

ANNEX 1 - DESCRIPTION OF THE ACTION

Support for enhancing the fight against the illegal possession, misuse and trafficking of small arms and light weapons (SALW) in the Western Balkans.

Implementing Agency:	United Nations Development Programme, Istanbul Regional Hub for Europe and the Commonwealth of Independent States through SEESAC
Project Duration:	01 September 2021 – 31 August 2024
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Country / Region:	Western Balkans
Beneficiaries	Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia, Kosovo*
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Brief Description

The fight against illegal possession, misuse and trafficking of small arms and light weapons (SALW) continues to prove a significant challenge at global, regional and at the level of jurisdictions in the Western Balkans. These weapons continue to pose a security threat to the Western Balkans region and to the entire European Union. They are used to commit crimes, kill or threaten men and women, boys and girls. The use of violence by criminals involved in serious and organised crime in the EU appears to have been increasing in terms of the frequency of use and its severity. Criminals use violence indiscriminately and target victims without regard for their involvement or standing, often accepting harm to innocent bystanders. The threat from violent incidents has been augmented by the frequent use of firearms or explosives in public.¹

Recognizing that the proliferation and illicit trafficking of firearms, components and their ammunition is a persistent threat for the internal and external security, and to give a new impetus to more than a decade of efforts in this area, the Western Balkan authorities jointly developed, adopted and are currently implementing the [Roadmap for a sustainable solution, to the illegal possession, misuse and trafficking of SALW and their ammunition \(the Western Balkans SALW Roadmap\)](#)². The Roadmap was developed by and for the Western Balkans through a process fully led by the region's authorities. It was lately integrated in 2020-2025 EU action plan on firearms trafficking³ ('EU Action Plan') and addresses challenges identified in the EU SALW strategy 2018 against illicit firearms, small arms and light weapons and their ammunition "Securing arms, protecting citizens". The Roadmap and the EU Action Plan additionally aim at increasing operational cooperation between the EU and the Western Balkans partners on the fight against illicit trafficking of firearms and reinforce the efforts of the Western Balkans in meeting some of the key security requirements as part of the EU accession negotiations.

* For the European Union, this designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. For UNDP, references to Kosovo shall be understood to be in the context of the Security Council Resolution 1244 (1999).

1 EU Serious and organized crime threat assessment (2021), <https://www.europol.europa.eu/activities-services/main-reports/european-union-serious-and-organised-crime-threat-assessment>

2 Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of small arms and light weapons in the Western Balkans by 2024, <https://www.seesac.org/f/docs/publications-salw-control-roadmap/Regional-Roadmap-for-a-sustainable-solution-to-the.pdf>

3 COM(2020) 608 final - Annexes to the Communication from the Commission to the European Parliament, the Council, the European economic and social committee and the Committee of the regions - 2020-2025 EU action plan on firearms trafficking, see: https://ec.europa.eu/home-affairs/what-we-do/policies/organized-crime-and-human-trafficking/trafficking-in-firearms_en

This project specifically aims to strengthen strategic and operational capacity of the Western Balkans authorities to conduct firearms investigations as well as exchange information within the region and with the EU on illegal possession, misuse and trafficking of SALW and their ammunition. In addition, it will support the authorities of the region to better understand and increase the response to the factors fuelling demand and misuse of firearms in the Western Balkans. It will do so, by further building on the extensive support already provided by the EU and more particularly through the respective EU Council decisions ([2016/2356](#), [2018/1788](#) and [2019/2111](#)) in support of the South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons (SEESAC), in enhancing the South East Europe capacities in the fight against illegal possession, misuse and trafficking of SALW and their ammunition.

I. DEVELOPMENT CHALLENGE

The widespread availability of illicit small arms and light weapons and their ammunition is a key enabler of conflict and endemic crime worldwide. Such weapons may originate from various sources. Shipments of small arms to conflict zones and to areas experiencing pervasive crime can be sizeable but are most often small-scale consignments. The cumulative destabilizing force of such trade — for example, as equipment of foreign terrorist fighters, pirates, armed groups or organized crime syndicates — is not to be underestimated. Domestically, small arms and ammunition enter illicit circulation through theft, resale or corruption. Diversion of small arms and light weapons and their ammunition is a major problem in many parts of the world. It may occur as a result of a transfer without proper controls, unauthorized retransfer, thefts from poorly secured stockpiles, handouts to armed groups or civilian populations, or barter involving natural resources. In certain instances, government depots become sources of illicit weapons. Illicit arms trafficking has further been defined as a crime priority in European Multidisciplinary platform against Criminal Threats (EMPACT) by Europol based on their Serious and Organised Crime (SOCTA) methodology. Arms trafficking is now also happening on the darknet according to the Internet Organised Crime Threat Assessment (IOCTA) report of the same organization.⁴

In the Western Balkans, the conflicts during the 1990s, resulted in a high number of unregistered weapons (military and civilian) in the hands of civilians making these weapons a security threat to the entire Western Balkans region and the EU. These weapons are responsible for several incidents starting from celebratory fire, to threats, armed robberies and killings or murders, and can be illicitly trafficked.

Based on the findings of the latest [regional SALW Survey](#), between 2012 and 2016, firearms were misused to commit a range of different criminal acts across the region. The majority of criminal offences were committed with illegal firearms and highest number of these incidents were recorded in Bosnia and Herzegovina, Montenegro and Kosovo.⁵ With the exception of Serbia, firearms were the most frequently used means of committing homicide between 2012 and 2016. Across the region, men comprised the vast majority of the victims of firearm-related homicides. In Albania and North Macedonia, most victims were men aged 19 to 35 years, while in Bosnia and Herzegovina, Kosovo and Serbia, men aged 36 to 60 years were at greatest risk. Firearm-related

⁴ EU Serious and organized crime threat assessment (2017), <https://www.europol.europa.eu/activities-services/main-reports/european-union-serious-and-organised-crime-threat-assessment-2017> , page 23; and Internet Organized Crime Threat Assessment (2019), <https://www.europol.europa.eu/activities-services/main-reports/internet-organised-crime-threat-assessment-iocta-2019> , page 7.

⁵ The authorities in Albania, North Macedonia and Serbia did not record the type of firearm ownership (legal/illegal) used in criminal offences during the survey period.

suicides are also common across the region, and, where the data is available, men are the overwhelming majority of the victims.

For example, according to the latest [South-East Europe Armed Violence Monitor - Quarterly Regional Report](#) in the last quarter of 2020, 874 gun related incidents were registered in South-East Europe by 1084 perpetrators. Men accounted for 97.9% and women 2.1% of all reported perpetrators whose gender was identified. 377 of these reported incidents were firearms seizures, while 172 were related to criminal gangs. The before mentioned incidents made 416 victims of which were 23.8 % were women and 76.8 % were men.

The Western Balkans SALW Control Roadmap

To address this challenge and reiterate an explicit political commitment of all actors in the region towards reinforced small arms control, Western Balkans authorities developed, adopted and are implementing *the Roadmap for a sustainable solution, to the illegal possession, misuse and trafficking of SALW and their ammunition (WB SALW Roadmap)*. The Roadmap has seven goals which address all functional areas of arms control and these goals have been incorporated into the relevant Small Arms Light Weapons Control strategies and action plans in each jurisdiction of the Western Balkans:

GOAL 1. By 2023, ensure that arms control legislation is in place, fully harmonized with the EU regulatory framework and other related international obligations and standardized across the region.

GOAL 2. By 2024, ensure that arms control policies and practices in the Western Balkans are evidence based and intelligence led.

GOAL 3. By 2024, significantly reduce illicit flows of firearms, ammunition and explosives (FAE) into, within and beyond the Western Balkans.

GOAL 4. By 2024, significantly reduce the supply, demand and misuse of firearms through increased awareness, education, outreach and advocacy.

GOAL 5. By 2024, substantially decrease the estimated number of firearms in illicit possession in the Western Balkans.

GOAL 6. Systematically decrease the surplus and destroy seized small arms and light weapons and ammunition.

GOAL 7. Significantly decrease the risk of proliferation and diversion of firearms, ammunition and explosives.

The Roadmap was endorsed by the Western Balkans authorities during the Ninth Regional Meeting of the SALW Commissions⁶ (Tirana, Albania, 28-29 May 2018) and was adopted during the **Interiors and Security Ministers' Meeting of the Western Balkans Summit** organized in London, on 10 July 2018⁷.

The development of such a comprehensive regional document through an inclusive and complex consultative process in the period of four months, was possible due to the pre-existing strong regional cooperation on SALW control of the Western Balkans, where, the jurisdictions, backed by EU, have been actively working on strengthening SALW control and combatting illicit trafficking of firearms through a regional approach since 2002. Strong level of expertise of the authorities and commitment of Small Arms and Light Weapons Commissions, was an important element of success, coupled by the technical assistance provided by SEESAC, as well as political and financial support from Germany, France, the EU and the RCC.

To translate the Roadmap into action, the Western Balkans authorities, with SEESAC's assistance, developed or amended existing action plans⁸ on SALW control to align them with the

⁶ The SALW Commissions are inter-ministerial bodies coordinating all SALW-related policies.

⁷ A plan for a safer future, https://www.seesac.org/News_1/A-plan-for-a-safer-future/

⁸ Action Plans for the implementation of the Western Balkans SALW Control Roadmap, https://www.seesac.org/Strategic-Documents_1/.

Roadmap goals and key performance indicators (KPIs). A **High-Level Meeting** of the Franco-German coordination initiative on fighting illicit small arms trafficking in the Western Balkans⁹ was organized in Paris, on 11 December 2018, and hosted by the French and German Ministers of Foreign Affairs to take stock of these priorities set out in the SALW strategies and action plans.

With support provided through EU CD 2018/1788 and in close cooperation with the relevant authorities in the Western Balkans, a comprehensive and unique **coordination¹⁰ and monitoring¹¹ platform** has been established by SEESAC since beginning of 2019, to ensure an effective coordination and monitoring of the implementation of the Roadmap and the accompanying six action plans.

In close cooperation with EU, Germany and France, SEESAC is **coordinating** the implementation of the Roadmap, involving the Western Balkans governments, key implementors such as UNDP, OSCE, NATO, UNODC, and key donors. At the request of donors, to further strengthen donor coordination, planning and communication, a **Western Balkans Small Arms and Light Weapons (SALW) Control Roadmap Multi-Partner Trust Fund¹² (MPTF)** was established by UNDP, UNODC and the UN's MPTF Office. SEESAC performs the functions of the **Secretariat** responsible for the programmatic coordination and monitoring of the Trust Fund, providing technical and management support to the Steering Committee.

The strategic importance and progress achieved in the Western Balkans in the implementation of the SALW Control Roadmap was welcomed at the **Poznan Summit of the Berlin Process** in July 2019 by Heads of Governments. In addition to this, progress was reviewed and commended at the **High-Level Meetings of the Franco-German initiative**, hosted by Ministers of Foreign Affairs of Germany and France, in Paris in December 2019 and Berlin in January 2020. Additionally, the **EU Commission** integrated the *Western Balkans SALW Control Roadmap* in the *EU Action Plan on Combatting Illicit Trafficking of SALW* instead of developing a separate EU Action Plan for the Western Balkans. Recognising the quality of the comprehensive monitoring system developed under the Roadmap, the EU Commission also introduced the Roadmap Key Performance Indicators to the EU Action Plan to initiate detailed data collection and monitoring of progress on SALW control within the EU.

More than two years after its adoption and despite the COVID 19 pandemic, intensified efforts are evident from the roadmap progress reports in several areas of the Roadmap implementation, which include, harmonization of legislation with EU Acquis, improving of the firearms related investigation capacities, intelligence led policing and strengthening capacities for countering illicit trafficking. SALW Commissions are increasingly acting as central bodies in priority setting, coordination and monitoring of activities; all jurisdictions have continued revising primary and secondary legislation in the field of SALW and civil use of explosives control towards its further harmonization with EU Acquis; enhancement of ballistic and forensic capacities for the investigation of firearms related crimes including of Automated Ballistic Identification Systems (ABIS) and processes towards ISO standard 17025 accreditation regarding testing and calibration in forensic ballistic laboratories has been evidenced by several jurisdictions, increased exchange of operational and strategic information, data and intelligence with specialized EU agencies/platforms including Europol, Interpol, Eurojust, Frontex and EMPACT as well as operational engagement in Joint Action Days.

Gaps nevertheless still exist. Investigation capacities need to be further enhanced, to ensure a higher level of adjudication of firearms related crimes, which is still at a low level. The Firearms Focal Points are not yet fully integrated in the investigative cycle, and criminal justice response

⁹ Governments and the EU pledge support to fight armed violence in the Western Balkans, https://www.seesac.org/News_1/Governments-and-the-European-Union-pledge-support-to-fight-armed-violence-in-the-Western-Balkans/

¹⁰ On Western Balkans SALW Control Roadmap coordination, <https://www.seesac.org/Roadmap-Coordination/>

¹¹ On Western Balkans SALW Control Roadmap monitoring, <https://www.seesac.org/Roadmap-Monitoring/>

¹² Western Balkans SALW Control Roadmap MPTF, <http://mptf.undp.org/factsheet/fund/SLW00>

needs to be enhanced by strengthened capacities for crime scene investigations and good quality of evidence. Furthermore, while remarkable progress has been achieved in incorporating the gender perspective in small arms control strategies, gaps in institutional response still remain. Lastly, activities aimed at increasing awareness, public information, education, outreach and advocacy to reduce the supply, demand and misuse of firearms, need a more concerted effort and their implementation is currently lagging behind.

Here are the identified gaps that the action will aim to address:

1. Strategic and operational capacities of WB authorities to conduct firearms investigations and exchange information within the region and with the EU on illegal possession, misuse and trafficking of SALW

1.1 Network of Firearms Focal Points (FFPs) in the WB

Despite significant progress made in the Western Balkans, gaps remain in operational data collection, analysis and information sharing related to firearms. Firearms related investigations should be based on an intelligence led policing practice, which requires adequate data collection from all relevant sources in order to make sure that investigators receive sufficient analytical support to develop their investigative strategies, whether it is reactive or proactive (the second being preferred in order to prevent new criminal incidents). FFPs have been identified by the EU as a best practise for data collection and analysis related to firearms. In order to develop precise **knowledge products** necessary for tasking and coordinating intelligence led policing operations, the FFPs should have adequate access to relevant gun crime related data. This will allow them to develop knowledge products such as problem profiles, subject profiles, criminal market analysis and other operational and strategic assessments. These knowledge products support on the one hand the senior management in tasking and coordinating intelligence led operations and on the other hand provide sufficient ballistic intelligence (which means criminal and forensic intelligence) to the assigned investigator and prosecutor during an investigation. Establishment and operationalisation of FFPs contributes directly to Goal 2 of the Roadmap, that aims to ensure that arms control policies and practices in the Western Balkans are evidence based and intelligence led by 2024.

With funding support provided to SEESAC through the EU Council Decision 2016/2356, **five out of six Western Balkans jurisdictions have now established FFPs**, adhering to the European Commission's recommendation to EU Member States to establish such focal points in line with the European Firearms Experts (EFE) guidance. Support was provided for development of an SOP for the establishment of the FFPs (based on the EU EFE guidance), basic training for analysts, and standard equipment and software tools, which are essential for a basic automatic retrieval of gun crime intelligence data. To this purpose, scoping missions conducted in six jurisdictions provided recommendations on their needs on staffing, equipment and linking of databases to make the FFPs operational. Following these needs assessments, the FFPs were supported with necessary **ICT equipment/tools**¹³. Double casting kits aimed at enhancing the forensic capacities of the beneficiaries, have been delivered and installed in all six jurisdictions. The necessary **databases** defined in the EU EFE guidance (for example the weapons registration systems, criminal information systems, forensics databases), where existing, have been connected to ensure that relevant information is fed in to the analysis platform that was installed at the same time. The delivery of these identical analytical tools and setup will ensure further easy information exchange throughout the region. **Additionally, a number of training courses** to increase the investigation and analytical capacities have been delivered, with participants from 6 jurisdictions¹⁴. Furthermore, a guideline for tracing of firearms has been developed by SEESAC in support of the FFPs more effective tracing of firearms.

¹³ IBM i2 Analyst Notebook licenses, IBM iBase licenses and Microsoft SQL Server Standard licenses were installed as per identified needs in various FFPs.

¹⁴ The trainings focused on requirements and the proposed working methods of the FFP; on ballistic intelligence gathering, development of knowledge products such as problem profile, subject profile, threat and risk assessments, through the following courses: "Advanced Ballistic Intelligence and Threat and Risk Assessment"; Core Intelligence Analysis"; "IBM i2 Analyst's Notebook "; "Intelligence Collection Plan and Intelligence Gap Analysis"; IBM i2 iBase Designer; and Open Case Files

As a result, five Western Balkans FFPs are trained and equipped to establish a standardized way of working; and equipped with initial capacities for their operation. They are currently operational to various degrees¹⁵. In the latest Roadmap progress report, most of the jurisdictions report¹⁶ on production of regular analytical products and providing analytical support to investigations of firearms related crimes. **Remaining challenges** are related to high turnover of staff in several jurisdictions, analytical capacities which remain still at moderate level including on inadequate knowledge of use of information from open sources, social media and darknet, and the integration of gender disaggregated data in the databases. As the FFPs are new units in most jurisdictions, **advanced training in analytical skills** including fore sighting is still needed for the analysts.

Cooperation enabling information sharing and knowledge exchange at regional level among FFPs is in increase. EMPACT with the support of SEESAC initiated annual meetings for FFPs in South East Europe with EU FFPs to share the experience and latest information. SEESAC continued this initiative, as part of EU CD 2018/1788 and the first Annual Regional Meeting of the FFPs of SEE was organized in December 2020. All the jurisdictions expressed the need for this initiative to continue. Additionally, a pilot workshop on operational ballistic information-exchange on converted weapons was organized with representatives of Pristina and Skopje. Further action is nevertheless needed to improve exchange of information, good practices as well as the development of knowledge products.

The current status of the establishment and operationalization of the FFPs in each jurisdiction:

In **Serbia**, the FFP was established in a virtual modality through the decision of the Minister. The scoping mission report developed by SEESAC including recommendations for the setup of the FFP was delivered and approved by MoIA as a guiding document for further operationalization of the FFP. Following that, the data bases have been connected. Software licenses for IBM i2 Analyst's Notebook and IBM iBase with a 12-month subscription and on-demand technical support have been procured. The analysts of the FFP team have attended 4 necessary training courses in system operating and data exchange together with two IT experts who will maintain the databases. Furthermore, hardware for the functioning of the FFP and double-casting equipment to speed up the process of exchange of double-cast evidence was provided, while eight ballistic experts were trained and accredited to use the equipment. International operational cooperation is conducted through relevant office for cooperation with Interpol, Europol and SELEC. Although the FFP is still virtual, the MoIA is currently working on the legal and human resources side of further operationalization of the FFP.

In **Montenegro**, the FFP was established in the Criminal Intelligence and Analysis Unit. The FFP has been staffed and databases are linked except for the ballistic database (EVOFINDER). Further work is needed to link the EVOFINDER database to the FFP. Equipment donated through SEESAC for the operationalization of the FFP include Rack server; IBM iBase designer license; IBM i2 Analyst Notebook. The FFP has already started producing intelligence products and is the focal point for tracing. International cooperation is conducted through relevant office for cooperation with Interpol and Europol.

In **Kosovo**, the FFP has been established in the Department for International Law Enforcement Cooperation. Being the first one established in the region, it is fully operational. The FFP is fully staffed and the databases linked are: the police information system, Weapon registration software, Integrated Ballistic Information system (ballistic information). The FFP creates the required Intelligence led policing knowledge products, is a centre of excellence addressing gun crime and supports investigators as well as prosecutors and is the focal point for tracing. The unit has access and is cooperating with the Department of intelligence analysis in order to link firearms related incidents to other types of crimes such as drug trafficking, economic crime etc. The FFP is engaged is developing joint intelligence products with customs and border police as well as development of SOCTA report.

¹⁵ A detailed account of operational status in each jurisdiction provided in page 7.

¹⁶ 4th Regional Progress Report covering first half of 2020: <https://www.seesac.org/4th-Regional-Progress-Report/>

In Bosnia and Herzegovina, the FFP is not established but a working group has been formally set up in February 2021 by the Council of Ministers to work on the establishment of the FFP. SEESAC has provided advisory support in this process to provide a better understanding of the roles, functions and tools required for the establishment and operationalization of the FFP. Further support to the Working Group was requested by the SALW Coordination Board.

In North Macedonia, the FFP was established by decision of the Ministry of Interior. The FFP is staffed by two analysts in the Criminal Analysis Unit. Databases such as weapons registry as well as IBIS databases were linked to Ibase and Analyst Notebook. Linkage to the Forensic Case management (CENMS) database is ongoing. Procurement of iBase and Analyst Notebook was supported through SEESAC, as well as procurement of a server that will enable the connection of the CEMS System with the iBase. A current challenge faced by FFP in North Macedonia is that there is no structured database regarding police information, although a non structured database called Info Bulletin exists and information can be manually gathered by the FFP analysts and put into the system. To address this issue, a separate project is currently under implementation by UNDP in North Macedonia that aims to provide the required support in this regard. The FFP has not started producing knowledge products yet. International cooperation and tracing is conducted through relevant office for cooperation with Interpol and Europol.

In Albania, the FFP is comprised of six members and the Head of Unit was established by order of the General Director of the State Police. It is led by the Chief of Sector Against Trafficking in the Criminal Police Department. The FFP enables the management, gathering, analysis, exchange and use of information (criminal and ballistic) related to legal and illegal firearms. Databases such as Weapon registry, police information system as well as forensic databases are linked to ANB and iBase. The FFP is the focal point on tracing. Analytical products are generated by the unit, which are distributed within the police structures but also to other law enforcement agencies. International cooperation is conducted through relevant office for cooperation with Interpol and Europol.

1.2 Capacities of authorities in Western Balkans to conduct crime scene investigations in accordance with relevant EU good practices and guidelines

Standardization of procedures and practices in the area of arms control and FAE investigations is contributing to Goal 1 of Roadmap, that aims to ensure that arms control legislation is in place, fully harmonized with the EU regulatory framework and other related international obligations, and standardized across the region by 2023. Support to the harmonization and standardization of firearms legislation and regulatory framework as part of the EU integration process is already being provided to the Western Balkans through the EU Council Decision 2018/1788, but further support is still needed in standardizing the regulatory framework and its implementation **in the area of crime scene investigations**. Police officers' speed and efficiency in investigating crime scenes, in collecting and analysing evidence contributes to a more effective criminal justice response to firearms-related crimes.

Crime scene investigation (CSI) is one of the initial steps in every investigation; It often starts with detection of relevant evidence at a crime scene. To ensure that the recovered evidence is not contaminated, it is required to develop strict standard operating procedures when recovering such evidence, as well as securing a well-documented custody chain. When evidence is not recovered in an adequate manner, evidence can be contaminated and can become unusable for further examination and as court evidence, which could lead automatically to dropping of the case. Such a standardized approach in line with the European Network of Forensic Science Institutes (ENFSI) best practise guidelines is still needed in the WBs to ensure synchronization and harmonization with EU best practices. Jurisdictions in the Western Balkans are at different levels of implementation of the crime scene investigations standards; CSI teams are operational but with standardized procedures and protocols, which are sometimes not fully harmonized with ENFSI best practices. CSI teams are very often understaffed, and their equipment is basic.

The basic requirements for a management system for crime scene investigation units are based on the international standard ISO/IEC 17020. This standard is used for the assessment and accreditation of crime scene investigation units worldwide by Accreditation Bodies in order to certify that these units perform their activities in an independent, confidential and impartial manner. None of the jurisdictions in the Western Balkans has yet achieved ISO standard 17020 but most of the institutions have set as objective the implementation of the ISO/IEC 17020 in order to advance the work processes of the CSI and also to strengthen the evidence gathered specifically within the joint investigation team operations where different legislations, traditions and procedures clash and thus the obtained exhibits has to be credible and compelling to be acknowledged by another court system.

Projects¹⁷ ongoing in Albania and Serbia and upcoming in Montenegro implemented by UNDP Country Offices, are supporting the capacities of the forensic labs in each of these jurisdictions and specifically in Serbia in developing a full CSI capability and preparation for accreditation according to ISO standard 17020.

In addition, since 2019, SEESAC has supported the ballistic labs by providing double cast equipment and relevant training in order to ensure that ballistic evidence can be shared between jurisdictions.

Considering that firearms related crime cases can be linked to other cases (meaning a firearm can be used in more than one criminal event), bullets and cartridges of still open cases are kept in ballistic labs in what is called an **Open Case File (OCF)**, which is mandatory for the well-functioning of every forensic ballistic lab. Best practises in managing, safeguarding and storing this OCF have been introduced by NABIS experts already, in a regional workshop organised by SEESAC. In order to improve the storing conditions and the maintenance and recordkeeping of this evidence, the ballistic labs need further support with storing cabinets and plastic case boxes in order to make sure that all recovered evidence can be further used. In addition, adequate training programmes, well developed and quality management processes are lacking as well as standardized way of implementing crime scene investigations that would ensure that evidence is collected adequately, that it is not contaminated and is provided to prosecutors in a timely manner.

At the regional level, ballistic experts from the Western Balkans are regularly represented and attend the **SEEFEN** (South East European Firearms Expert Network) meetings that are organised twice per year¹⁸. SEEFEN includes criminal investigators, ballistic experts, border police officers, representatives of customs administrations and prosecutors. As such the network follows and shares information on all steps of the firearms investigation from detection, seizure, examination, investigation and prosecution. During these meetings, SEESAC has organized special thematic sessions including some in cooperation with NABIS, on weapons conversion and double casting. A workshop on serial number restoration that was planned to be organized by SEESAC with the NABIS support, within EU CD 2018/1788, is postponed to the second half of 2021 due to COVID restrictions.

The current status of crime scene investigation units in each jurisdiction:

Serbia

In Serbia, there are 27 crime scene investigation teams (departments) within each of 27 Regional Police Directorates, which are documenting the crime scenes and recovering evidence and data on the specific scene or are receiving weapons, essential components, bullets and cartridges from minor CSI units within local police stations. The CSI system of the MoI operates in every regional police directorate and in almost every police station and it is being supervised and controlled by the CSI unit in the National Forensic Centre. This unit is responsible for working on the “major cases” during the crime scene investigations, and for performing the supervision of all CSI teams in Serbia. The CSI system consists of around 550 CSI officers. A National Forensic Training Center is in place.

¹⁷ A detailed account of activities covered by each project provided in pages 9-11.

¹⁸ SEEFEN meetings in the period 2016-2019 have been organized through EU CD 2016/2356, and from 2020 onwards from EU CD 2019/2111.

Initial support to CSI has already been supported to Serbia through a UNDP project and funded by Germany through UNDP Funding Windows, and by MPTF. Serbia is aiming to achieve 17020 standard in the field of CSI but additional support is this required though pre audits and technical assistance during drafting of specific documentation.

Albania

In Albania, the Albanian Institute of Scientific Police (AISP) is a central and unique entity responsible for comprehensive forensic investigation, operating the custody chain that starts at the crime scene, where the evidence is identified and collected, and ends at the submission of the investigation results to the court. The AISP is structured into several distinctive and specialized departments/ sectors, each dealing with different types of evidence collection (crime scene investigation) and analysis (biology, fingerprints, calligraphy, etc., and the ballistic sector).

While such specialized departments operate only at the central level, each subnational/regional level police have its own CSI unit and a modest lab. There are in total 12 subnational CSI units (one per region). The AISP is closely linked with field events by establishing and deploying its own CSI units when crimes occur; this takes place in collaboration with respective regional CSI units within the structure of the regional police. Thus, there are about 15-16 CSI units in operation in the country that account for about 50 CSI experts.

UNDP Albania project funded through the MPTF provides additional support to the CSI unit but additional support will be required for preparation of harmonization towards 17020 in particular in pre audit and support to updating relevant documentation.

Montenegro

The Forensic Centre of the Police Directorate is the only specialized institution for forensic examinations and analysis in Montenegro. It uses sophisticated technology and a large number of various forensic methods aimed at examining and analysing material traces, translating them into material evidence. The Forensic Centre comprises the following units: ballistics, mechanoscopy, arson and explosion, chemistry, graphology, dactyloscopy, DNA, GSR and digital forensics. The Forensic Center has also crime scene technicians who are responsible for crime scene investigations and collecting traces in serious crimes.

UNDP Montenegro project funded through the MPTF provides support to the CSI unit but additional support will be required for preparation of harmonization towards 17020 in particular in pre audit and support to updating relevant documentation.

North Macedonia

The North Macedonian Forensic lab has been accredited according to 17025 standard for several examination methods and is for the moment building new facilities as funded by the EU. Crime scene investigations has been addressed through a twining project with Lithuania and Latvia in 2018 and 2019. 12 SOPs and one guidance have been developed for the North Macedonian police. These documents seem to be in line with ENFSI standards although this has not been verified. There are in total 20 units active throughout the territory. Initial training has been provided to a selected number of participants but not all of them are trained. The training curricula has not been standardized. CSI units currently have issues with a lack of equipment and consumables. CSI units are reporting through a special application called CEMS (Case and event management system) which is directly linked to the forensic lab as well as the Firearms Focal Point. This application is a best practise in the Western Balkan and can also be used as LIMS (Laboratory Inventory Management System). It documents all steps of the custody chain.

Kosovo

Kosovo Forensic Agency is established by a separate law and a separate entity under the Ministry of Interior. The Kosovo Forensic lab has been accredited to ISO standard 17025 for several examination techniques in the field of ballistics, DNA, Fingerprints, etc. Support to crime scene investigations has mainly been provided by US, nevertheless Kosovo CSI is not completely

harmonized with ENFSI standards. There is one specialised CSI Unit which is reacting on major crime scene at central level, nine (09) regional CSI Units and 25 local level CSI units (35 in total). The Forensic lab can also engage in case of crime scene reconstruction. Kosovo Police has developed SOP on CSI based on best practices from EU MS but it has not been verified for how far these are in line with ENFSI standards. A recent demonstration has shown that there might be a need to upgrade them. The training curricula has not been standardized while the CSI units have a lack of equipment and consumables. There is an established custody chain SOP which is classified.

Bosnia and Herzegovina

Due to the complex police structure in Bosnia Herzegovina, a separate assessment will be implemented to define the state of play in this jurisdiction.

The SEESAC project will be implemented in close cooperation with the UNDP projects in this area and will ensure a standardized and harmonized way of working in the field of CSI and integrate in this approach the already lessons learned and best practices.

2. Factors fuelling demand and misuse of firearms in WB

2.1 Knowledge of factors fuelling demand and misuse of firearms in WB

According to the latest regional SALW Survey conducted by SEESAC in cooperation with the Western Balkans authorities and covering period 2012-2016, the findings on distribution of firearms showed that civilian possession of legal firearms throughout the region increased during this period, with the number of registered firearms, firearm license-holders and firearm license applicants increasing in most jurisdictions, reflecting a rising demand for legal firearms. The number of legal firearms held by civilians increased over the five-year period, with increases ranging from 3.9% in Montenegro to 26.8% in Bosnia and Herzegovina and men owned 97.2% of all legally owned firearms. Hunting and personal protection/safety were the top two most common reasons given for the acquisition of firearms in 2016 across the region, with hunting dominating in some jurisdictions (Albania, North Macedonia and Kosovo), and personal safety in others (Bosnia and Hercegovina, Montenegro and Serbia).

Based on the same SALW Survey, findings on impact showed that firearms were misused to commit a range of criminal acts across the region. In Albania, Bosnia and Herzegovina, North Macedonia and Serbia, firearms were misused the most in the context of unlawful manufacture, possession, carrying, and sale of firearms and explosives, while in Kosovo, they were misused for causing of general danger. In Montenegro, firearms were most often used to commit criminal acts against property, with burglary being the most frequent criminal offence committed with firearms. The majority of criminal offences were committed with illegal firearms and highest number of these incidents were recorded in Bosnia and Herzegovina, Montenegro and Kosovo. Even though men account for the majority of homicide victims across the region, firearm-related deaths are proportionately frequent for both women and men. Firearms use in domestic violence was reported as widespread in Bosnia and Herzegovina, Kosovo, Montenegro and North Macedonia, with the majority of murders that took place in the domestic context involving firearms, which reflects the high lethality of firearms in this context.

Additionally, a sizeable percentage of suicides were reported to be committed with firearms during the survey period, ranging from 43.9% in Bosnia and Herzegovina to 13,8% in North Macedonia. In 2018 and 2019, at least 459 people died by firearm suicides in Western Balkans only. Firearm related suicides as all firearms incidents are also age related. It was noted that 6% of all victims of firearms accidents in the last two years were underage and their access to firearms was directly linked to unsafe and inadequate firearms storage.

One of the recommendations coming out of the SALW Survey for each jurisdiction, is to further deepen the research and go beyond the quantitative data, in order to shed light on how the widespread availability of small arms shape the demand for it and to obtain a better understanding of the factors and mechanisms which fuel demand and shape risk taking behaviors involving firearms, including those related to criminality. This research should further be supported by the development of a regional profile regarding gun crime based on annual gun crime analysis reports developed by the FFPs based on SEESAC methodology. The outcome of this research should be used to inform policy making, support development of tailor made awareness campaigns, which can include public information regarding newly adopted or amended legal framework; awareness aiming demand reduction, awareness on legalization and voluntary surrender

initiatives in order to take weapons out of the illegal market, but also prevention of gender based violence, celebratory shootings or other issues identified, such as youth joining serious or organized crime groups.

Increasing the knowledge of factors fueling demand and misuse of firearms in the Western Balkans is also a necessary precondition for adequate formulation of awareness, advocacy and outreach activities aimed at reduction of the supply, demand and misuse of firearms under Goal 4 of the Roadmap.

2.2 Awareness on misuse of firearms

Awareness and advocacy represent a key functional area of SALW control. Awareness and advocacy campaigns can aim at demand reduction, support to legalization and voluntary surrender campaigns with the aim of taking weapons out of the illegal market, but also focused at supporting actions to reduce the risk of misuse of these weapons such as celebratory fire, domestic or gender based violence or and combined with police operations addressing a specific risk identified at a certain time and towards a specific target audience. Awareness and outreach are key to support new legislation and ensure law abiding citizens or legal entities through public information and internal compliance programs.

Awareness campaigns are of paramount importance in the implementation of the Roadmap goals but also in the EU integration process to support public information following transposition, implementation of new promulgated legislation. Finally, awareness campaigns can also be used as a crisis communication tool if miscommunication occurs or counter communication is applied targeted at certain elements of the roadmap implementation.

Several awareness campaigns have been implemented to date by jurisdictions in the Western Balkans followed by either legalization or collection campaigns but very often as stand-alone activities and not necessarily integrated into a regional strategic approach. The capacity of Small Arms Commissions in planning and monitoring such campaigns are limited as specialized knowledge is needed for the design, management and monitoring of comprehensive campaigns. SEESAC in the recent years implemented awareness campaigns at the **regional level** using mainly social media and focused on specific issues including: Celebrate with your heart not your gun against celebratory shootings, Hear out the voice of the victims raising awareness on the lethal impact of firearms, Arm Yourself With Love, Action, Facts And Knowledge, as an awareness and advocacy platform to raise awareness on the dangers of misuse of weapons on domestic violence, suicides and celebratory shootings. The regional campaigns reached more than 5 million people online.

In addition, awareness campaigns or actions at jurisdiction level have been supported in the past years in the Western Balkans including:

In **Albania**, the awareness activities among general population in the recent years were conducted within the framework of community policing, with a series of awareness-raising meetings held with various target groups, especially with school students, where, among others, topics related to the misuse of firearms in all forms of gender-based violence were addressed. The last nation-wide campaign titled "Don't Shoot but Love – Stop the Illicit use of Weapons before is too Late" was implemented with SEESAC's support (EU CD 2013/2356) to increase public safety by raising awareness among citizens on the dangers of illegal possession and misuse of firearms. The campaign targeted both the public and law enforcement institutions, reaching more than 257,000 people on social media. The success of the awareness campaign led the Government to announce a call for voluntary surrender of weapons, which resulted in the collection of almost 2,000 weapons. The media also contributed to the campaign's success, publishing at least 48 articles through the one-month duration of the awareness campaign.

The newly initiated project by UNDP Albania (January 2021) funded through the MPTF, will include a comprehensive awareness campaign, involving and carried out in collaboration with the Albanian State Police, lead civil society organizations and media, including women and youth organizations. The campaign aims to reduce the demand and misuse of firearms, prevent gender-based violence and family crime, and increase confidence in security institutions as well as

support re registration of hunting weapons which is a particular challenge to the Albanian authorities.

In **Bosnia and Herzegovina**, the last country wide awareness and collection campaign in Bosnia and Herzegovina titled: **“Be on the Right Side – Choose Life without Weapons”**, was implemented in 2014 with UNDP BiH and SEESAC (though EU CD 2013/2356) key support. Awareness actions have been organized by police agencies of various cantons on the risk of illicit possession and misuse of weapons.

A newly initiated project by UNDP Bosnia and Herzegovina (January 2021) funded through the MPTF, seeks to raise awareness amongst the population regarding the dangers of firearm illicit possession and misuse and contribute to behavioral change within families, community and the society in general. Specifically, the project is working with the formal associations of women police officers in Bosnia and Herzegovina, as “agents of change”, in order to strengthen their capacities to better tackle the limited understanding of the general population regarding firearms threats.

In **Montenegro**, awareness activities among general population have been implemented mostly through a dedicated campaign “Respect life, return weapons” in 2015, supported by SEESAC (EU Council Decision 2013/730/CFSP) and other international partners. As a result of this campaign, Montenegro reported to collect 1079 weapons, 160 bombs, 623 parts of weapons and 15 266 bullets, while 387 weapons were returned to the police by the citizens. Sporadic awareness activities by the police in the recent years were reported targeting population during specific holidays in an effort to discourage the celebratory shootings.

In **Serbia**, awareness activities among general population were implemented in the recent years focusing on specific topics and targeting different groups. Following the awareness raising support provided by SEESAC to the collection and legalization campaign conducted by the Ministry of Interior in March-June 2015, a total of 2,138 pieces of SALW, 1,107 pieces of explosive ordinances, and 160,434 pieces of ammunition were surrendered, while registration requests were submitted for 4,300 pieces of SALW. The last nation-wide campaign focussed on use of firearms in domestic violence and conducted with SEESAC’s support (EU CD 2013/2356) in 2016 titled: [Before it is too late!](#) The campaign reached approx. 650,000 people on social media.

Since September 2019, UNDP Serbia has been implementing a project aimed at reducing the misuse of firearms in the context of violence against women, domestic violence, and other forms of gender-based violence, with support from Germany. The project is partnering with the group of “Journalists Against Violence” to increase public and media awareness on the dangers of firearms misuse.. Also, three social media campaigns were implemented. Lastly, a specific project is planned to be implemented by OSCE Serbia will aim to increase the capacities of MoI to effectively engage in reduction of weapons in illegal possession through awareness and advocacy.

In **Kosovo**, awareness activities in the recent years have been focusing on two important issues:

1. *Reduction of weapons in the illegal market through legalization.* A public awareness campaign , implemented in 2019 in support of the Ministry of Interior and financed by the German Foreign Office resulted in over 2,000 weapons legalized.
2. *Use of firearms in domestic violence.* A joint project, initiated by UNDP Kosovo and UNDP North Macedonia in April 2021, will include two media campaigns aimed at increasing public awareness of the risks posed by firearms in Kosovo and North Macedonia with special emphasis on the communities along the border. Four smaller targeted awareness-raising campaigns will be also conducted in communities along the illicit firearms trafficking routes, including one on converted firearms. The project is funded by the UN’s Western Balkans SALW Control Roadmap MPTF until May 2022.

North Macedonia

Awareness activities among general population in the last period in North Macedonia have been targeted to specific groups and topics. These have included preventive activities in the field of use of firearms and pyrotechnics, with several target groups such as businessmen (owners of

restaurants/cafes, shops), private security agencies, representatives of local self-government units, hunting associations, sports fan groups and students from primary and secondary schools. Also, thematic participation in television and radio programmes have been reported, as well as implementation of prevention projects, educational lectures, public debates accompanied by production of posters, flyers, brochures and leaflets.

Two mass media campaigns and four smaller targeted awareness-raising campaigns aimed at increasing public awareness of the risks posed by firearms in Kosovo and North Macedonia with special emphasis on the communities along the border will be conducted as part of the newly initiated joint project implemented by UNDP Kosovo and UNDP North Macedonia with funding from the MPTF.

SEESAC will closely cooperate with ongoing awareness projects in the region and make sure that the support for capacity development to plan, implement, monitor and evaluate awareness raising activities is well coordinated, as well as that awareness campaigns are synchronized and do not have a negative impact on neighbouring jurisdictions. Through the regional task force, SEESAC will also ensure that adequate assistance is provided in the form of awareness campaigns when required to support promotion of new legislation, intelligence led operations as well in advocacy for targeted approaches.

2.3 Capacities for mainstreaming gender in SALW control

Gender norms play an important role in fuelling demand for SALW, shaping risky behaviour and determining specific risks women and men face with regards to SALW misuse. In South East Europe, men make up for 97.2 % of firearms owners and commit 98.4 % of firearms related criminal offenses, while they also account for the majority of victims of firearms related homicides and injuries (83.8 %). 51.2% of all firearm incidents in the Western Balkans were committed by men aged 19 to 35. Women on the other hand, own only 2.8 % of firearms, hardly ever misuse them but are disproportionately represented among the victims at 16.2 %.

The patterns of women's victimization are primarily related to domestic violence which is widespread in the Western Balkans. 61% of all killed women were killed by a family member, compared to 12.4% of all killed men. 43.5% of all women killed by an intimate partner in SEE were killed with firearms. According to SEESAC's Armed Violence Monitoring Platform, in 2020 28 women were killed by their intimate partners with firearms; 37.4% of reported domestic violence incidents which involved firearms had a lethal outcome. The misuse of firearms in domestic violence is more lethal than any other type of incident, and it is almost four times more deadly than in criminal incidents.¹⁹

Within the implementation of [European Council Decision 2013/730](#), SEESAC conducted a ground-breaking study on [Gender and SALW in South East Europe](#) which laid foundations for ongoing efforts to boost gender responsiveness of SALW control in the region. In addition, [Practical Tool for Integrating the Gender Perspective in SALW Control](#) was developed to accompany the Gender and SALW Study and support the operationalisation of its recommendations. It is designed as a simple aid to policymakers, primarily members of SALW commissions who are in charge of the development of SALW control measures.

With the support provided through [European Council Decision 2016/2356](#), SEESAC comprehensively supported institutions in South East Europe to integrate the gender perspective in SALW control frameworks. In that regard, gender coach programme was delivered to the heads of SALW Commissions in Albania, Bosnia and Herzegovina and Montenegro. The programme also included gender and SALW training for SALW commissions in those three jurisdictions. In addition, regional gender and SALW training was delivered to representations of SALW Commissions and MoI from Kosovo, North Macedonia and Serbia.

¹⁹ Armed Violence Monitoring Platform

The implementation of the gender coach programme significantly increased capacities of SALW commissions to mainstream gender in their work by equipping them with practical policy making tools and skills. As a result of these efforts and advanced awareness on the necessity of collecting sex disaggregated data, evidence base for development of gender responsive interventions has significantly increased. For instance, in SALW Surveys published in 2019, all data are sex disaggregated, thus providing detailed insights into gender differentiated aspects of firearms possession, use and misuse. Similarly, the framework established for the monitoring of the SALW Control Roadmap contains gender sensitive indicators and captures effects of the implementation of SALW control measures on women and men. Under the EU CD 2018/1788, SEESAC is about to launch the gender coach programme in two more jurisdictions.

Currently, within the framework of the [European Council Decision 2018/1788](#), SEESAC is implementing a thorough gender analysis of legislation and policies relevant for arms control. The analysis aims to assess gender responsiveness of legislation and policies, map gaps in legislative response, and provide recommendations for authorities on how to advance gender responsiveness of respective legislation. The analysis has been finalised in North Macedonia, Montenegro and Bosnia and Herzegovina and is currently conducted in Albania and Kosovo. This is an integral part of the ongoing harmonization of arms-control legislation with the EU regulatory framework and other related international obligations and standards across the region.

While remarkable progress has been achieved lately in incorporating the gender perspective in small arms control strategies, gaps in institutional response still remain. The misuse of firearms in domestic violence is insufficiently reported by the police, firearms are seldom revoked on the grounds of domestic violence, while in the license approval process insufficient attention is given to specific risks related to the presence of firearms in domestic context. Lastly, SEESAC's Gender and SALW Study from 2016 highlighted the underrepresentation of women in SALW control policy making and underlined how insufficient participation of women, women's organizations and gender experts hinders the development of gender responsive arms control measures. Work to integrate gender and age concerns in SALW/firearms control policies and ensure meaningful participation of women in SALW/firearms control and reduction of misuse of firearms in violence against women contribute directly to Goal 2 aiming to ensure that arms control policies and practices in the Western Balkans are evidence based and intelligence led, and Goal 4, aiming to significantly reduce the supply, demand and misuse of firearms through increased awareness, education, outreach and advocacy.

The current status of gender mainstreaming into SALW Control policies in each jurisdiction:

Albania

The Small Arms Control Strategy and accompanying Action Plan recognize the necessity to fully integrate gender and age concerns in SALW control. While the Action Plan contains specific measures to address the use of firearms in domestic violence, increase participation of women in SALW control, and address factor fuelling armed violence among young men, no such activities have been implemented so far. This gap in implementation indicates a clear need for further technical assistance to boost the implementation of strategic commitments.

Bosnia and Herzegovina

The recently adopted SALW Control Strategy 2021-2024 and accompanying Action Plan mark considerable progress in policy response to the main gendered concerns related to firearms. SALW Survey and dedicated analysis on differentiated impact of firearms on men and women in (Gender and SALW Fast Facts) served as evidence base for policy developments in BiH. The preliminary findings of gender screening of relevant legislation in BiH highlights legislative gaps which require immediate response, particularly with respect to linkages between firearms and domestic violence.

Kosovo

The SALW Control Strategy and Action and Action Plan recognize the relevance of the gender perspective for SALW control. SEESAC has initiated massive gender analysis of relevant legislation and policies, which will map challenges related to the prevention of use of firearms in domestic violence, addressing gendered factors which fuel demand for firearms, but also highlight the legislative preconditions for the integration of the gender perspective in small arms control in Kosovo.

Montenegro

The Strategy for Small Arms Control is based on a thorough gender analysis of data collected for SALW Survey and acknowledges that limited integration of the gender and age perspective adversely affecting the effectiveness of SALW/firearms control measures. However, the implementation of these commitments has been lagging behind. In order to address these challenges, there is a need for further capacity building of relevant institutions and development of specific tools. Ongoing gender screening of legislation will provide concrete guidance for action.

North Macedonia

Through recent legislative and policy developments, the Republic of North Macedonia has made considerable efforts to address the gendered dimension of small arms. This is primarily reflected in legislative provisions to prevent and combat the misuse of firearms in the context of domestic violence. Comprehensive gender analysis of legislation has highlighted specific gaps in the operationalisation of these commitments and provided forward looking recommendations how to tackle these gaps, including the use of firearms in domestic violence.

Serbia

The SALW Control Strategy foresees activities to raise awareness and reduce use of firearms in the context of domestic violence. In that regard, the Ministry of the Interior is cooperating with UNDP Serbia in the implementation of the project "Reduce risk - Increase safety – Towards ending SALW misuse in domestic violence context", funded by Germany through the Funding Windows. SEESAC will actively seek the possibilities to regionally upscale good practices developed within this project.

The key expected result of this project is the enhanced ability of the Western Balkan authorities to fight illicit possession, misuse and trafficking in SALW and their ammunition, in line with the EU SALW Strategy, the EU Action Plan on Firearms Trafficking and the Western Balkans SALW Control Roadmap.

II. STRATEGY AND DESCRIPTION OF ACTIVITIES

The **overall objective** of this project is to enhance the ability of the Western Balkans to fight against illicit possession, misuse and trafficking of SALW and their ammunition, in line with the Western Balkans SALW Control Roadmap. The project will contribute to two specific objectives through five outputs:

Specific Objective 1: Strategic and operational capacity of WB authorities to conduct firearms investigations and exchange information within the region and with the EU on illegal possession, misuse and trafficking of SALW and their ammunition strengthened:

Output 1: Network of functioning FFPs in the WB established;

Output 2: Capacities of authorities in Western Balkans to conduct crime scene investigation in accordance with relevant EU good practices and guidelines strengthened;

Specific Objective 2: Response to factors fuelling demand and misuse of firearms in WB increased:

Output 3: Knowledge of factors fuelling demand and misuse of firearms in WB enhanced;

Output 4: Awareness and operational capacity among key beneficiaries raised; and

Output 5: Capacities for mainstreaming gender into SALW control by institutions in WB strengthened.

It is anticipated that the successful implementation of the project will depend on the following key assumptions: a. COVID-19 related constraints impacting projects implementation are removed or adequately mitigated ; b) the political commitment remains high as it is for the moment; c) sufficient human resources are assigned to implement the activities by the jurisdictions; and d) political stability in the region.

SO1: Strategic and operational capacity of WB authorities to conduct firearms investigations and exchange information within the region and with the EU on illegal possession, misuse and trafficking of SALW strengthened

Output 1: Network of functioning Firearms Focal Points (FFPs) in the WB established

The project will build on the ongoing work aimed at operationalization of FFPs provided through EU CD 2016/2356 and 2018/1788, and facilitate the regional cooperation and further capacity development of FFPs in the Western Balkans. A network of FFPs will be established and supported through technical assistance to increase analytical capacities, as well as through provision of specific tools and the organisation of workshops and meetings in order to share best practices. The action will retain a degree of flexibility to respond to needs identified by the network to enable effective information sharing and promote regional cooperation including with EU Member States.

Information exchange and knowledge sharing leading to standardization of approaches will be facilitated through **annual workshops for Firearms Focal points**. These workshops will enable sharing information on best practices, new modus operandi and threats as well as trends. Two representatives from the six jurisdictions will attend two-day annual meetings, as well as international experts including representatives of EU FFP's. The FFPs Network will address thematic priorities during its regional meetings, related to challenges in information exchange, information handling protocols, risk and threat methodologies, fore-sighting but also address specific risks such as trafficking of converted weapons, hand grenades and suspicious transfers of explosive precursors and gender sensitive data collection. In addition, the project will further increase the capacity of the analysts through advanced analytical training, training on retrieving, visualizing and analysing information from specific relevant sources such as open source, social media and dark net.

The project will further support capacity development of FFPs through technical advice, training and equipment, make sure that the established Firearms Focal Points have well trained staff in place, possess the necessary equipment, and work according well established harmonized Standard operating procedures, are collecting and analysing data from relevant available data sources, sharing operational and strategic information and providing the necessary feedback. Capacity building of the FFPs will comprise the provision of technical advice, technical tools and training including Analyst critical thinking skills (ANACAPA), Open Source Intelligence (OSINT), Social Media Intelligence (SOCMINT) and gender analysis. SEESAC will organise a basic and advanced level training programme for analysts of the FFPs. A 4-day **regional training on critical thinking skills and analytical capacities** will be organised for 2 analysts in each FFPs, resulting in certification in ANACAPA. Furthermore, as criminals are making use of computer technology to trade illegal goods such as weapons, ammunition, and components, it is mandatory that the FFP's have access to several sources of information. Besides using criminal and ballistic intelligence, they also need skills to analyze open sources such as social media, in order to find links to particular cases or individuals or use the collected information for prevention. Analysts for the FFPs will be trained in these areas through two 4-day long regional trainings in the areas of **Open Source Intelligence** and **Social Media Intelligence**, for 2 participants per FFP. This training will include practical tabletop exercises to develop and exercise operations to address specific risks and intelligence-led policing products (problem profiles, subject profiles, criminal market analysis and operational and strategic assessments).

To further increase the capacity of the FFPs, SEESAC will organize one three-day training for 2 participants from each jurisdiction on **gender analysis and gender sensitive data collection as well as fore sighting**. The project will support development of a **guidance** on gender sensitive data collection and analysis mandatory to create evidence-based policies. This guidance will be developed by a short-term consultant and will include practical recommendations on how to make FFP dataset gender sensitive, and guidelines on gender analysis and gender sensitive hypothesis development, including specific gender risk and threat assessment. In addition, a methodology on fore sighting or horizon scanning will be developed to evaluate vulnerabilities of the institutions towards the new forthcoming risks. Both guidance on gender sensitive data collection and analysis and methodology on fore sighting or horizon scanning will be used for development of above-mentioned training and participants will be trained how to use them.

Analysis of high visibility incidents, such as those related to violent extremism, terrorism but also organized crime, revealed that besides firearms also explosives and explosive precursors are weapons of choice. Data collected in this regard is very often very rudimentary in the Western Balkans. FFPs will be trained in **data collection and analysis of seized explosives as well as explosive precursors**. This will be achieved by organizing a one-day regional workshop for 2 representatives per FFPs in the Western Balkans. Additionally, a two-day training will be provided in cooperation with Europol on **High Value Target** methodology used by Europol for 2 FFP criminal analysts from each of jurisdictions. The project will further provide support to FFPs during the **development of related Standard Operating Procedures**, especially in the field of OSINT, SOCMINT but also explosives, hand grenades and explosives precursors, when required.

The project will provide support in developing **outreach of the FFPs** to integrate this new function into the existing law enforcement architecture and support their integration in the investigative and intelligence led policing cycle. Specifically, up to 20 outreach information sessions will be conducted and information materials produced and distributed to ensure that FFPs capacities and knowledge products are fully known by **investigators and prosecutors** as well as senior management in the tasking and coordination groups of the intelligence policing concept, and this in order to increase the quality of investigations. Additionally, support for outreach activities of forensic labs will be provided to increase the cooperation between the **prosecutors and the forensics laboratory** and increase prosecutors' awareness on specific examination methods. This one time support will be organized at every jurisdiction level by the forensic laboratories to ensure that the outreach activities are localized to the accredited examination methods by each lab as well as the criminal procedure codes in that jurisdiction.

Advisory and technical support will be provided throughout the project implementation to the already existing FFPs. Specific advisory support will be provided in the process of establishment and operationalization of FFP in BIH, including provision of equipment, based on a needs assessment.

Limitations

Considering that according to Europol SOCTA report, illicit arms trafficking is very often conducted by organized crime groups engaged in poly criminality and an approach towards this group involves different specialised crime sectors or departments, the primary beneficiaries of the knowledge products produced by the FFPs will be the investigators and limited extent prosecutors dealing with armed violence and arms trafficking and the aim of this project is not to establish intelligence led policing but rather to integrate the FFP in existing intelligence led policing structures and as such improve the quality of investigations.

Output 2: Capacities of authorities in Western Balkans to conduct crime scene investigation in accordance with relevant EU good practices and guidelines strengthened

The primary beneficiaries of these activities are crime scene investigation units. These units are securing the crime scenes, retrieving physical and electronic evidence from crime scenes, packaging it and introducing it into the custody chain which main aim is that these evidence is easily traceable, not damaged and cannot be contaminated, so making sure that all evidence is successfully recovered and can be used without any problems during court cases. Activities will be further developed in line with the initial needs assessment that will be implemented at the beginning of the project. Some relevant insight will also be obtained through a detailed needs assessment of criminal police services in the Western Balkans that is planned through EU CD 2018/1788.

Building on the ongoing and planned interventions by different actors and the support already provided by SEESAC through the EU CD 2016/2356, the project will aim to further enhance the capacities of the region in the field of crime scene investigations through a **Train the Trainers (ToT) approach**. The jurisdictions will be requested to select two experienced CSI team leaders based upon a SEESAC proposed list of qualifications and which have the capacity to (upon the finalization of the trainings below prescribed) develop trainings for their colleagues at jurisdiction level. SEESAC will provide a set of lessons/slides presented to them during their training in their own language.

The project will support in particular the organization of a two-day regional workshop on **crime scene investigation** for 2 representatives (TOT) of the central CSI Unit per jurisdiction (6 jurisdictions in total). The workshop will train the participants on the ENFSI best practice manual and specifically, on recovery of firearms, essential components, ammunition and explosives as well as precursors. This workshop will also document tools recovered for the conversion of firearms which means tools used in conversion workshops. Training will be delivered in cooperation with ENFSI or upon advice of ENFSI defining relevant experts in the field. During this process, hands-on guidelines will be developed with and for the authorities on issues such as gun crime scene investigations, recovery of ballistic items from the crime scene, custody chain and evidence handover throughout an investigation. These guidelines can be used by the TOT for specialized trainings to ensure practical implementation and the mentioned trainings as well as the guidelines are a prerequisite for successfully passing the ISO 17020 standard for CSI units. SEESAC will as such further monitor that relevant trainings are implemented in line with the below drafted SOPs at every jurisdiction level.

Another specialist two-day **regional workshop** for the same two representatives (TOT) as above from each jurisdiction will be organized in the field of **crime scene photography and establishment of a custody chain**. The training will be delivered by an internationally recruited expert.

An important precondition for a successful investigation of firearms related crimes is the ability to link different cases where the same weapon was used. This can be done if proper storing of ballistic exhibits is in place in the form of **open case files**. The project will support, in close cooperation with NABIS, the establishment of the open case file in all the jurisdictions, as well as provide the required storage cabinets and guidance on record keeping systems when needed, based on a needs assessment. Main beneficiaries of this support will be ballistic sections in the forensic labs in every jurisdiction.

The project will further support the comparison and **adjusting the existing SOPs with the ENFSI best practice** and providing guidance for the amendments required. The comparison tables and recommendations will be presented in 6 jurisdiction level meetings and this in order for the jurisdictions to amend their existing SOPs, as needed. SEESAC will provide technical advice during the drafting or amending the SOPs and will further monitor the progress during the drafting process.

A Quality Management System (QMS) governed environment and accredited laboratories are required to increase exchange of forensic information at jurisdiction level such as for example between the forensic labs and the firearms focal points and can also support regional and international cooperation. The exchange of this forensic information as well as evidence can support overall better delivery by law enforcement. In this context, limited support can be provided under this project to forensics examination in trafficking of firearms and other firearms and explosives related criminal cases.

To this purpose, an international expert will be hired with professional knowledge in the field of **quality management and CSI standard 17020** (Conformity assessment — Requirements for the operation of various types of bodies performing inspection) and will develop a **QMS guideline/manual** in accordance to ISO 17020. This manual will be prepared to define the quality system during crime scene investigation, establish responsibilities of the personnel in the crime scene investigation units affected by the system, and to provide general procedures for all activities comprising the quality system. In addition, this manual is utilized for the purpose of informing the customers of the quality system such as the investigators, prosecutors, forensic laboratories, and what specific controls are implemented to assure service quality. This manual will be translated in WB languages and disseminated for further use. **An initial audit** of crime scene investigation units will be implemented in every jurisdiction by an auditor (internationally recruited) and the audit report will provide recommendations as well as an action plan to further prepare the jurisdictions for ISO 17020 accreditation in line with the Quality manual. After addressing the recommendations and implementation the action plan, the jurisdictions will be able to request their relevant accreditation bodies to implement the accreditation audit.

The initial audit is meant to determine the level where the CSI Units are at, in order to prepare them, the required documentation and processes further for accreditation. The expert will look at the facilities, equipment and especially SOPs and other relevant documents as well as the quality manual and provide every jurisdiction with specific recommendations and things to do/amend. When the jurisdiction considers to be ready, they ask for the accreditation in their own accreditation agency/body that will bring in an expert to do the accreditation audit and if they have implemented all the recommendations they will be accredited for five years.

Additionally, and based on an initial need assessment implemented by SEESAC checking the status of equipment and consumables necessary to do their daily job, **basic and advance CSI equipment/kits** will be provided to the relevant jurisdictions. Basic CSI equipment can include also consumables.

The part above described includes mainly support to increasing of capacities regarding crime scene and physical evidence. In the digital era in which we are now living, the importance of electronic evidence should not be underestimated. As this is an issue which is not yet adequately addressed in the Western Balkans, the project will provide **guidance on electronic evidence** for

first responders based on the booklet developed by Council of Europe and UNODC. A dedicated two- day **regional workshop** on recovery of electronic evidence for 2 participants (TOT) from each jurisdiction will also be organized where day 1 will cover the guidance for first responders and day 2 will discuss other issues regarding electronic evidence such as the identification and handling of electronic evidence as well as requesting and transferring of electronic evidence across borders.

Limitations

Crime scene investigations cover many aspects of evidence collected and recovered and this project will mainly focus on evidence collected during crime investigations where firearms, components, ammunition, explosives and explosive precursors were used. This means that the guidance will focus at guidance on crime scenes such as homicides, celebratory fire, acts of terrorism, etc. This project will not focus on building capacity for DNA or fingerprint examinations. Furthermore, the project will only be able to provide basic guidance for first responders regarding recovery and handling of electronic evidence without going further in processes such as digital forensics etc. The project will prepare the jurisdiction for the accreditation towards ISO standard 17020 although the request and the final accreditation audit is the responsibility of the jurisdiction itself.

Specific Objective 2: Response to factors fuelling demand and misuse of firearms in WB increased

Output 3: Knowledge of factors fuelling demand and misuse of firearms in WB enhanced

Under this output, a comprehensive **research on perpetrators of firearms incidents to identify factors and mechanisms which fuel demand for firearms and shape risk taking behaviours** will be implemented. For that purpose, an expert consultant will be engaged to develop a detailed research methodology which will also include scoping missions with partners in the region. The research team will consist of a lead consultant and six national consultants. The research will include different components such as: desk review analysis of data collected by institutions, online perception survey for general population to get insight into attitudes toward firearms, and wide range of interviews/focus groups with all relevant stakeholders (SALW commissions, investigators, police officer, representatives of relevant ministries, organization promoting gender equality, staff working in prisons and juvenile delinquency centres, teachers; as well as perpetrators). In addition, analysis of how firearms are portrayed in popular culture will be conducted as well as comprehensive mapping of violence prevention programmes. Furthermore, analysis of victims of firearms misuse will be conducted as an integral part of the research. The research report on factors fuelling demand and misuse of firearms in the Western Balkans will be translated into local languages.

Output 4: Awareness and operational capacity among key beneficiaries raised

Under this component, four strands of activities will take place: 1. Development of the Terms of Reference and establishment of the Regional Task force; 2. Organization of bi-annual meetings for the regional task force; 3. Development of guidelines for the regional task force and 4. Support to the implementation of awareness raising campaigns.

Establishment of the regional task force

The project will further increase the awareness and operational capacity among the main key identified interlocutors in each of the six Western Balkans partner and create a regional task force to contribute to standardization of design, management, monitoring and evaluation of awareness campaigns as well as sharing best practises. The **regional task force** will be established in year one and meet twice per year to ensure that awareness goes hand in hand with operations at

domestic and regional level. The Task Force will operate based on terms of reference, which will be proposed for approval at the first regional annual meeting and can include representatives of the SALW commissions, public information offices, units for prevention, educational institutions, etc. During this first meeting, the participants will be introduced to the SEESAC's SALW Awareness Pack 2.

Organization of bi-annual meetings

This output foresees the organization of bi-annual thematic meetings bringing together 5 representatives of 6 jurisdictions for two days where proposals and best practices addressing most relevant identified problems will be discussed. During these meetings, specific trends can be addressed based on trend analysis through the Armed Violence Monitoring Platform, or problems identified by the jurisdictions and can include among others issues such as celebratory fire, domestic violence at gunpoint, armed robberies, youth gangs, and joining organised crime gangs as carriers, etc. The task force will serve to discuss regional trends and approaches, share experience and plan possible domestic or joint work.

Development of guidelines

Guidelines for policymakers on awareness raising will be developed and presented for review by the regional task force in the region. The following practical guidelines (up to 4) are expected to be produced: 1. Planning an awareness campaign, Implementing an awareness campaign, and Monitoring and evaluation of an awareness campaign, 2. Specific cases (demand reduction, voluntary surrender and legalization, Incidents, and Crisis communication) and 3. Specific practical guidelines regarding internal compliance programmes and public information. Other guidelines shall be proposed during the regional task force meetings or derived from the research described under output 3, but could also cover for example specifically social media campaigns.

Support to awareness campaigns

Under this output it is foreseen that technical advisory support will be provided to the jurisdictions in designing, monitoring and implementing awareness campaigns as well as financial support in the implementation of these awareness campaigns. Based on the research under output 3, the findings of SALW surveys conducted with the support of EU CD 2016/2356, the trends captured by SEESAC's online Armed Violence Monitoring Platform (EU CD 2016/2356 and 2019/2111), and findings from the task force, **awareness raising campaigns** and materials will be developed and implemented on the dangers of misuse of firearms in years 2 and 3 of the project implementation. Awareness raising activities will be developed and implemented in close cooperation with the authorities and incorporate lessons learnt from previous campaigns implemented in the Western Balkans. Specific measures could include voluntary surrender and legalization campaigns, which are indicated by most of the authorities as a priority for the implementation of the Roadmap²⁰. Such campaigns provide an opportunity for citizens to surrender weapons held illegally, without legal repercussions, as well as to register those weapons whose types are admissible by law. The campaigns could use the research findings in terms of selection of target groups and be conducted regionally, if relevant. Preventive programmes could also be developed and implemented, particularly targeting young men. Since in the Western Balkans, men overwhelmingly dominate across firearm experiences in terms of ownership, demand, use, misuse and victimization and young men are more likely to misuse firearms. SEESAC would develop proposals for armed violence preventive awareness programmes particularly targeting this group in order to boost preventive work of the authorities with this specific age group.

Limitations

It is expected that a number of public information campaigns in support of new or amended legal frameworks on firearms, explosives and explosive precursors will be needed to support the jurisdictions during the implementation of the Roadmap. Besides public information campaigns, internal compliance programs and outreach will be needed towards producers and other economic operators. Additionally since one of the main aims of the Roadmap is to reduce the weapons in the illegal market, firearms misuse and prevent illicit arms trafficking, jurisdictions will have to

²⁰ This activity will be conducted in accordance with the adopted legal framework that provides amnesty for legalization and voluntary surrender.

implement on the one hand campaigns regarding demand reduction as well as to support voluntary surrender and legalization campaigns. This project will not be able to financially support all campaigns needed or developed during the time frame of the project but it can contribute through the regional taskforce to the regional coordination of campaigns that will be implemented by different stakeholders.

Output 5: Capacities for mainstreaming gender into SALW control by institutions in WB strengthened.

Despite considerable progress in integrating the gender perspective in SALW control policies, challenges still remain with regards to institutional response to the use of firearms in domestic violence, insufficient capacities of relevant institutions to mainstream gender in their work, addressing gendered factors fuelling demand for firearms, participation of women in arms control, and gender sensitive data collection. This project will further include activities to address the issues above described through capacity development, risk assessment methodologies, gender sensitive licensing tools as well as inter-institutional cooperation, building on work done through implementation of EU CD 2016/2356, 2018/1788 and 2019/2111.

Under output 5, in order to provide an in-depth understanding of main gaps in the implementation of existing frameworks, SEESAC plans to conduct an extensive **regional analysis of the institutional response to the use of firearms in domestic violence**. The analysis will make use of different data sources (SALW Surveys, AVMP, data collected from institutions) and will provide insight into main challenges with respect to institutional practices related to the prevention of use of firearms in domestic violence. Recommendations developed within the analysis will serve as evidence base for policy making. For this purpose, a pool of consultants will be engaged (a lead consultant and one per each jurisdiction) who will develop the research methodology, coordinate the implementation, and draft the report. In addition, focus groups/interviews with relevant professionals, primarily police officers but also representatives from other relevant institutions and organizations identified (for example social welfare centres, prosecutors, women's organizations etc) will be organized. The presentation of the report to SALW Commissions and other relevant stakeholders will be organized regionwide with up to three round table discussion.

Furthermore, **risk assessment tools for first line responders to address risks related to the presence of firearms in domestic violence** will be developed. This activity will include engagement of short-term experts to carry out analysis of the existing risk assessment procedures, organize focus groups or interviews with police officers and other relevant professionals and develop a risk assessment tool. Building on this activity, **regional training of trainers on the risk assessment tools** will be organized for up to 20 police officers in order to enable them to disseminate knowledge on risks related to the presence of firearms in domestic violence and application of this tool. This will be followed with **5 beneficiary-level one-day trainings** for up to 75 police officers and other relevant professionals to train them on the use of risk assessment tools. Training will be delivered by participants of the regional training of trainers. In addition, specific **gender sensitive license tools** will be developed to ensure that license issuing procedure, including security vetting and background checks, fully take into account risks related to domestic violence. This activity will be implemented by a pool of consultants and will include also focus groups/interviews with personnel in charge of licensing and other relevant professionals. **Regional training on trainers on the application on gender sensitive license tools** will be organized to up to 20 police professionals involved in firearm licence approval. Upon completion of the ToT, trainers will deliver up to six one-day beneficiary-level trainings for up to 90 professionals in charge of license approval.

In order to **strengthen the institutional capacities for gender responsive SALW control policy-making and address existing challenges in the implementation of gender-related commitments**, a paper on preconditions and recommendations for sustainable mainstreaming gender in SALW control and gender budgeting for SALW control will be developed by an expert consultant. This will be followed with an **advanced regional gender and SALW training** for up to 20 members of SALW commissions and gender equality agencies on how to effectively integrate

the gender perspective in small arms control measures. To further enhance cooperation between SALW Commissions and gender equality actors and facilitate implementation of gender responsive SALW control measures, **3 one-day meetings** on gender and SALW, each gathering up to 20 participants (member of SALW commissions, gender equality mechanisms and other relevant ministries, women's organizations) will be organized. Furthermore, gender coach programme for one high rank SALW control official will be delivered by a consultant. Throughout the project, **on demand consultative support** to authorities to mainstream gender in SALW control will be provided by gender expert.

With a view to facilitate **participation of women in SALW control**, an analysis of factors hindering women's full participation in SALW control and development of practical proposals how to address these factors will be developed by a consultant. The report on this analysis will be presented and discussed with SALW Commissions. In addition, a regional workshop on gender and small arms for women's CSO and organizations working on promotion of gender equality among men will be organized.

Synergies will be created with ongoing gender related activities implemented by SEESAC and other partners. Practices, such as risk assessments and professional training, which are currently being developed within the UNDP Serbia implemented project to Reduce Risk-Improve Safety - Towards ending SALW misuse in the context of domestic violence will be upscaled to a regional level, through this project. In addition, close cooperation will be established with the UNDP Bosnia and Herzegovina which will implement capacity building activities for representatives of women's police officers' networks in Bosnia and Herzegovina and carry out awareness raising campaigns related to gender-based violence. In addition, synergy will be achieved with the SEESAC's ongoing work related to gender mainstreaming in security sector reform implemented in cooperation with Ministries of Defence and Armed Forces in the region, with the aim to ensure practical convergence between SALW control and Women, Peace and Security agendas. Synergies with other EC funded contracts working on gender based violence (GBV) will be sought, also to avoid overlapping. In this regards the project management will coordinate with EU gender focal points in the region and at DGNEAR HQ when implementing activities related to gender based violence.

Limitations

Domestic violence is a complex problem and interinstitutional approach among different stakeholders (such as police, social welfare centres, healthcare institutions, prosecutors and judges, women's organizations etc.) is required to tackle it effectively. While the project acknowledges such complexity, police officers will be the primary beneficiaries of the activities related to the prevention of use of firearms in domestic violence. This is both due to the central role of the police in issuing firearm licenses and their role as first line responders when domestic violence occurs. Having said that, other relevant stakeholders will be involved when it is deemed necessary for maximum effects of proposed activities.

III. SELECTION OF IMPLEMENTING PARTNER

The project will be implemented by United Nations Development Programme Istanbul Regional Hub through SEESAC. SEESAC is a joint initiative of UNDP and the Regional Cooperation Council (RCC), established in 2002 as the executive arm of the Regional Implementation Plan on Combating the Proliferation of Small Arms and Light Weapons in Southeast Europe (SEE). With on-ground-activities across South Eastern and Eastern Europe, SEESAC is a regional platform which uses a holistic approach to small arms and light weapons (SALW) and facilitates strategic and operational cooperation on arms control and contributes to confidence building in the region. SEESAC provides support to national authorities in South East Europe, Belarus and Ukraine, works closely with donors including the European Union (EU), the Governments of Germany, France, the United States, Norway, Sweden, the UK and the Netherlands, Slovakia, and convenes various regional and international organizations working on arms control.

Since 2002, SEESAC is responsible for the collection and dissemination of information, monitoring and reporting on progress in the implementation of SALW control efforts in the region, as well as for assisting in policy formulation, provision of technical assistance in development and implementation of SALW control programmes and facilitation of coordination on SALW control efforts among governments, donors and other stakeholders. Furthermore, SEESAC is also providing project development, technical advisory, project monitoring and evaluation support to the EU, UNDP, OSCE and other stakeholders within South and Eastern Europe on request.

SEESAC facilitates strategic and operational regional cooperation on small arms and light weapons control, supports evidence-based policy development and capacity enhancement for institutions, awareness-raising and SALW collection campaigns, stockpile management, surplus reduction, and improved marking and tracing capabilities, as well as improved arms-exports control. In this way, SEESAC has acquired a unique capacity and experience implementing multi-stakeholder regional interventions against the shared political and economic background of the partners in the region, ensuring national and regional ownership and the long-term sustainability of its actions and establishing itself as the primary regional authority in the SALW control field.

SEESAC was instrumental in development of the Western Balkans SALW Control Roadmap and is coordinating its implementation in close cooperation with the EU, Germany and France, as well as ensuring the monitoring of Roadmap implementation.

SEESAC maintains bilateral and multilateral channels of communication with all relevant actors and organisations. In that regard, SEESAC serves as the Secretariat of the Regional Steering Group for SALW (RSG). In addition, SEESAC has been tasked with coordination and monitoring of the implementation of the Western Balkans SALW Control Roadmap and has been appointed as the Secretariat of the Western Balkans SALW Control Roadmap Multi-partner Trust Fund (MPTF). SEESAC is also part of the SALW/MA Coordination Meetings, an informal coordination mechanism on SALW control activities, between NATO, EU, OSCE, and SEESAC. SEESAC regularly contributes to relevant regional fora such as the EU-Western Balkans meetings of ministers of Justice and Home Affairs, the NATO structural information exchange process on SALW and the South-Eastern Europe defence ministerial ('SEDM') process and continues to maintain a wide network of formal and informal partnerships with organisations such as RACVIAC (Regional Arms Control Verification and Implementation Assistance Centre) — Centre for Security

Cooperation and the Organization for Security and Cooperation in Europe (OSCE) Forum for Security Cooperation (FSC). Regular coordination meetings as well as information exchange with other UN agencies such as UNODC and UNODA take place through the UN Coordinating Action on Small Arms (CASA) as well as other formats. SEESAC thus serves as a regional hub and focal point for a wide spectrum of issues related to security sector reform, with a particular focus on SALW control and stockpile management. SEESAC maintains close contact and provides support to relevant EU institutions for a more effective outreach to the SEE counterparts, primarily to DG NEAR, DG HOME, Europol and Interpol, EU Border and Coast Guard Agency (FRONTEX) as well as EU-led initiatives such as European multidisciplinary platform against criminal threats (EMPACT) devoted to Firearms, and the European Firearm Experts (EFE) Group.

Based in Belgrade, SEESAC operates throughout South East Europe, with activities in Albania, Bosnia and Herzegovina (BiH), Kosovo*, the Republic of Moldova, Montenegro, North Macedonia and Serbia as well as limited support to Belarus and Ukraine. Regional ownership is ensured through the RCC as well as through the RSG, where representatives of all states in SEE provide the strategic guidance, initiatives and requests for support. SEESAC has pioneered an approach based on tackling shared problems through regional initiatives, which has yielded impressive results in SEE not only because of the crucial information-sharing and promotion of healthy regional competition which it sparks, but also because it helps achieve consistent and easily measurable results at national and regional level through a holistic implementation modality.

The European Union is one of key SEESAC donors. Projects implementing EU Council Decisions have been ongoing since 2002. SEESAC is currently implementing two EU Council Decisions. The implementation of the EU Council Decision 2018/1788 which provides support for coordination and monitoring of Roadmap implementation, support for harmonization of SALW control legal frameworks with the EU acquis and international standards and in compliance with Union regulatory framework and limited assistance for combatting illicit arms trafficking, is ongoing. Furthermore, the EU CD 2019/2111 is providing a comprehensive support to arms control efforts as a direct follow up to EU CD 2016/2356 and EU CD 2013/730. It provides the framework for facilitation of regional cooperation and support for evidence-based policy-making on SALW control, and improvement of capacities for physical security and stockpile management (PSSM) through infrastructure security upgrades, surplus reduction and training, and a comprehensive approach to capacity building of law enforcement and border authorities in preventing and countering illicit arms and explosives trafficking. **The current project proposal is either building on the results achieved or complementing the previous or ongoing assistance.**

According to the EU, SEESAC implemented its previous Union-funded projects with a very high delivery rate of the envisaged activities, delivering sustainable project results by developing and fostering national ownership of its projects and activities, and promoting regional coordination, experience and the sharing of best practices, as well as regional research. Furthermore, in terms of accountability of implementation of EU funded projects, SEESAC has successfully undergone an EU verification mission in 2017 which resulted in no negative findings. SEESAC's SALW expertise and in-depth knowledge of regional affairs and relevant stakeholders makes SEESAC the most suitable implementing partner for this particular action.

* References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).

IV. MULTI-YEAR WORK PLAN ²¹²²

Multiyear Work Plan - CONTRACT 425-067

Support for enhancing the fight against the illegal possession, misuse and trafficking of small arms and light weapons (SALW) in the Western Balkans

Nr. Activity	Description	Planned Activities through years		
		Year 1	Year 2	Year 3
Specific Objective 1 - Strengthening the strategic and operational capacity of Western Balkan authorities to conduct firearms investigations and exchange of information within the EU on the illegal possession, misuse and trafficking of small arms and light weapons and their ammunition				
Output 1 - Network of functioning Firearms Focal Points in the Western Balkans exchanging information established in line with EU standards				
Activity 1.1	Annual workshop for FFP of Western Balkan			
Activity 1.2.1	Regional training on ANACAPA			
Activity 1.2.2	Regional training on OSINT			
Activity 1.2.3	Regional training on SOCMINT			
Activity 1.2.4	Regional training on gender analysis and gender sensitive data collection as well as fore sighting			
Activity 1.2.5	Regional training on data collection of explosives and explosives precursors			
Activity 1.2.6	Regional training on High Value Targets			

²¹ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

²² Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

Activity 1.3.1	Outreach of the FFP to investigators, prosecutors and relevant superiors			
Activity 1.3.2	Outreach of the ballistic labs to prosecutors			
Activity 1.3.3	Provision of technical assistance and expertise to FFPs based on needs assessment			
Activity 1.3.4	Support to further development of SOPs			
Activity 1.3.5	Support to establishment OCF in relevant jurisdictions			
Activity 1.3.6	Development of good practice guideline on gender sensitive data collection			
Total Output 1				
Output 2 - Capacities of authorities in Western Balkans to conduct crime scene investigations in accordance with relevant EU good practices and guidelines strengthened				
Activity 2.1	Regional workshop on CSI in accordance to ENFSI Best Practice manual and recovery of conversion related equipment			
Activity 2.2	Regional workshop on photography and custody chain			
Activity 2.3	Support to drafting of SOP and harmonization with ENFSI best practices			
Activity 2.4	Development of QMS guideline/manual in accordance to 17020			
Activity 2.5	Initial Audit on 17020, development of Audit report and action plan for accreditation to 17020			
Activity 2.6	Provision of CSI equipment - kits			
Activity 2.7	Regional workshop on recovery of electronic evidence			
Activity 2.8	Development of a good practice guideline regarding electronic evidence recovery and its custody chain			
Total Output 2				
Specific Objective 2 - Increasing response to factors fueling demand and misuse of firearms in the Western Balkans				
Output 3 - Knowledge enhanced of factors fueling demand and misuse of firearms in the Western Balkans				
Activity 3.1	Research on perpetrators of firearms incidents to identify factors and mechanisms which fuel demand for firearms and shape risk taking behaviors			
Total Output 3				
Output 4 - Awareness and operational capacity raised among key beneficiaries				
Activity 4.1	TOR Development to be developed and approved by jurisdictions			
Activity 4.1	Bi - Annual regional task force meetings			
Activity 4.2	Development of guidelines for the regional taskforce			
Activity 4.3	Support to implementation of awareness raising campaigns			
Total Output 4				

Output 5 - Strengthened capacities of institutions to mainstream gender in SALW control				
Activity 5.1	Regional analysis of institutional response to the misuse of firearms in domestic violence (including data collection practices) and development of comprehensive set of recommendations for the improvement of current practices			
Activity 5.1.2.1	Development of risk assessment tools for first line responders to address risks related to the presence of firearms in domestic violence			
Activity 5.1.2.2	Regional training of trainers on the risk assessment tools			
Activity 5.1.2.3	National trainings			
Activity 5.1.3.1	Development of gender sensitive license tools for ensuring that license issuing procedure, including security vetting and background checks fully take into account domestic and intimate partner violence			
Activity 5.1.3.2	Regional training of trainers on the gender sensitive licensing tools			
Activity 5.1.3.3	National trainings			
Activity 5.2.1	Papers on preconditions for sustainable mainstreaming gender in SALW control and gender budgeting for SALW control			
Activity 5.2.2.1	Advanced Regional Gender and SALW Training			
Activity 5.2.2.2	National meetings			
Activity 5.2.3	Delivery of gender coach programme for one high rank officials			
Activity 5.2.4	On demand consultative support to authorities to mainstream gender in SALW control			
Activity 5.3.1	Analysis of factors which hinder women's full participation in SALW control and development of practical proposals how to address these factors			
Activity 5.3.2	Organize regional workshop on gender and small arms for women's CSO and organizations working on promotion of gender equality among men			

V. RESULTS FRAMEWORK

Intended Outcome as stated in the Regional Programme Results and Resource Framework:								
Outcome 3. Building resilience to shocks and crises through enhanced prevention and risk-informed development								
Output 3.3. Regional cooperation enables national systems to ensure the restoration of justice institutions, redress mechanisms and community security, including armed violence reduction and small arms and light weapons (SALW) control								
Outcome indicators as stated in the Regional Results and Resources Framework, including baseline and targets:								
Indicator 3.3.1. Number of regional cooperation forums that support redress mechanisms, justice institutions, and community security (including SALW control)								
Baseline: 5 Target: 18								
Applicable Output(s) from the UNDP Strategic Plan: 3.2.1: National capacities strengthened for reintegration, reconciliation, peaceful management of conflict and prevention of violent extremism in response to national policies and priorities								
Project title and Atlas Project Number:								
EXPECTED OBJECTIVES AND OUTPUTS	OUTPUT INDICATORS ²³	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1 2022	Year 2 2023	Year 3 2024	
Objective 1 Strengthened strategic and operational capacity of Western Balkan authorities to conduct firearms investigations and exchange of information among themselves and with the EU on the illegal possession, misuse and trafficking of SALW and	Objective 1 level indicator Level of strategic information sharing and cooperation within the region	SEESAC	Limited exchange of information and on ad-hoc basis	2021	Information sharing and cooperation on ad hoc basis	Information sharing and regional cooperation and information exchange increased	Information sharing and regional cooperation further increased	EU enlargement reports International organization reports SEESAC assessment/ reports Meeting minutes

²³ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

<p>their ammunition</p> <p>Output 1.</p> <p>Network of Firearms Focal Points in the Western Balkans exchanging information established in line with EU standards</p> <ul style="list-style-type: none"> Information exchange and knowledge sharing through the organization of annual workshops for FFPs of Western Balkan Capacity development of FFPs through the organisation of ANACAPA, OSINT and SOCMINT trainings FFPs outreach supported 	<p>Level of</p> <p>Number of Firearms Focal Points established</p> <p>Extent to which information is exchanged among the FFPs</p> <p>Extent to which the work of the FFP is known by senior management and investigators</p>	<p>SEESAC</p> <p>SEESAC</p>	<p>Capacities limited</p> <p>5</p> <p>Limited exchange</p> <p>Work of the FFP not well known by senior management and investigators</p>	<p>2021</p> <p>2021</p> <p>2021</p> <p>2021</p>	<p>Capacities limited</p> <p>5</p> <p>Limited exchange</p> <p>Outreach increased</p>	<p>Capacities strengthened</p> <p>5</p> <p>Increased exchange</p> <p>Outreach increased</p>	<p>Capacities developed and applicable tools at EU level used</p> <p>6</p> <p>Increased exchange</p> <p>The work of the FFPs is better known by senior management in the police, investigators as well as the prosecutors</p>	
<p>Output 2. Capacities of authorities in Western Balkans to conduct crime scene investigations in accordance with relevant EU good practices and guidelines strengthened</p> <ul style="list-style-type: none"> Capacity development of 	<p>Extent to which the capacity of the CSI units is standardised with the ENFSI best practices</p>	<p>SEESAC</p>	<p>Capacity of CSI units not standardized with the ENFSI best practices and lack of modern equipment for CSI</p>	<p>2021</p>	<p>Increased capacity of CSI Units standardized with ENFSI best practices</p>	<p>Increased capacity of CSI Units standardized with ENFSI best practices and equipment delivery</p>	<p>Increased capacity of CSI Units standardized with 3 ENFSI best practices (Crime scene investigations, Recovery of explosives traces;</p>	<p>EU enlargement reports International organization reports SEESAC assessment/ reports Meeting minutes</p>

<p>selected authorities in the Western Balkan in the area of Crime scene investigation (CSI) though organization of regional workshops (ToT) and delivery of equipment.</p> <ul style="list-style-type: none"> Initial audits regarding CSI followed up by proposed action plans towards ISO standard 17020 	<p>Number of action plans towards ISO standards 17020</p>	<p>SEESAC</p>	<p>No action plan</p>	<p>2021</p>	<p>Initial audits in 4 jurisdictions</p>	<p>Initial audits in 6 Jurisdictions</p>	<p>and GSR) and equipment delivery</p> <p>Initial audit and action plans for each jurisdiction published and agreed</p>	
<p>Objective 2 Increased response of beneficiaries to factors fuelling demand and misuse of firearms in the Western Balkans</p> <p>Output 3 Knowledge of factors fuelling demand and misuse of firearms in the Western Balkans enhanced Research on perpetrators of firearms incidents to identify factors and mechanisms which fuel demand for firearms and shape risk taking behaviours</p> <p>Output 4 Awareness and operational capacity to fight illicit and/or misuse of firearms raised among key</p>	<p>Objective 2 level indicator</p> <p>Level of response to factors fuelling demand and misuse of firearms in the Western Balkans</p> <p>Level of knowledge of factors fuelling demand and misuse</p>	<p>SEESAC</p>	<p>Limited response</p> <p>Basic knowledge of factors fuelling demand and misuse</p>	<p>2021</p>	<p>Limited response</p> <p>Improved knowledge</p>	<p>Process initiated to improve response</p> <p>Improved knowledge</p>	<p>Improved response</p> <p>Improved knowledge and knowledge used in policy</p>	<p>Research report on factors SALW action plans</p>

<p>beneficiaries</p> <ul style="list-style-type: none"> Knowledge enhancement and Information exchange and standardization of approaches through the establishment of the Regional Task Force Development of guidelines Support to implementation of local campaigns at jurisdiction level 	<p>Number of regional awareness taskforce in place</p> <p>Number of guidelines developed</p> <p>Number of local awareness campaigns supported</p>	<p>SEESAC</p> <p>SEESAC</p> <p>SEESAC</p>	<p>No regional awareness task force in place</p> <p>Guidelines not developed</p> <p>Awareness campaigns implemented ad hoc very often not supported by other Intelligence Led Policing actions</p>	<p>2021</p> <p>2021</p> <p>2021</p>	<p>1</p> <p>0</p> <p>0</p>	<p>1</p> <p>1</p> <p>2</p>	<p>1</p> <p>2</p> <p>2</p>	<p>Meeting minutes TOR of regional taskforce</p> <p>Guidelines and campaign plans</p> <p>Evaluation report of implemented campaigns</p>
<p>Output 5 Capacities for mainstreaming gender into SALW control by institutions in Western Balkans strengthened</p> <ul style="list-style-type: none"> Regional analysis of institutional response to the misuse of firearms in domestic violence (including data collection practices) and development of comprehensive set of recommendations 	<p>Extent to which institutions integrate the gender perspective in their work (strategic, legal and operational levels)</p> <p>Number of regional analysis of institutional response implemented</p>	<p>SEESAC</p> <p>SEESAC</p>	<p></p> <p>0 regional analysis of institutional response</p>	<p></p> <p>1 Regional analysis initiated</p>	<p>Enhanced knowledge base to integrate the gender perspective in institutions' work</p> <p>1 regional analysis implemented</p>	<p>Improved institutional capacities to integrate the gender perspective</p> <p>1 regional analysis implemented</p>	<p>Capacities of institutions to integrate the gender perspective further improved</p> <p>1 set of recommendations developed based on analysis</p>	<p>Analysis report Set of recommendations SALW policies Legislative framework Roadmap Progress Reports</p>

<p>for the improvement of current practices</p> <ul style="list-style-type: none"> Increased capacities of first line responders to address risks related to presence of firearms in the home Increased capacities for gender sensitive firearms licence issuing procedure Built capacities of SALW Commissions for Mainstreaming Gender in SALW Policy Frameworks and Enhancing Interinstitutional Cooperation Increasing women's participation in SALW control 	<p>Level of development of capacities of first-line responders</p> <p>Level of development of capacities of professionals to conduct gender sensitive licensing</p> <p>Number of beneficiaries SALW Commissions which have undertaken activities to mainstream gender in SALW control</p>	<p>SEESAC</p> <p>SEESAC</p> <p>SEESAC</p>	<p>implemented</p> <p>No coordinated capacity development approach for front liners in place</p> <p>Gender sensitive licensing procedures sporadically implemented</p> <p>Basic knowledge on gender mainstreaming in SALW strategies in place</p> <p>Gender and SALW Study conducted by SEESAC</p>	<p>2021</p> <p>2021</p> <p>2021</p> <p>2021</p>	<p>Capacity development of first-line responders initiated</p> <p>Activities aimed at capacity development of professionals to conduct gender sensitive licensing initiated</p> <p>1</p> <p>Increased knowledge on factors hindering women's</p>	<p>Improved capacity of first-line responders through development of risk assessment tools</p> <p>Improved capacity of police officers through development of gender sensitive licensing tools</p> <p>2</p> <p>Activities aimed at increasing women's organizations knowledge on</p>	<p>Improved capacity with professionals trained for use of risk assessment tools</p> <p>Improved capacity with professionals trained for use of gender sensitive licensing tool</p> <p>3</p> <p>Improved knowledge of women's organizations on gender and</p>	<p>Knowledge product on risk assessment guidelines for front liners</p> <p>Training minutes</p> <p>Knowledge product on gender sensitive licensing methodology</p> <p>Training minutes</p> <p>Knowledge product on gender mainstreaming in SALW control policies</p>
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			highlighted the insufficient participation of women in SALW control		participation in SALW	links between gender and SALW initiated	SALW through training	Analysis of women's participation in SALW control Training minutes
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VI. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

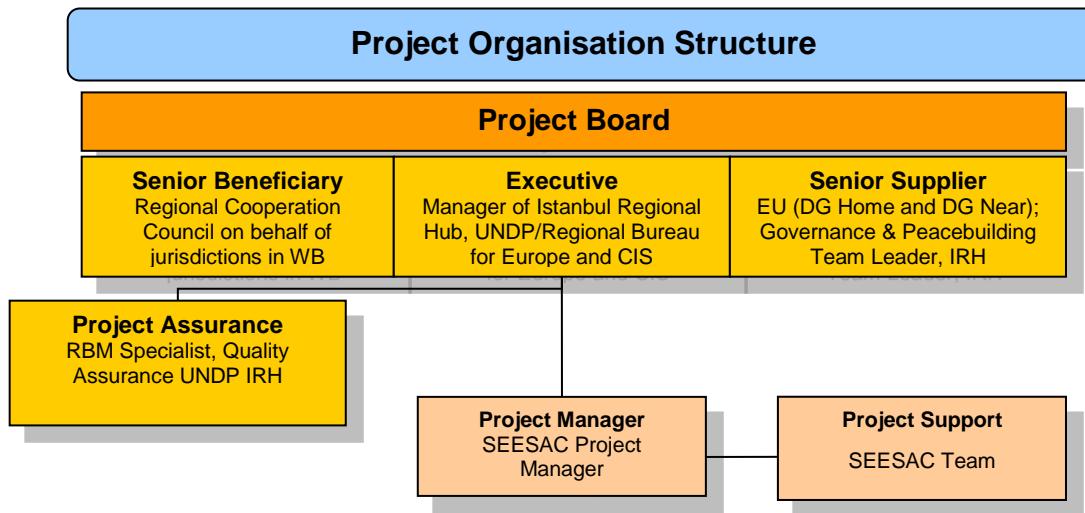
The project is directly implemented by UNDP's Istanbul Regional Hub for Europe and the CIS through SEESAC, the regional initiative working under the mandate of UNDP and the Regional Cooperation Council, successor to the Stability Pact for South-East Europe. SEESAC is the executive arm of the Regional Implementation Plan on Combating the Proliferation of Small Arms and Light Weapons (SALW) and, as such, acts as focal point for all SALW-related issues in the SEE region, including facilitating coordination of the implementation of the Western Balkans Roadmap. UNDP Istanbul Regional Hub is responsible for overall management, backstopping and monitoring of the project and has the overall accountability for project implementation. The project shall be implemented by the SEESAC project office located in Belgrade. The project duration is three years.

The project will directly contribute to the achievement of the Sustainable Development Goal (SDG) 16, *Promote just, peaceful and inclusive societies*, and secondly to SDG 5, *Achieve gender equality and empower all women and girls*. Specifically, it is linked to SDG target 16.4 *By 2030, significantly reduce illicit financial and arms flows, strengthen the recovery and return of stolen assets and combat all forms of organized crime*. Additionally, the project contributes to the following targets: SDG target 16.1. Significantly reduce all forms of violence and related death rates everywhere, and SDG target 5.2. Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation.

The project is also directly contributing to the implementation of the UN Secretary General new Disarmament Agenda, the EU Security Strategy, the EU SALW Strategy, the 2020-2025 EU action plan on firearms trafficking, the EU Policy Cycle for organised and serious international crime, including the European multidisciplinary platform against criminal threats (EMPACT) Firearms, the Arms Trade Treaty, the UN Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in SALW in All Its Aspects, the International Tracing Instrument, the UN Firearms Protocol and UN Security Council Resolution 1325 (2000). It will also contribute to the implementation of the Western Balkans SALW Control Roadmap.

Aiming at supporting national efforts on arms control, the project directly contributes to Outcome 3 "Building resilience to shocks and crises through enhanced prevention and risk-informed development", output 3.3 of the Regional programme document for Europe and the Commonwealth of Independent States (2018-2021), *Regional cooperation enables national systems to ensure the restoration of justice institutions, redress mechanisms and community security, including armed violence reduction and SALW control*.²⁴

24 Regional programme document for Europe and the Commonwealth of Independent States (2018-2021, <http://undocs.org/DP/RPD/REC/4>)



The project will be directed by a **Project Board**, chaired by the Manager of UNDP Istanbul Regional Hub, who will serve as the Project Executive; together with the RCC and the European Commission (DG NEAR and DG HOME) who represent the Senior Beneficiary and the Senior Supplier accordingly. The Project Board is the group responsible for making by consensus management decisions for a project when guidance is required by the Project Manager, including approval of project plans and revisions. In order to ensure UNDP’s ultimate accountability, Project Board decisions should be made in accordance with corporate UNDP standards that shall ensure best value to money, fairness, integrity transparency and effective international competition. In case a consensus cannot be reached, final decision shall rest with the UNDP Manager of the Regional Hub.

The Project Board will:

- Provide overall leadership, guidance and direction in successful delivery of outputs and their contribution to outcomes under the programme;
- Be responsible for making strategic decisions by consensus, including the approval of project substantive revisions (i.e., changes in the project document);
- Approve annual work plans, annual reviews, and other reports as needed;
- Meet at least once a year (either in person or virtually) to review project implementation, management risks, and other relevant issues;
- Address any relevant project issues as raised by the Project Manager;
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks.

The team will also receive political and strategic guidance and support from the Regional Steering Group for Small Arms and Light Weapons (RSG), composed of representatives of the governments of the states concerned, the RCC, UNDP and observers from international organizations engaged in SALW Control. The RSG will meet once a year to ensure the full buy-in and future guidance from the states in the region.

The project will be managed by a **Project Manager**, who has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager’s prime responsibility is to ensure that the project produces the results (outputs) specified in the project document to the required standard of quality and within the specified constraints of time and cost.

Project Assurance is the responsibility of each Project Board member; however, the role can be delegated. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent

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of the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project manager. The project assurance role for this project will be performed by **Results Based Management - RBM Specialist from UNDP IRH**.

The **Project Support** role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance. Project support is provided through the SEESAC Team with the Chief Technical Adviser, Project Analyst, Project Officers, Project Associates, Project Finance Associate, Project Assistants, Communication Officer and Driver.

The project team (project manager and project support) will be composed of:

- One Project Manager (30%)
- One Chief Technical Advisor (50%)
- Project Analyst (50%)
- Two (2) Project Officers (level SB4), 100% each
- One Project Finance Associate (level SB3), 100%
- Two Project Associates (level SB3) 100% each
- Two Project Assistants (level SB2) 100% each
- One Driver/Clerk (level SB1) 100%
- One Communication Officer (level SB4) 100%

The project team is part of UNDP's Istanbul Regional Hub, based in Belgrade, except for the Chief Technical Adviser that is based in Pristina.

Project Office Management

Types of costs - There are three types of costs related to the management and administration of the project that have been defined in the budget: 1. project management costs, 2. administration costs and 3. project evaluation costs.

1. Project Management costs

The project management costs will include staff managing the implementation of the project and in that sense carrying out tasks that are directly attributable to the implementation of the Action. The staff fees will be charged through project costs for the time spent directly attributable to the implementation of the Action.

The project office management staff will carry out the following duties:

- Ensure the effective administration of the project, coordinate with country offices and partners, ensure the timely delivery of outputs as well as effective financial and activity reporting to the donor;
- Ensure results oriented, effective, efficient and accountable implementation of activities and focusing on achievement of project results specified in the project document, to the required standard of quality and within the specified constraints of time and costs.

2. Administration costs

The project administration costs will include staff administering the implementation of the project and in that sense carrying out tasks that are directly attributable to the implementation of the Action and office operational costs. The staff fees will be charged through project costs for the time spent directly attributable to the implementation of the Action.

The **project office administration** will carry out the following tasks:

- Conduct procurement procedures, purchases and performing accounting actions in line with UNDP's rules and procedures;
- Manage vouchers and requisitions requests and follow up with the purchase of goods and services;

- Manage administration and implementation of project activities and apply financial management strategies.
- Provide administrative support in preparation of meeting, workshops, seminars, conferences and other events including logistical preparations, travel, preparation of training materials and performing relevant administrative functions.
- Provide support to management of the programme, administration of budgets and functioning of the optimal cost-recovery system.
- Provide transportation services to project staff.

Office operational costs shall include several categories of costs that are directly attributable to the implementation of the Action and are necessary for the functioning of the Project Office including:

- Travel and subsistence costs for staff and other persons directly assigned to the operations of the project office;
- Depreciation costs, rental costs – of the project offices, equipment and assets composing the project office;
- Costs of maintenance and repair contracts specifically awarded for the operations of the project office;
- Costs of consumables and supplies specifically purchased for the operations of the project office;
- Costs of IT and telecommunication services specifically purchased for the operations of the project office;
- Costs of energy and water specifically supplied for the operations of the project office;
- Costs of facility management contracts including security fees and insurance costs specifically awarded for the operations of the project office.

3.Project evaluation costs have been given as a lumpsum based on the previously incurred costs of the same type on similar projects. The incurred costs shall relate only to the project specific action.

VII. SUSTAINABILITY

SEESAC develops and implements projects at the request and in close cooperation with the beneficiaries – primarily Ministries of Interior and Defence in South East and East Europe, making sure that projects respond to the needs of the Governments, that they build on previous work and are complementary to other ongoing initiatives. Furthermore, Governments take an active part in different regional platforms facilitated by SEESAC, which enable, among other, knowledge sharing, identification of existing gaps and joint planning of the activities. This is essential for local ownership and consequently for the sustainability of actions.

The project is ensuring the local ownership and buy-in through regional platforms at the strategic and operational levels; namely the regional platform of SALW commissions in South East Europe, and the South East Europe Firearms Experts Network which were essential for identification of gaps that will be addressed through this project.

Sustainability is further ensured through prioritisation of policy and institutional frameworks, development of standard operating procedures, development of knowledge products, and capacity development through training.

VIII. COMMUNICATION AND VISIBILITY

UNDP through SEESAC will take appropriate measures to publicise the fact that the implementation of the *Support for enhancing the fight against the illegal possession, misuse and trafficking of small arms and light weapons (SALW) in the Western Balkans* action is funded by the European Union (EU) through **IPA II Multi-Country Action programme 2020**. The project is providing support for the implementation of selected aspects of the Western Balkans SALW Control Roadmap. It specifically aims to strengthen strategic and operational capacity of the Western Balkans authorities to conduct firearms investigations as well as exchange information within the region and with the EU on illegal possession, misuse and trafficking of SALW and their ammunition.

UNDP through SEESAC will ensure the visibility of the EU contribution with appropriate branding and publicity, highlighting the role of the EU, ensuring the transparency of its actions and raising awareness of the project objectives and results. Material produced by the project will display the European Union flag. The EU emblem will be displayed on materials, online, and at venues to ensure that people attending events or exposed to project related activities are aware of the EU's financial support. SEESAC shall take all appropriate measures to publicise the fact that the action has been funded by the European Union. Such measures will be carried out in accordance with the Financial and Administrative Framework Agreement between the European Union and the United Nations.²⁵

Given that planned activities vary greatly in scope and character, a range of promotional tools will be used, including websites, social media, informational and promotional materials including event agendas, briefs, reports and others, as appropriate. Publications, events, campaigns, produced under this project will be branded accordingly. To further amplify the impact of the project's results when raising awareness among various governments, the public, international community and local and international media, each of the project target groups will be addressed using the appropriate language. A focus will be placed on digital communications including new media and online presence.

The project will liaise with the EU Delegations/EU Office in each jurisdiction and inform them as much as possible about the action, including the specific activities and events taking place in the jurisdictions covered by the Delegation.

²⁵ https://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/fafa-united-nations_en

IX. RISKS

There are six main risks that can threaten the achievement of project results, primarily related to the political situation in the region, including the frequent elections that take place in the jurisdictions, the complexity of implementing regional cooperation activities, the insufficient capacity within national counterparts, and the challenges stemming from the COVID-19 pandemic. These risks as well as relevant mitigation measures are described below. The project team will ensure that these risks will not hinder the effective implementation of the project, counting on SEESAC's over 18 years of experience in implementing successful regional projects, and developing mechanisms to mitigate potential risks.

#	Description	Risk Category	Impact & Likelihood = Risk Level	Risk Treatment / Management Measures	Risk Owner
1	Lack of internal political and institutional stability in the six Western Balkan jurisdictions, including political and institutional instability caused by frequent elections.	Political	The lack of internal political and institutional stability in the six Western Balkan jurisdictions may lead to delays and deadlocks in the implementation of the project. P = 3 I = 4	UNDP SEESAC has strong knowledge and understanding of the situation on the ground, in all the targeted jurisdictions, accumulated during over 18 years of successfully implementing SALW control projects in the Western Balkans. UNDP SEESAC will continue ensure close cooperation with its counterparts and observe diligently the situation in order to plan and respond to changes in a timely manner. Furthermore, the region benefits from high-level political commitment made by the Western Balkans authorities to address the illicit trafficking of small arms and light weapons, as witnessed by the Western Balkans SALW Roadmap. Also, awareness-raising and regional capacity-building activities are expected to contribute to strengthened networking and trust-building, creating favourable conditions at the technical/operational level to counterbalance possible negative developments at the political level.	Project Manager
2	Complicated political relations related to the Kosovo status.	Political	This risk may affect the implementation of regional cooperation activities. P = 3 I = 4	As a regional initiative under the RCC framework, SEESAC is bringing together all governments in the region. In the event that issues related to the status of Kosovo become a detrimental factor for cooperation with a specific jurisdiction, SEESAC's operations will focus on sub-regional activities, leaving all options for cooperation open for the future.	Project Manager
3	Limited interest, trust, and/or stakeholders' buy-in into the foreseen activities led by SEESAC.	Operational	This risk may potentially affect the successful implementation of the project activities, if target beneficiaries and other stakeholders do not participate in the planned	UNDP SEESAC is a known partner in the region and has built a strong network of contacts who can support implementation of the action. Project activities have been developed in consultation with the jurisdictions and their implementation will be closely coordinated with them in order to ensure ownership of the process. While specific activities of the project	Project Manager

			actions. P = 2 I = 4	will be planned and consulted with the Western Balkans authorities, including at the technical and strategic level, specific work plans can be adjusted should there be limited interest for a specific activity. Also, lack of interest, trust and/or buy-in will be addressed through the demonstration of concrete project results.	
4	Complexity of implementing and coordinating regional activities.	Operational	This risk may affect the implementation of the project activities involving simultaneous cooperation and coordination with more than one beneficiary jurisdiction. P = 3 I = 3	UNDP SEESAC has over 18 years of experience in implementing successful regional projects that bring together authorities from the six Western Balkans jurisdictions, as well as other regional and international stakeholders. This is coupled with internal capacities and strong relationships with national counterparts to overcome challenges of such coordination.	Project Manager
5	Insufficient operational capacity within national counterparts, including frequent staff changes.	Operations	The risk may translate into low level of engagement of the project beneficiaries in the project activities, which can make medium-term capacity building challenging. P = 3 I = 3	The insufficient operational capacity of the national counterparts will be mitigated through careful and realistic planning processes. The long-term relationship with beneficiary institutions provides the basis for a realistic capacity assessment and therefore a good basis for planning.	Project Manager
6	Worsening or prolonged situation of the COVID-19 pandemic	Social and environmental	A worsening or prolonged situation of the COVID-19 pandemic may affect project implementation, by delaying or temporarily cancelling activities that involve regional cooperation, particularly at the technical/operation level, as well as other activities related to provision of technical advice and support that require travel and face-to-face meetings. Also, project beneficiaries may have difficulties in participating in the planned activities if they are required to channel their human resources	Since the outbreak of the COVID-19 pandemic in the Western Balkans in March 2020, UNDP SEESAC has adjusted its activities to the new working environment that relied primarily on virtual meetings. SEESAC has successfully organized local and regional Roadmap coordination meetings with the participation of the Western Balkans authorities, and regional and international organizations, as well as online trainings. SEESAC will thus continue to use its knowledge and experience gained so far to effectively organize meetings and activities online, whenever necessary. If not possible and if the pandemic persists in the region, the project will prioritize activities that do not require travel and face-to-face meetings. SEESAC will also closely monitor the situation on the ground in all the targeted jurisdiction, and quickly adjust its planned activities, in coordination with the donor and the project partners, in response to the potential new measures imposed by the Governments in the region.	Project manager

			and efforts towards addressing the impact of the pandemic. P=4 I=4		
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X. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly	Slower than expected progress will be addressed by project management.
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Every two years	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period. Progress reports, assessing the progress of the project in achieving the agreed outputs, will be also prepared and submitted to the donor.	Annually, and at the end of the project (final report) Quarterly	
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to	Annually	Any quality concerns or slower than expected progress will be discussed

	<p>assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.</p>		<p>by the project board and management actions agreed to address the issues identified.</p>
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This action will also seek complementarities and synergies with other existing projects in the area and will liaise with the EU Delegations in each country/area and inform them as much as possible about the action, including the specific activities and events taking place in the jurisdictions covered by the Delegation.

Evaluation Plan

Evaluation Title	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding (USD)
Final Evaluation	September 2023	Western Balkans relevant authorities	35,000