Reporting Template for International and Regional Organizations
Programme of Action on small arms and light weapons
International Tracing Instrument
(2020 report covering implementation period of 2018-2019)

I. Organization and focal point

1. Organization name
   a. Address
   b. Organizational email
   c. Homepage (relevant website)
2. SALW Focal Point
   a. (Name)
   b. Title
   c. Section/Department
   d. Email
   e. Telephone
3. Applicable (sub)region
4. Member States in the (sub)region
5. General mandate / purpose of the organization

II. Regional Instruments

6. Regional instrument(s) relevant for the implementation of the Programme of Action (if applicable)
   a. title of instrument(s)
   b. scope, objectives and main provisions of the instrument(s)
   c. mandated function of your organization under regional instrument(s)
   d. requirement for national reports under regional instrument(s)
   e. national focal points for your organization under regional instrument(s)
   f. regional action plan under regional instrument(s)

III. UN Programme of Action

7. Mandates and roles relevant for the implementation of the Programme of Action
8. Meetings
   a. participation in global UN PoA meetings
   b. regular meetings relevant to PoA process organized by your organization
      i. frequency and timing of meeting(s) (e.g. once a year in April)
      ii. timing of meetings aligned with the UN PoA process
9. Challenges related to implementation of the PoA for States of your (sub)region
10. Targets/goals for States of your (sub)region and/or your organization, which are consistent with PoA implementation.

IV. International assistance

11. International assistance (including regional assistance)
    a. assistance provided to member states during the reporting period
    b. needs for international assistance - technical/financial contributions
V. Relevant issues

12. Gender-specific considerations
   c. policies/guidance documents for gender-specific actions by your organization
   d. gender-focused initiatives/projects implemented during the reporting period
   e. gender-mainstreaming of SALW projects implemented during the reporting period

13. Contributions to implementation of the 2030 Agenda for Sustainable Development
   f. SDG-related initiatives/projects implemented during the reporting period
   g. regional indicator(s)

VI. Additional remarks

Date:

An MS-Word or PDF version of your completed 2020 report should be sent via e-mail to conventionalarms-unoda@un.org by 31 May 2020.