objective
After completion of this module the learner must have a practical working knowledge of:

• Law Enforcement Agencies, their way of operating and liaison mechanisms. As such:
  o The learner must know the general roles, responsibilities of the following law enforcement agencies:
    ▪ Police
    ▪ Customs
    ▪ Immigrations
Creating a Training Module on SALW for officials and implementing agents

- Judiciary
- Border guards and gendarmerie
- The military
  - The learner must have a basic knowledge of the regional law enforcement structures, such as the Interpol SRB, EAPCCO, Customs Union, etc.
  - The learner must know the mechanism within the different law enforcement agencies for liaison with the public.
- The relevant national Firearm legislation. As such:
  - The learner must have a basic understanding of the applicable national Firearms legislation to know what is legal and what is illegal in terms of ownership, collection, possession, transport, of firearms and ammunition.
  - The learner must understand the required reporting and evidence requirements as far as firearms and ammunition is concerned in his/her own country.
- Identification of firearms ammunition and explosives. As such the learner must be able to:
  - Identify the different types of small arms and light weapons most common to the specific country/region.
  - Identify the types of ammunition, grenades, etc most common to the specific country/region.
  - Know that all small arms, light weapons, ammunition and explosive devices are potentially lethal, and that non-trained personnel should under no circumstances handle it.
  - Know the correct procedure to mark, guard and report any small arms, light weapons, ammunition and explosive devices.
- Participation in Law Enforcement Operations. The learner must know the role and responsibilities civil Society can undertake to support law enforcement agencies in arms reduction operations.
Table of Contents

Topic 1: Law Enforcement Agencies

- Police:
  - Sub-regional and regional Cooperation structures
  - Police Statutes or Act
  - Roles and responsibilities
  - Working with the Police:
    - Police culture
    - Standard operational issues
    - Liaison mechanisms

- Customs:
  - Sub-regional and regional Cooperation structures
  - Customs Act
  - Roles and responsibilities
  - Working with Customs Officials:
    - Customs culture
    - Standard operational issues
    - Liaison mechanisms

- Immigrations:
  - Sub-regional and regional Cooperation structures
  - Immigration Act
  - Roles and responsibilities
  - Working with Immigration Officials:
    - Immigration culture
    - Standard operational issues
    - Liaison mechanisms

- Judiciary:
  - Roles and responsibilities
  - Working with officials from the Justice Department:
    - Judiciary culture
    - Standard operational issues
    - Liaison mechanisms

- Military:
  - Sub-regional and regional Cooperation structures
  - Military Statutes or Act
Creating a Training Module on SALW for officials and implementing agents

- Roles and responsibilities
- Working with the Military:
  - Military culture
  - Standard operational issues
  - Liaison mechanisms

Topic 2: National Firearms and Ammunition Act
- Ownership of Firearms
- Illegal possession of firearms and ammunition
- Restrictions on possession
- Safekeeping and safe storage of firearms and ammunition
- Transport of Firearms and ammunition
- Reporting procedure in case of lost or stolen or found firearm or ammunition

Topic 3: Identification of Small Arms, Light Weapons, ammunition and Explosive devices
- Small Arms:
  - Pistols and Revolvers and their ammunition
  - Shotguns and their ammunition
  - Rifles and their ammunition
  - Semi-automatic rifles and their ammunition
  - Assault rifles and their ammunition
  - Sub-machine guns and their ammunition
  - Home Made Firearms and their ammunition
- Light Weapons:
  - Machineguns and their ammunition
  - Mortars and their ammunition
  - Grenade Launchers and their ammunition
  - Surface to air missiles and their ammunition
  - Rocket propelled grenade launchers and their ammunition
  - Hand grenades
  - Mines
  - Explosives and accessories

Topic 4: Participation in Law Enforcement operations
- Types of Law Enforcement Operations:
o Arms Reduction Operations
o Joint Operations
o Cross Border Operations

- Activities that can be undertaken by Civil Society in support of law enforcement operations:
  o Public Awareness Campaigns
  o Research and Information Gathering
  o Collection and Destruction activities
  o Joint activities such as community based policing activities, neighbourhood watches, etc

**Responsible for development of content:** A member of the Regional Training Task Force must be held responsible for content development and the provision of background materials.