



RMDS/G 02.10 (Guideline)

4th Edition
2006-07-20

Glossary of SALW terms and abbreviations

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Foreword

On 08 May 2003 the development of regional micro-disarmament¹ standards and guidelines was discussed during the RACVIAC sponsored seminar on '**SALW - A year after implementation of the Stability Pact Plan**'. The consensus was that such standards and guidelines were desirable, and SEESAC agreed to develop a framework and then take responsibility for the future development of regional standards. It was agreed RMDS/G would be designed to support the work at the operational level, and would go further than the more generic 'best practice' documents currently available. After a wide-ranging discussion between stakeholders as to the status of RMDS/G it has been agreed that the term 'standards' will refer to the technical issues, whilst 'guidelines' will apply to 'programme' issues.

This RMDS/G² reflects the development of operational procedures, practices and norms, which have occurred over the past four years in the area of Small Arms and Light Weapons (SALW)³ control. Best operational practices have been identified and reviewed from within the region and beyond, and included as appropriate within this RMDS/G.

SEESAC has a mandate under the Stability Pact Regional Implementation Plan to fulfil, among others, operational objectives of 1) sharing information on and enhancing co-operation in the establishment and implementation of SALW control and reduction programmes and approaches among regional actors; and 2) providing linkage and co-ordination with the other relevant regional initiatives. The development of RMDS/G is one means of fulfilling that mandate.

The work of preparing, reviewing and revising these standards and guidelines is conducted by SEESAC, with the support of international, governmental and non-governmental organisations and consultants. The latest version of each standard, together with background information on the development work, can be found at www.seesac.org. RMDS/G will be reviewed at least every three years to reflect developing SALW control norms and practices, and to incorporate changes to international regulations and requirements. The latest review was conducted on 01 March 2006, which has reflected the development of the UN Integrated Disarmament, Demobilization and Reintegration Standards (IDDRS) www.unddr.org, which include RMDS/G as a normative reference in the Disarmament and the SALW Control modules.

¹ Defined as: 'the monitoring, collection, control and final disposal of small arms, related ammunition and explosives and light weapons of combatants and often also of the civilian population. It includes the development of responsible weapons and ammunition management programmes'. Often used interchangeably with SALW control in the past, but SALW Control is now the recognised terminology. The term Micro-Disarmament has only been used here to ensure consistency of the RMDS/G concept, rather than renaming the standards.

² The layout and format of RMDS/G are based on the highly successful International Mine Action Standards (IMAS). The cooperation of the UN Mine Action Service (UNMAS) is acknowledged by SEESAC during the development of RMDS/G.

³ There is no agreed international definition of SALW. For the purposes of RMDS/G the following definition will apply: '**All lethal conventional munitions that can be carried by an individual combatant or a light vehicle, that also do not require a substantial logistic and maintenance capability**'

Glossary of SALW terms and abbreviations

1 Scope

This Glossary provides a summary of the SALW terms and abbreviations used in the regional micro-disarmament standards and guidelines (RMDS/G). If two or more alternative definitions are in common use, then both are given in this glossary.

2 References

The following normative documents contain provisions, which, through reference in this text, constitute provisions of this part of the standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this part of the standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid ISO or EN:

- a) SO 3166, Codes for the representation of names of countries;
- b) ISO 8402, Quality management and quality assurance - Vocabulary;
- c) ISO 10241, International terminology standards - Preparation and layout;
- d) ISO Guide 51, Safety aspects - Guidelines for their inclusions in standards;
- e) ISO/IEC Guide 2, Standardization and related activities - General vocabulary;
- f) ISO/IEC Directives Part 2, Methodology for the development of International Standards;
- g) ISO/IEC Directives Part 3, Rules for the structure and drafting of International Standards;
- h) ISO Standards Handbook, Quantities and units;
- i) OHSAS 18001:1999, Occupational health and safety management systems – Specification;
- j) OHSAS 18002:2000, Occupational health and safety management systems – Guidelines for the implementation of OHSAS 18001;
- k) ILO R164 - Occupational safety and health recommendation 1981;
- l) ILO C155 - Occupational safety and health convention 1981; and
- m) AAP-6 (V), NATO glossary of terms and definitions.

3 Terms and definitions

3.1

abandoned explosive ordnance (AXO)

explosive ordnance that has not been used during an armed conflict, that has been left behind or dumped by a party to an armed conflict, and which is no longer under control of the party that left it behind or dumped it. Abandoned explosive ordnance may or may not have been primed, fuzed, armed or otherwise prepared for use. [CCW Protocol V]

3.2

accident

an undesired event, which results in **harm**

Note: Modified from definition in OHSAS 18001:1999,

**3.3
ammunition**
See **munition**

**3.4
arms control**
the imposition of restrictions of the production, exchange and spread of weapons by an authority vested with legitimate powers to enforce a restriction.

**3.5
arms exports**
the trade in weapons, guns and ammunition, usually international and often closely monitored and controlled by governments.

**3.6
arms limitation**
the qualitative and quantitative restriction of weapons either by bilateral or multilateral agreement among states.

**3.7
awareness**
see SALW awareness

**3.8
benchmark**
reference point or standard against which performance or achievements can be assessed.

**3.9
border controls**
the existence of checks and regulations between countries that controls access to and from the country, of people, goods and services.

**3.10
broker**⁴
the natural person or legal entity that carries out a brokering activity.

anyone who directly performs an activity defined as a brokering activity in the exercise of their own commercial or legal relations. The acts of natural persons, especially employees, are to be ascribed to the legal entity.

**3.11
brokering**⁵
activities that serve to facilitate the transfer of arms between persons in different third countries, insofar as such transfer is furthered through the assistance of a so-called **broker**.

- Note: Core brokering activities include;
- a) acquisition of SALW located in one third country for the purpose of transfer to another third country;
 - b) mediation between sellers and buyers of SALW to facilitate the transfer of these arms from one third country to another; and
 - c) the indication of an opportunity for such a transaction to the seller or buyer (in particular the introduction of a seller or buyer in return for a fee or other consideration).

⁴ Source: OSCE Best Practices Guide - National Control of Brokering Activities.

⁵ Source: OSCE Best Practices Guide - National Control of Brokering Activities.

3.12

burning ground

an area authorised for the destruction of **ammunition, mines** and **explosives** by burning.

3.13

buy back

the direct linkage between the surrender of weapons, ammunition, mines and explosives in return for cash.

Note: Buy Back schemes have been practised in the past, but the concept is often unacceptable to international donors.⁶ There is a perception that such schemes reward irresponsible armed personnel who may have already harmed society and the innocent civilian population. They also provide the opportunity for an individual to conduct low level trading in SALW.

3.14

capacity

the strength and ability, which could be in terms of knowledge, skill, personnel and resources, to achieve desired objectives.

3.15

capacity building

programmes that empower and enable the recipients' independent development.

3.16

CBP

(community-based policing)

a philosophy (a way of thinking) and an organisational strategy (a way to carry out the philosophy) that allows the police and the community to work together in new ways to solve problems of crime, disorder and safety issues to improve the quality of life for everyone in that community.

Note: CBP involves the police participating in the community and responding to the needs of that community, and the community participating in its own policing and supporting the police.

Note: It can further be explained as: 'the police working in partnership with the community; the community thereby participating in its own policing; and the two working together, mobilising resources to solve problems affecting public safety over the longer term rather than the police, alone, reacting short term to incidents as they occur.'

3.17

ceasefire agreement

a binding, non-aggression pact to enable dialogue between conflicting parties.

3.18

CEN (Committee European Normalisation)

CEN is the European Committee for Standardisation.

Note: The mission of CEN is to promote voluntary technical harmonisation in Europe in conjunction with worldwide bodies and its European partners. European standards (referred to as EN (Europe Normalisation)) form a collection, which ensures its own continuity for the benefit of users.

3.19

child protection

the protection of children against violence, exploitation and abuse. It includes the situation of children in conflict with the law and children without customary caregivers (such as orphans, children in institutions and those separated from families in time of conflict or disaster) – conditions that render children particularly vulnerable to violence, abuse and exploitation.⁷

⁶ As of March 2002, UNDP-BCPR will no longer support such schemes.

⁷ Lindgren, Karen, 'The Protective Environment: Development Support for Child Protection', *Human Rights Quarterly* 27 (2005) 214-248, p.216

3.20

child soldiers

the use of children, usually under the age of 16, as soldiers, armed militias or irregulars.

3.21

civil-military relations

the balance of power between the military and constituted civilian authorities. It depicts any given distribution of functions between military institutions and civilian leaders, and describes who controls who. Civil-military relations are a continuum with the balance varying across countries.

Note: In a stable democracy, civil-military relations is characterised by a government made up of elected civilians who control the military, with oversight powers deriving from the constitution. But in a military dictatorship and, sometimes, in a conflict or posty-conflict polity, the military controls the government and is not accountable to civil institutions.

3.22

CoE

(Council of Europe)

3.23

community involvement

in the context of SALW the term refers toa process designed to place the needs and priorities of affected communities at the centre of the planning, implementation and monitoring of SALW control and other sectors.

Note: Community involvement is based on an exchange of information and involves communities in the decision making process in order to establish priorities for SALW control. In this way SALW control aims to be inclusive, community focused and ensure the maximum involvement of all sections of the community. This involvement includes joint planning, implementation, monitoring and evaluation of projects.

Note: Community involvement also works with communities to develop specific interim safety strategies promoting individual and community behavioural change. This is designed to reduce the impact of SALW on individuals and communities until such time as the threat is removed.

Note: This shall be one of the major strategic principles of **SALW Control**.

3.24

conflict prevention

measures taken to try and prevent violent confrontation.

3.25

conflict reduction

strategies employed by states with the aim of diffusing tensions and building sustainable peace.

Note: These strategies may include programmes designed to build national and local capacity to settle disputes; the promotion of coordinated conflict prevention policies among international actors, and assisting countries in reducing the proliferation of arms.

3.26

conflict resolution

efforts designed to increase cooperation among the parties to a conflict and strengthen their relationships by building or deepening the institutions and processes through which the parties interact.

Note: Conflict resolution is used to reduce the possibility of violence, or to consolidate the cessation of a violent conflict in an attempt to prevent its re-escalation.

3.27

cooperation

the process of combining separate actors (states/members/armies) to work as a cohesive unit in attaining pre-defined goals.

3.28

crisis management

actions undertaken by governments, and non-governmental agencies, in an attempt to respond to security challenges, identify their root causes and build international capacity to prevent conflicts from recurring.

3.29

CSO

(civil society organization)

non-state organizations composed of voluntary participants.

3.30

DDR

(Disarmament, Demobilization and Reintegration)

a three-pronged programme of reducing or abolishing weapons of former government or opposition forces, shedding their excess personnel and integrating their former fighters back to normal civil life, after a period of (usually internal) conflict.

3.31

decommissioning

the removal of weapons from active service.

the placing of weapons beyond use as part of a peace process.

3.32

deflagration

the conversion of **explosives** into gaseous products by chemical reactions at or near the surface of the explosive (cf **detonation**).

3.33

demobilisation

the process by which armed forces (government and/or opposition or factional forces) either downsize or completely disband, as part of a broader transformation from war to peace'.⁸

Note: Typically, demobilisation involves the assembly, quartering, disarmament, registration, profiling, administration and discharge of former combatants, who may receive some form of compensation to encourage their transition to civilian life.

3.34

demilitarisation

the complete range of processes that render weapons, ammunition, mines and explosives unfit for their originally intended purpose.⁹

Note: Demilitarisation not only involves the final destruction process, but also includes all of the other transport, storage, accounting and pre-processing operations that are equally as critical to achieving the final result.

3.35

destroy (destruction) in situ

blow in situ.

the **destruction** of any item of ordnance by **explosives** without moving the item from where it was found, normally by placing an **explosive** charge alongside.

⁸ Disarmament, Demobilisation and Re-integration of Ex-combatants in a Peacekeeping Environment, UNDPKO, December 1999.

⁹ IMAS 11.10.

3.36

destruction

the process of final conversion of weapons, ammunition, mines and explosives into an inert state that can no longer function as designed.

3.37

detonator

a device containing a sensitive **explosive** intended to produce a **detonation** wave. [AAP-6]

3.38

detonation

the rapid conversion of **explosives** into gaseous products by means of a shock wave passing through the explosive (c.f. **deflagration**). Typically, the velocity of such a shock wave is more than two orders of magnitude higher than a fast **deflagration**).

3.39

donor

in the context of SALW, the term refers to all sources of funding, including the government of SALW affected states.

3.40

donor funding

financial assistance provided by multilateral, bilateral or individual actors involved in aiding missions and security-related projects especially in developing countries.

3.41

DPKO

(Department of Peacekeeping Operations) (UN)

3.42

diurnal cycling

the exposure of ammunition and explosives to the temperature changes induced by day, night and change of season.

3.43

disposal (logistic)

the removal of ammunition and explosives from a stockpile by the utilisation of a variety of methods, (that may not necessarily involve destruction). Logistic disposal may or may not require the use of Render Safe Procedures.

Note: There are five traditional methods of disposal used by armed forces around the world, some of which are obviously not suitable for SALW Control programmes. These are; 1) sale; 2) gift; 3) increased use at training; 4) deep sea dumping; and 5) destruction or demilitarisation.¹⁰

3.44

disposal site

an area authorised for the destruction of **ammunition** and **explosives** by **detonation** and burning.

3.45

DREAM

Disarmament, Demobilization, Reintegration and Arms Management. (A UNDP DDR Management Information System).

¹⁰ This is an obvious area where confusion can be caused due to the use of incorrect terminology or translation. One party may assume that when the other mentions disposal they are really talking about destruction. This may not be the case!

3.46

drill

an inert replica of ammunition specifically manufactured for drill, display or instructional purposes.

3.47

economic development

the process of improvement of a country's economic situation.

Note: Some of the indicators used to measure the level of economic development are per-capita income, unemployment, inflation and percentage of population living below the poverty line.

3.48

EU

(European Union)

3.49

evaluation

a process that attempts to determine as systematically and objectively as possible the merit or value of an intervention.

Note: The word 'objectively' indicates the need to achieve a balanced analysis, recognising bias and reconciling perspectives of different stakeholders (all those interested in, and affected by programmes, including beneficiaries as primary stakeholders) through use of different sources and methods.

Note: Evaluation is considered to be a strategic exercise.

Note: Definition when used in relation to programmes. (*UNICEF Policy and Programming Manual*).

3.50

explosives

a substance or mixture of substances, which, under external influences, is capable of rapidly releasing energy in the form of gases and heat. [AAP-6]

3.51

explosive danger area

the area surrounding a demolition ground or ammunition storage area determined by the distances any fragments due to the detonation of ammunition may be expected to travel.

3.52

explosive materials

components or ancillary items, which contain some **explosives**, or behave in an explosive manner, such as **detonators** and **primers**.

3.53

explosive ordnance

all munitions containing **explosives**, nuclear fission or fusion materials and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms **ammunition**; all **mines**, torpedoes and depth charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature. [AAP-6]

3.54

Explosive Ordnance Disposal (EOD)

the detection, identification, evaluation, render safe, recovery and final disposal of unexploded explosive ordnance. It may also include the rendering-safe and/or disposal of such explosive ordnance, which have become hazardous by damage or deterioration, when the disposal of such

explosive ordnance is beyond the capabilities of those personnel normally assigned the responsibility for routine disposal.¹¹

Note: The presence of ammunition and explosives during SALW Control operations will inevitably require some degree of EOD response. The level of this response will be dictated by the condition of the ammunition, its level of deterioration and the way that the local community handles it.

3.55

Explosive Remnants of War (ERW)

unexploded ordnance (**UXO**) and abandoned explosive ordnance (**AXO**) that remain after the end of an armed conflict . [CCW Protocol V]

3.56

fragmentation hazard zone

for a given **explosive** item, explosive storage or **mine/UXO** contaminated area, the area that could be reached by fragmentation in the case of **detonation**.

Note: Several factors should be considered when determining this zone; the amount of explosive, body construction, type of material, ground conditions etc. See also [**secondary fragmentation**].

3.57

firearm

a barrelled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barrelled weapon and anything that can be adapted for use as a firearm.¹²

3.58

funding

financial resources to make some project or mission possible.

3.59

fuze

a device that initiates an **explosive** train. [AAP-6]

3.60

gender issues

policies, ideas or concerns that involve the poor treatment, lack of social inclusion or disempowerment of groups based on their gender - usually women or girls.

3.61

harm

physical injury or damage to the health of people, or damage to property or the environment. [ISO Guide 51: 1999(E)]

3.62

harmful event

occurrence in which a **hazardous situation** results in harm. [ISO Guide 51: 1999(E)].

3.63

hazard

potential source of **harm**. [ISO Guide 51: 1999(E)]

3.64

Hazard Divisions (HD)

the UN classification system that identifies hazardous substances.

¹¹ UN Guidelines for Stockpile Destruction, June 2000.

¹² Criminal Code of Canada (CCofC) Section (S) 2 'Interpretation' Paragraph 2.

Note: For example, Class 1 (Explosives) is subdivided into 6 Hazards Divisions.

3.65

hazardous situation

circumstance in which people, property or the environment are exposed to one or more **hazards**. [ISO Guide 51: 1999(E)].

3.66

health

in relation to work, indicated not merely the absence of disease or infirmity, it also includes the physical and mental elements affecting health, which are directly related to safety and hygiene at work. [ILO C155]

3.67

human security

regards security from the perspective of the individual. Securing health, property and life from violent or abusive forces.

3.68

IANSAs

International Action Network on Small Arms

3.69

ICRC

International Committee of the Red Cross

3.70

IDDRS

Integrated Disarmament, Demobilization and Reintegration Standards (UN)

3.71

ILO

International Labour Organization

3.72

incentives

acts or conditions that encourages the attainment of a goal.

3.73

indicator

quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement, to reflect changes connected to an intervention, or to help assess the performance of a given development or aid factor.

3.74

inert

an item of ammunition that contains no explosive, pyrotechnic, lachrymatory, radioactive, chemical, biological or other toxic components or substances.

Note: An inert munition differs from a drill munition in that it has not necessarily been specifically manufactured for instructional purposes. The inert state of the munition may have resulted from a render safe procedure or other process to remove all dangerous components and substances. It also refers to the state of the munition during manufacture prior to the filling or fitting of explosive or hazardous components and substances.

3.75

intended use

the use of a product, process or service in accordance with information provided by the supplier. [ISO Guide 51: 1999(E)]

3.76

International Organization for Standardization (ISO)

Note: A worldwide federation of national bodies from over 130 countries. Its work results in international agreements, which are published as ISO **standards** and **guides**. ISO is a NGO and the standards it develops are voluntary, although some (mainly those concerned with health, **safety** and environmental aspects) have been adopted by many countries as part of their regulatory framework. ISO deals with the full spectrum of human activities and many of the tasks and processes that contribute to SALW control have a relevant standard. A list of ISO standards and guides is given in the ISO Catalogue [www.iso.ch/info/catinfo/html].

Note: The RMDS/G have been developed to be compatible with ISO standards and guides. Adopting the ISO format and language provides some significant advantages including consistency of layout, use of internationally recognised terminology, and a greater acceptance by international, national and regional organizations who are accustomed to the ISO series of standards and guides.

3.77

intervention

a wide variety of situations in which an actor enters into the area of another, with or without the consent of the other.

3.78

lachrymatory ammunition

ammunition containing chemical compounds that are designed to incapacitate by causing short-term tears or inflammation of the eyes.

3.79

lessons learned

generalisations based on evaluation experiences with projects, programmes or policies that abstract from the specific situations to broader circumstances. Lessons often highlight strengths and weaknesses in preparation, design and implementation that affect performance, outcome and impact.

3.80

logistic disposal

in the context of SALW, the term refers to the removal of **ammunition** and **explosives** from a **stockpile** utilising a variety of methods, (that may not necessarily involve destruction). Logistic disposal may or may not require the use of **RSP**.

3.81

magazine

any building, structure or container approved for the storage of explosive materials.

3.82

memorandum of understanding (MoU)

a document used to facilitate a situation or operation when it is not the intention to create formal rights and obligations in international law but to express commitments of importance in a non-binding form.

3.83

methodology

a logical arrangement of the procedures of performing a task.

3.84

micro-disarmament

the collection, control and disposal of small arms, ammunition, explosives, light and heavy weapons of combatants and often also of the civilian population. It includes the development of responsible weapons and ammunition management programmes.

3.85

micro-disarmament organisation

refers to any organisation (government, military or commercial entity) responsible for implementing SALW Control projects or tasks. The organisation may be a prime contractor, subcontractor, consultant or agent.

3.86
mission

the general expression of the overall purpose of the organization and should be consistent with the values and expectations of the major stakeholders.

3.87
MOD

(Ministry of Defence)

3.88
monitoring

in the context of SALW Control, the term refers to the authorised observation by qualified personnel of sites, activities or processes without taking responsibility for that being observed . This is usually carried out to check conformity with undertakings, procedures or standard practice and often includes recording and reporting elements.

3.89
monitoring body

an organisation, normally an element of the national authority, responsible for management and implementation of the national monitoring system.

3.90
munition

a complete device charged with **explosives**, propellants, pyrotechnics, initiating composition, or nuclear, biological or chemical material for use in military operations, including **demolitions**. [AAP-6].

Note: In common usage, 'munitions' (plural) can be military weapons, ammunition and equipment.

3.91
national authority

in the context of SALW, the term refers to.. the government department(s), organization(s) or institution(s) in a country charged with the regulation, management and coordination of **SALW** activities.

3.92
national plan

a comprehensive, short, medium or long-term strategy to promote development of a specific issue in a country.

3.93
NATO

(North Atlantic Treaty Organization)

3.94
neutralise

the act of replacing safety devices such as pins or rods into an **explosive** item to prevent the fuze or igniter from functioning.

Note: It does not make an item completely safe as removal of the safety devices will immediately make the item active again (c.f. **disarm**)

3.95
NGO

(non-governmental organization)
an autonomous, voluntary, non-profit organization.

3.96

non-sparking material

material that will not produce a spark when struck with other tools, rocks or other hard surfaces.

3.97

OBOD

Open Burning and Open Detonation

Note: Ammunition destruction methods using burning, **deflagration** and **detonation** techniques.

3.98

operational objective

specific targets set by the organization to achieve the mission. They should be precise, ideally quantifiable and should be achievable with the resources that are likely to become available.

3.99

OSCE

(Organization for Cooperation and Security in Europe)

3.100

outputs

the products, capital goods and services which result from an intervention. Outputs may also include changes resulting from the intervention and which are relevant for the achievement of the outcomes.

3.101

particle board

a composition board made of small pieces of wood, bonded together.

3.102

peace agreement

a contract, usually written between two warring factions or states, which stipulates the conditions for the end of fighting.

3.103

peacekeeping

a technique pioneered and developed by the United Nations and based on the principle that an impartial presence by the United Nations on the ground can ease tensions and allow negotiated solutions in a conflict environment.

Note: Although the UN is the traditional body charged with the peacekeeping role, multilateral and regional organizations have in the past undertaken peacekeeping missions in volatile states.

3.104

peace support operations

a range of operations that have the objective of either preserving, establishing or restoring peace - in or after violent conflict.

multifunctional operations in which impartial military activities are designed to create a secure environment and to facilitate the efforts of the civilian elements of the mission to create a self-sustaining peace.

Note: This has superseded the term **peacekeeping** in military operations as PSO includes; 1) peace-keeping; 2) peace-enforcement; 3) peace-making; 4) peace-building; and 5) humanitarian operations.

3.105

policy

defines the purpose and goals of an organization, and it articulates the rules, standards and principles of action which govern the way in which the organization aims to achieve these goals.

Note: Policy evolves in response to strategic direction and field experience. In turn, it influences the way in which plans are developed, and how resources are mobilised and applied. Policy is prescriptive and compliance is assumed, or at least is encouraged.

3.106
policy development

the assistance many academic, international and non-governmental organizations provide to governments in developing their strategies and managerial approaches to particular issues, problems or events.

3.107
political stability

a situation where the political system and its actors, rules, cultures and institutions achieve balance and maintain a certain degree of order.

3.108
post-conflict

the time, period or events taking place in a given state or region that had experienced an outbreak of violence or conflict in its recent historical past.

3.109
primer

a self-contained **munition** which is fitted into a cartridge case or firing mechanism and provides the means of igniting the propellant charge.

3.110
protective measure

means used to reduce **risk** [ISO Guide 51:1999(E)]

3.111
public information

information that is released or published for the primary purpose of keeping the public fully informed, thereby gaining their understanding and support.

Note: The objective of public information (PInfo) within **SALW** is to raise general awareness.

Note: PInfo is a mass mobilisation approach that delivers information on the **SALW** problem.

Note: In an emergency situation, due to time constraints and lack of accurate data it is the most practical means of communicating safety information.

Note: In other situations, PInfo can support community liaison/involvement.

3.112
quality

degree to which a set of inherent characteristics fulfils requirements. [ISO 9000:2000]

3.113
quality management

coordinated activities to direct and control an organization with regard to quality. [ISO 9000:2000]

3.114
quality control (QC)

part of quality management focused on fulfilling quality requirements. [ISO 9000:2000]

Note: QC relates to the *inspection* of a finished product. In the case of collection and destruction, the 'product' is destroyed weapons.

3.115
quality assurance (QA)

part of quality management focused on providing confidence that quality requirements will be met. [ISO 9000:2000]

Note: The purpose of QA in **SALW** is to confirm that management practices and operational procedures for collection and destruction operations are appropriate, and will achieve the stated requirement in a safe, effective and efficient manner. Internal QA will be conducted by **SALW organizations** themselves, but external inspections by an external **monitor** should also be conducted.

3.116

reasonably foreseeable misuse

use of a product, process or service in a way not intended by the supplier, but which may result from readily predictable human behaviour. [ISO Guide 51: 1999(E)]

3.117

reconstruction

the process of rebuilding the institutions of state, which have failed or are failing due to circumstances of war or to systematic destruction through poor governance.

3.118

recovery

a restorative process in relation to the situation prior to the distress. It might entail 'healing', reparation, amelioration and even regeneration.

3.119

reintegration

assistance measures provided to former combatants that would increase the potential for their and their families' economic and social reintegration into civil society.¹³

Note: Reintegration programmes could include cash assistance, or compensation in kind, as well as vocational training, income generating activities and participation in sustainable development programmes. In some UNDP SALW programme, reintegration could include individuals who return munitions.

3.120

Render Safe Procedure (RSP)

the application of special explosive ordnance disposal methods and tools to provide for the interruption of functions or separation of essential components to prevent an unacceptable detonation.¹⁴

3.121

residual risk

in the context of SALW control, the term refers to..... the risk remaining following the application of all reasonable efforts to remove the risks inherent in all collection and destruction activities, and SALW stockpile management. [Modified from ISO Guide 51:1999]

3.122

risk

combination of the probability of occurrence of **harm** and the severity of that **harm**. [ISO Guide 51: 1999(E)]

3.123

risk analysis

systematic use of available information to identify **hazards** and to estimate the **risk**. [ISO Guide 51: 1999(E)]

3.124

risk assessment

overall process comprising a **risk analysis** and a **risk evaluation**. [ISO Guide 51: 1999(E)]

¹³Disarmament, Demobilisation and Re-integration of Ex-combatants in a Peacekeeping Environment, UNDPKO, December 1999.

¹⁴ NATO Definition.

3.125

risk evaluation

process based on **risk analysis** to determine whether the **tolerable risk** has been achieved [ISO Guide 51: 1999(E)]

3.126

risk management

the culture, processes and structures that are directed towards the effective management of potential opportunities and threats.

3.127

risk reduction

actions taken to lessen the probability, negative consequences or both, associated with a particular event or series of events.

3.128

safe

the absence of risk. Normally the term **tolerable risk** is more appropriate and accurate.

3.129

Safer Community Plan (SCP)

a community-based activity, designed to place the needs and priorities of affected communities at the centre of the planning, implementation and monitoring of SALW Control activities.

3.130

Safe to Move

a technical assessment, by an appropriately qualified technician or technical officer, of the physical condition and stability of ammunition and explosives prior to any proposed move.

Note: Should the ammunition and explosives fail a 'Safe to Move' inspection, then they must be destroyed in situ, or as close as is practically possible, by a qualified EOD team acting under the advice and control of the qualified technician or technical officer who conducted the initial Safe to Move inspection.

3.131

Saferworld

a UK based NGO specializing in SALW related issues.

3.132

safety

the reduction of risk to a tolerable level [ISO Guide 51:1999(E)]

degree of freedom from unacceptable **risk**. [ISO Guide 51: 1999(E)]

3.133

SALW Awareness

A programme of activities undertaken with the overall goal of minimising, and where possible eliminating, the negative consequences of inadequate SALW Control by undertaking an appropriate combination of SALW advocacy, SALW risk education and media operations/public information campaigns which together work to change behaviours and facilitate appropriate alternative solutions over the long term.

Note: Wherever it exists, the operational objectives of a national SALW Control initiative will dictate the appropriate type of SALW Awareness activities.

Note: SALW awareness is a mass mobilisation approach that delivers information on the SALW threat. It may take the form of formal or non-formal education and may use mass media techniques.

Note: In an emergency situation, due to time constraints and the lack of available data, it is the most practical means of communicating safety information. In other situations it can support community liaison.

3.134

SALW Advocacy

a programme of activities that aim to raise SALW problems and issues with the general public, the authorities, the media, Governments and their institutions to achieve changes at both institutional and/or individual levels.

Note: These types of activities also include campaigns highlighting the SALW problems and issues with the aim of encouraging people to surrender weapons. This is generally conducted as a support to weapons collection programmes.

3.135

SALW Control

those activities, which, together, aim to reduce the social, economic and environmental impact of uncontrolled SALW proliferation and possession.

3.136

SALW Risk Education

a process that promotes the adoption of safer behaviours by at-risk groups and by SALW holders, and which provides the links between affected communities, other SALW components and other sectors.

Note: SALW Risk Education can be implemented as a stand-alone activity, in contexts where no weapons collection is taking place. If an amnesty is to be set up at a later stage, risk education activities will permit an information campaign to take place efficiently, using the networks, systems and methods in place as part of the risk education programme and adapting the content accordingly.

Note: SALW Risk Education is an essential component of SALW Control. There are two related and mutually reinforcing components: a) Community Involvement; and b) Public Education.

Note: Generally, SALW Risk Education programmes can use both approaches, as they are mutually reinforcing. They are not however alternative to each other, nor are they alternative to eradicating the SALW threat by weapons collection and destruction. The use of those approaches will also depend on whether a weapon collection programme is taking place or not.

3.137

security

an individual or states feeling of safety or well-being, protected from attack or violent conflict.

the control of threat, integrated with an appropriate response capability.

3.138

security sector reform (SSR)

a dynamic concept to design strategy for the management of security functions in a democratically accountable, efficient and effective manner to initiate and support reform of the national security infrastructure. [UK DfID]

Note: The national security infrastructure includes appropriate national ministries, civil authorities, judicial systems, the armed forces, paramilitary forces, police, intelligence services, private-military companies (PMC) and civil society 'watch dogs'.

the reform of those organizations, which have the authority to use, or order the use of force, or threat of force, to protect the state and its citizens, as well as those civil structures that are responsible for their management or oversight. [ISSR Kosovo]

3.139

Small Arms and Light Weapons (SALW)

all lethal conventional munitions that can be carried by an individual combatant or a light vehicle, that also do not require a substantial logistic and maintenance capability.

Note: There are a variety of definitions for SALW circulating and international consensus on a 'correct' definition has yet to be agreed. For the purposes of RMDS/G the above definition will be used.

3.140

Small Arms Capacity Assessment (SACA)

the component of SALW survey that collects data on the indigenous resources available to respond to the SALW problem.

3.141

Small Arms Distribution Assessment (SADA)

the component of SALW survey that collects data on the type, quantity, ownership, distribution and movement of SALW within the country or region.

3.142

Small Arms Impact Survey (SAIS)

the component of SALW survey that collects data on the impact of SALW on the community and social and economic development.

3.143

Small Arms Perception Survey (SAPS)

the component of SALW survey that collects qualitative and quantitative information, via focus groups, interviews, and household surveys, on the attitudes of the local community to SALW and possible interventions.

3.144

stakeholder

everyone with an interest (or 'stake') in what the entity does, (the state, civil society and business).

Note: The word 'stakeholder' has evolved into a term of art in the field of business management when discussing the decision-making process for institutions - including large business corporations, but especially non-profit making organizations.

3.145

standard

a standard is a documented agreement containing technical specifications or other precise criteria to be used consistently as rules, guidelines, or definitions of characteristics to ensure that materials, products, processes and services are fit for their purpose.

Note: RMDS/G aim to improve safety and efficiency in SALW Control by promoting the preferred procedures and practices at both headquarters and field level. To be effective, the standards should be definable, measurable, achievable and verifiable.

3.146

standing operating procedures (SOPs)

standard operating procedures

instructions that define the preferred or currently established method of conducting an operational task or activity.

Note: Their purpose is to promote recognisable and measurable degrees of discipline, uniformity, consistency and commonality within an organization, with the aim of improving operational effectiveness and safety. SOPs should reflect local requirements and circumstances.

3.147

stockpile

*in the context of SALW, the term refers to a large accumulated stock of **weapons** and **EO**.*

3.148

stockpile destruction

the physical activities and destructive procedures leading to a reduction of the national **stockpile**.

3.149

stockpile management

those procedures and activities regarding SALW safety and security in accounting, storage, transportation and handling.

**3.150
strategy**

the medium to long-term direction of an organization and the types of action required to achieve the mission and the more immediate goals and operational objectives.

**3.151
survey (SALW Survey)**

a systematic and logical process to determine the nature and extent of SALW proliferation and impact within a region, nation or community in order to provide accurate data and information for a safe, effective and efficient intervention by an appropriate organisation.

Note: Sometimes also referred to as a 'baseline assessment'. This term, however, is sometimes not possible to translate, and therefore SALW Survey is the preferred term in many countries.

**3.152
theft resistant**

construction designed to deter and/or delay illegal entry into facilities used for the storage of SALW.

**3.153
tolerable risk**

risk that is accepted in a given context based on the current values of society. [ISO Guide 51: 1999 (E)]

**3.154
tracing**

the systematic tracking of illicit weapons from the source of manufacture, through the lines of supply, to the point of diversion into the illicit market and unlawful possession.

**3.155
transfer**

the import, export, trans-shipment, re-export, intangible transfer, licensed movement during production, brokering and transport of SALW.

**3.156
transnational crime**

(organised crime)

widespread crime carried out in an organized fashion by criminal organizations, or groups of criminals where the group has a recognisable structure.

**3.157
transparency**

free and open access to information that enables civil society to perform its regulatory function. Transparency is sometimes used as a synonym for accountability in governance.

**3.158
UNDDA**

United Nations Department for Disarmament Affairs

**3.159
UNDP**

United Nations Development Programme

**3.160
UNDPA**

United Nations Department for Political Affairs

**3.161
UNICEF**

United Nations Children's Fund

3.162

UNIFEM

United Nations Development Fund for Women

3.163

UNMAS

United Nations Mine Action Service

3.164

Unexploded Ordnance (UXO)

explosive ordnance which has been primed, fuzed, armed or otherwise prepared for action, and which has been dropped, fired, launched, projected, or placed in such a manner as to constitute a hazard to operations, installations, personnel or material and remains unexploded either by malfunction or design or for any other cause.¹⁵

3.165

verification

confirmation, through the provision of objective evidence that specified requirements have been fulfilled. [ISO 9000:2000]

3.166

violence

the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community that either results in, or has a high likelihood of resulting in, injury, death, psychological harm, mal-development or deprivation. [WHO, 2003].

3.167

Voluntary Surrender

the physical return by an individual(s) or community of small arms and light weapons to the legal government or an authorised international organisation with no further penalty.

3.168

weapon

any thing used, designed or used or intended for use:¹⁶

- a) in causing death or injury to any person; or
- b) for the purposes of threatening or intimidating any person and without restricting the generality of the foregoing, includes a firearm.

3.169

Weapons Collection Point (WCP)

a temporary, or semi-permanent, location laid out in accordance with the principles of explosive and weapons safety, which is designed to act as a focal point for the surrender of SALW by the civil community.

3.170

Weapons in Competition for Development (WCD)

the direct linkage between the voluntary surrender of small arms and light weapons by competing communities in exchange for an agreed proportion of small-scale infrastructure development by the legal government, an international organisation or NGO.

3.171

Weapons in Exchange for Development (WED) (WFD)

¹⁵ NATO Definition.

¹⁶ Criminal Code of Canada (CCofC) Section (S) 2 'Interpretation' Paragraph 2.

the indirect linkage between the voluntary surrender of small arms and light weapons by the community as a whole in exchange for the provision of sustainable infrastructure development by the legal government, an international organisation or NGO.

3.172

Weapons in Exchange for Incentives (WEI)

the direct linkage between the voluntary surrender of small arms and light weapons by individuals in exchange for the provision of appropriate materials by the legal government, an international organisation or NGO.

3.173

Weapons Linked to Development (WLD)

the direct linkage between the voluntary surrender of small arms and light weapons by the community as a whole in return for an increase in ongoing development assistance by the legal government, an international organisation or NGO.

3.174

workplace

all places where employees need to be or to go by reason of their work and which are under the direct or indirect control of the employer. [ILO R164]