



**UNIDIR**  
UNITED NATIONS INSTITUTE  
FOR DISARMAMENT RESEARCH

# **ISACS–AT: Template Lesson Plan**

**International Small Arms Control Standards  
Assessment Tool**

**United Nations Institute for Disarmament Research  
(UNIDIR)**

**2015**

INTERNATIONAL SMALL ARMS  
**ISACS**  
CONTROL STANDARDS

## ABOUT THIS PROJECT

### 1. BACKGROUND

The International Small Arms Control Standards (ISACS) ([www.smallarmsstandards.org](http://www.smallarmsstandards.org)) provide clear, comprehensive, and practical guidance to practitioners and policymakers on establishing and maintaining effective control of small arms and light weapons (SALW). The standards fit within the global framework created by the United Nations Programme of Action, the International Tracing Instrument, and the United Nations Firearms Protocol; and build upon best practices elaborated at regional and subregional levels. The ISACS are an integral part of the international strategy and operational framework to combat the illicit trade and uncontrolled proliferation of small arms and light weapons.

Since the launch of the ISACS in August 2012, their value has been recognized and their use and uptake has been encouraged at global and regional levels—the first-ever United Nations Security Council Resolution on Small Arms (S/RES/2117) recognizes the value of the ISACS in conducting stockpile management in particular, while the Secretary-General’s Report on Small Arms to the Security Council (S/2013/503), as well as Secretary-General’s Report on the situation in Sahel region (S/2013/354)<sup>1</sup> encourages its use for a wide range of small arms control activities. In addition, the recent Fifth Biennial Meeting of States to Consider the Implementation of the Programme of Action (BMS5) held in June 2014 witnessed over 60 states express support in the use of the ISACS.<sup>2</sup>

To support the global application of the ISACS, the **United Nations Institute for Disarmament Research (UNIDIR)**<sup>3</sup> has developed a free software tool—known as the **ISACS Assessment Tool (ISACS-AT)**—designed to facilitate use of the standards and, in particular, to allow users to assess how their policies, programmes, and practices on SALW control align with the international standards (phase I).

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<sup>1</sup> For more information on the ISACS, its activities, including how they are being used, look at the ISACS news page, <http://www.smallarmsstandards.org/isacs-news/>. See also the ISACS Activity Report 2012–2013, <http://www.smallarmsstandards.org/documents/2012-13-activity-report-s.pdf>

<sup>2</sup> See story via <http://www.smallarmsstandards.org/isacs-news/66-states-express-support.html>

<sup>3</sup> For more information about UNIDIR, visit: <http://www.unidir.org>.

The ISACS Assessment Tool enables users to navigate the standards quickly, sort their provisions by priority levels set by the standards, generate assessment questionnaires on operational issues covered by the ISACS, and analyze the assessment results—including quick identification of priorities and potential gaps—in order to evaluate the implementation of existing small arms control policies, programmes, and practices.

Strong demand for training on the use of the ISACS Assessment Tool was identified during field testing of the tool in 2013 (phase II).<sup>4</sup> In response to this demand, UNIDIR is currently implementing “train-the-trainer” style workshops globally to create a global network of institutions that are skilled in using the ISACS Assessment Tool and training others on how to use it. These workshops form part of the ISACS software project.

### 2. PURPOSE

The objective of this project is to build capacity of United Nations Agencies, regional organizations, and training institutes in the use and integration of the ISACS-AT in their own programming and training activities. This will establish a global network of institutions that are capable of providing tailored training activities on the ISACS tool to their beneficiaries, including states. The capacity-building activities undertaken in this phase will create a sustainable model for long-term use and dissemination of the ISACS software tool, enabling trained institutions to serve as a force multiplier in assisting interested users (United Nations field and country offices as well as states) domesticate the Standards into their small arms strategies, programmes, and practices in a practical manner.

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<sup>4</sup> During Phase II of the project the ISACS Assessment Tool underwent a process of validation by way of field testing of its utility and applicability in ten states representing a range of capacity and geographic locations.

### 3. EXPECTED OUTCOMES

The project's primary expected outcome is as follows:

A global network of institutions are trained to use the ISACS software tool—and they are prepared to train their own stakeholders/beneficiaries in the use and integration of the tool in their national/local contexts.

The following outcomes are also expected:

- Participants are aware of the utility and applicability of the ISACS and its software tool in their work on small arms and light weapons control;
- Participants obtain the necessary technical knowledge to effectively run and maintain the ISACS tool;
- Policy and programming of United Nations agencies, in particular UN CASA partners, are consistent and coherent among its partners in the area of small arms control through the use of the ISACS software tool;
- Regional organizations build the capacity to promote and use the ISACS at the regional level and train member states in the use and integration of the ISACS software into their national context; and
- Training institutes are prepared to use and integrate the ISACS and its software tool into their existing and upcoming training programmes on small arms and light weapons control.

### 4. TARGET AUDIENCE & PARTICIPANTS

#### 4.1 Target audience

The target audiences for this project are as follows:

- a. States;
- b. Regional and subregional organizations;
- c. United Nations, including Regional Centres, Country Offices and Missions;
- d. Training institutes;
- e. Non-governmental Expert Organizations; and
- f. Members of ISACS Expert Reference Group.

#### 4.2 Target participants

The following target participants are expected for this project:

- a. Small Arms Points of Contact (PoC);

- b. System administrators;
- c. Programme Officers, dealing with monitoring and evaluation, as well as quality assurance management of programmes;
- d. Operational and Technical Officers;<sup>5</sup>
- e. Training Officers.

#### 4.3 Number of participants

Organizers can decide the number of participants, depending on demand and capacity. It is recommended that no more than 40 individuals be hosted per workshop.

### 5. TRAINING METHOD

#### 5.1 Classroom training

The training materials are designed for in-classroom training. The training will be conducted in English. Participants will be provided with a training resource package at the end of the workshop that will help them to conduct follow-up trainings. The training resources will also become available at the end of 2014 via an online web platform.<sup>6</sup>

Participants are strongly encouraged to bring their own personal laptops to the workshop. This will ensure that all participants have a computer system to obtain training on the tool, enabling hands-on training exercises. Further, participation with a personal computer would allow the participants to take home the tool on their computers immediately upon completion of the workshop.

### 6. USER FEEDBACK & EVALUATION

For each training workshop conducted, training evaluation forms shall be provided to each participant. Feedback will be collected on 1) training materials and the 2) training workshop. The feedback received from users will contribute towards the revision and improvement of the training materials.

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<sup>5</sup> Such as technical advisors.

<sup>6</sup> The training materials are available at ISACS ISU website: [www.smallarmsstandards.org](http://www.smallarmsstandards.org)

## ABOUT THIS LESSON PLAN

### 1. Overview

This lesson plan is designed to detail the structure and content of the ISACS–AT workshop. This lesson plan includes the proposed agenda as well as the session plans of the workshop in order to help participants prepare for the training on the International Small Arms Control Standards and its Assessment Tool. This lesson plan is modular—the sessions can be adjusted according to the organizers’ needs and schedule.

### 2. Learning objectives

At the end of this lesson, participants should be able to demonstrate:

- 1) General understanding of the issues related to small arms and light weapons controls;
- 2) Knowledge of existing international and regional instruments on small arms;
- 3) Knowledge of the purpose and use of the ISACS, including on operational modules;
- 4) In depth understanding and competence on the use of the ISACS–AT to conduct self-assessments on small arms control measures; and
- 5) Basic competence on how to support implementation of operational ISACS modules using the ISACS–AT.

### 3. Overview of lesson plans specifications

There are a total of 15 sessions in this lesson plan. The specifications of the session plans are detailed below:

**Table 1: Overview of lesson objective and sessions**

Lesson objective	Sessions
Become familiar with small arms issues and the ISACS	<ul style="list-style-type: none"> <li>• Session 2: Regional frameworks and approaches to small arms control</li> <li>• Session 3: Introduction to ISACS</li> </ul>
Become familiar with the ISACS–AT	<ul style="list-style-type: none"> <li>• Session 4: Introduction to the ISACS–AT</li> </ul>
Demonstrate competence in the use of the ISACS–AT	<ul style="list-style-type: none"> <li>• Session 5: ISACS–AT—Basic</li> <li>• Session 7: ISACS–AT—Advanced</li> <li>• Session 10: Lesson recap</li> </ul>
Demonstrate basic knowledge on operational ISACS modules and how the ISACS–AT supports its application	<ul style="list-style-type: none"> <li>• Session 6: Marking, recordkeeping, and tracing</li> <li>• Session 8: Border controls and law enforcement cooperation</li> <li>• Session 9: Physical security and stockpile management</li> <li>• Session 11: Collection of illicit and unwanted weapons</li> <li>• Session 12: Destruction of weapons</li> <li>• Session 14: Conducting small arms surveys</li> </ul>
Demonstrate preparedness to integrate the ISACS and the ISACS–AT into programming	<ul style="list-style-type: none"> <li>• Session 13: Participants presentations</li> <li>• Session 15: Evaluation of ISACS and Assessment Tool</li> </ul>

#### **4. Activities**

The activities in this lesson plan include presentations, mini tests, and group exercises.

#### **5. Evaluation**

The following materials will be utilized in evaluating the outcome of this lesson:

- a. Entry survey
- b. Mini tests
- c. Exist survey

#### **6. Certification**

There will be certifications provided to those participants who received this course from ISACS ISU and/or UNIDIR. No certification will be issued for courses conducted by any other organizations.

## Proposed Lesson Plan

Period	Day 1	Day 2	Day 3	Day 4
09:00–09:30	<b>Session 1: Welcome</b> <ul style="list-style-type: none"> <li>Opening remarks by organizers</li> <li>Participant introductions</li> <li>Entry survey</li> </ul>	<b>Session 7: ISACS–AT–Advanced</b> <ul style="list-style-type: none"> <li>Advanced user training on the ISACS–AT</li> <li>Individual exercises</li> <li>Take mini test 1</li> </ul>	<b>Session 10: Lesson recap</b> <ul style="list-style-type: none"> <li>Recap lessons learned</li> <li>Take mini test 2</li> <li>Group discussions</li> </ul>	<b>Session 13: Participant presentations</b> <ul style="list-style-type: none"> <li>Presentations by participants on their work on small arms control</li> <li>Demonstrate competency on use of the ISACS and ISACS–AT</li> <li>Design assessments</li> </ul>
09:30–10:15	<b>Session 2: Regional frameworks and approaches to small arms control</b> <ul style="list-style-type: none"> <li>Presentation by host organization</li> </ul>			
10:15–11:00	<b>Session 3: Introduction to ISACS</b> <ul style="list-style-type: none"> <li>Presentation on the ISACS</li> </ul>	<b>Session 8: Border controls and law enforcement cooperation</b> <ul style="list-style-type: none"> <li>Presentation on ISACS Module 05.60</li> </ul>	<b>Session 11: Collection of illicit and unwanted weapons</b> <ul style="list-style-type: none"> <li>Presentation on ISACS Module 05.40</li> </ul>	<b>Session 14: Conducting small arms surveys</b> <ul style="list-style-type: none"> <li>Group exercise</li> <li>Discussions on small arms survey programmes and practices</li> </ul>
11:00–11:15	<b>COFFEE BREAK</b>			
11:15–12:00	<b>Session 4: Introduction to ISACS–AT</b> <ul style="list-style-type: none"> <li>Presentation on the ISACS Assessment Tool</li> </ul>	<b>Session 8 (Continued): Border controls and law enforcement cooperation</b> <ul style="list-style-type: none"> <li>Group exercise</li> <li>Discussions on border controls and law enforcement cooperation policies, programmes, and practices</li> </ul>	<b>Session 11 (Continued): Collection of illicit and unwanted weapons</b> <ul style="list-style-type: none"> <li>Group exercise</li> <li>Discussions on collection policies, programmes, and practices</li> </ul>	<b>Session 14 (Continued): Conducting small arms surveys</b> <ul style="list-style-type: none"> <li>Group exercise</li> <li>Discussions on small arms survey programmes and practices</li> </ul>
12:00–12:45	<b>Session 5: ISACS–AT—Basics</b> <ul style="list-style-type: none"> <li>Basic user training on the ISACS–AT</li> <li>Individual exercises</li> </ul>			
12:45–14:00	<b>LUNCH BREAK</b>			

14:00– 15:30	<b>Session 6: Marking, recordkeeping, and tracing</b> <ul style="list-style-type: none"> <li>• Presentation on ISACS Modules 05.30, 05.31</li> </ul>	<b>Session 9: Physical security and stockpile management</b> <ul style="list-style-type: none"> <li>• Presentation on ISACS Module 05.20</li> <li>• Group exercise</li> </ul>	<b>Session 12: Destruction: Weapons</b> <ul style="list-style-type: none"> <li>• Presentation on ISACS Module 05.50</li> </ul>	<b>Session 15: Discussion and evaluation</b> <ul style="list-style-type: none"> <li>• Discuss lesson learned</li> <li>• Provide feedback</li> <li>• Exit survey</li> </ul>
15:30– 15:45	<b>COFFEE BREAK</b>			
15: 45– 17:15	<b>Session 6 (Continued): Marking, recordkeeping, and tracing</b> <ul style="list-style-type: none"> <li>• Group exercise</li> <li>• Discussions on marking, recordkeeping, and tracing policies, programmes, and practices</li> </ul>	<b>Session 9 (Continued): Physical security and stockpile management</b> <ul style="list-style-type: none"> <li>• Group exercise (continued)</li> <li>• Discussions on physical security and stockpile management policies, programmes, and practices</li> </ul>	<b>Session 12 (Continued): Destruction: Weapons</b> <ul style="list-style-type: none"> <li>• Group exercise</li> <li>• Discussions on destruction policies, programmes, and practices</li> </ul>	<b>End of workshop</b>

**Day 1**  
**Session One: Welcome**

Time: 09:00  
30 minutes

**Objectives**

At the end of this session, participants should be familiar with the content and the structure of this workshop.

**Methodology**

Classroom-based presentation and entry survey

**Activities**

1) Welcome the participants

- Welcome remarks by organizers
- Introduction to the course

2) Summarize the agenda

- Outline the purpose of the workshop
- Provide handouts for the workshop
- Summarize the workshop sessions
- Provide logistical overview of the workshop

3) Facilitate self-introductions of participants

- Invite the participants to introduce themselves

4) Ensure all participants have installed the latest version of the ISACS–AT

5) Take entry survey

**Materials**

- Lesson plan
- ISACS–AT
- Entry survey
- Computer
- Projector



## Day 1

### Session Two: Regional frameworks and approaches to small arms control

Time: 09:30

45 minutes

#### Objectives

At the end of this session, participants should be able to demonstrate basic knowledge of regional frameworks, approaches, strengths, and challenges to address the issues of small arms and light weapons in the region.

#### Methodology

Classroom-based presentation and discussion

#### Activities

##### 1) Presentation

- Delivery of a presentation on regional small arms control frameworks and approaches

##### 2) Group discussions

- Discuss with the group existing regional experience on small arms control, including on priorities, challenges, and opportunities.

#### Materials

- Computer
- Projector

## Day 1

### Session Three: Introduction to ISACS

Time: 10:15

45 minutes

#### Objectives

At the end of this session, participants should be familiar with the guiding principles, frameworks, purpose, and contents of the ISACS.

#### Learning objectives

- Introduce the ISACS
- Become familiar with the purpose and applicability of the ISACS
- Provide overview to ISACS modules
- Become aware of how to access the ISACS modules

#### Methodology

Classroom-based presentation

#### Activities

- 1) Introduce the ISACS (background and rationale)
- 2) Provide information on the access to ISACS modules
- 3) Provide overview of the ISACS modules

#### References

- ISACS website: [www.smallarmsstandards.org](http://www.smallarmsstandards.org)
- ISACS brochure [www.smallarmsstandards.org/documents/isacs-brochure.pdf](http://www.smallarmsstandards.org/documents/isacs-brochure.pdf)
- ISACS 2012–2013 Activity Report:  
<http://www.smallarmsstandards.org/documents/2012-13-activity-report-s.pdf>
- ISACS modules: <http://www.smallarmsstandards.org/isacs/>
- PPT: Introduction to ISACS

#### Materials

- PPT slides
- ISACS Modules (Series 05)
- ISACS brochure
- ISACS Activity Report
- Computer
- Projector

## Day 1

### Session Four: Introduction to ISACS Assessment Tool

Time: 11:15

45 Minutes

#### Objectives

At the end of this session, participants should be familiar with the concept, guiding principles, framework, and the purpose of the ISACS–AT.

#### Learning objectives

- Learn about the purpose and guiding principles of ISACS–AT
- Learn about the technological requirements of ISACS–AT
- Learn about the access to ISACS–AT
- Gain basic knowledge on basic application of the ISACS–AT

#### Methodology

- Classroom-based presentation

#### Activities

- 1) Introduce the background and purpose of ISACS–AT

#### References

- UNIDIR website: [www.unidir.org](http://www.unidir.org)
- ISACS website, Assessment Tool: <http://www.smallarmsstandards.org/tools-training/>
- PPT: Introduction to ISACS–AT

#### Materials

- PPT slides
- Computer
- Projector

## Day 1

### Session Five: User training on the ISACS–AT—Basics

Time: 12:00

45 Minutes

#### Objectives

At the end of this session, participants should be able to demonstrate basic competency in the uses and applicability of the ISACS–AT.

#### Learning objectives

- Gain basic knowledge on basic application of the ISACS–AT, including set up, user interface, flow, and main features of the tool

#### Methodology

- Classroom-based presentation
- Individual exercises
- Mini test

#### Activities

- 1) Introduce the basic flow, interface, and functions of the ISACS–AT
  - a. Basic flow and access
  - b. ISACS Indicators
  - c. User storage and user profile
  - d. Assessment process
- 2) Carry out individual exercise to become familiar with the ISACS–AT

#### References

- UNIDIR website: [www.unidir.org](http://www.unidir.org)
- ISACS website, Assessment Tool: <http://www.smallarmsstandards.org/tools-training/>
- PPT: ISACS–AT—Basics

#### Materials

- PPT slides
- ISACS–AT
- Computer
- Projector

## Day 1

### Session Six: Marking, Recordkeeping, and Tracing

Time: 14:00

180 Minutes

#### Objectives

At the end of this session, participants should be familiar with the ISACS Module 05.30 Marking and Recordkeeping, and 05.31 Tracing. Further, participants should become familiar with the uses and applicability of the ISACS–AT to support the use of International Small Arms Control Standard 05.30 and 05.31: Marking and Recordkeeping, and Tracing. In particular users should be able to determine under what contexts the ISACS–AT can be used for supporting activities of marking, recordkeeping, and tracing, including in field contexts.

#### Learning objectives

- Learn about the ISACS Module 05.30 Marking and Recordkeeping and 05.31 Tracing
- Obtain knowledge on which clauses of the module are essential for operational application
- Learn how to use the ISACS–AT to support marking, recordkeeping, and tracing, in particular:
  - To support becoming familiar with essential information for weapons identification and recordkeeping

#### Methodology

- Classroom-based presentation
- Group exercise
- Report of group exercise
- Discussions

#### Activities

- 1) Presentation on marking, recordkeeping and tracing
- 2) Participate in group exercises
- 3) Report back to the class based on the group exercise
- 4) Discussions on marking, recordkeeping, and tracing policies, programmes, and practices

#### References

- ISACS Module 5.30 Marking and Recordkeeping and 5.31 Tracing
- PPT: Marking, Recordkeeping, and Tracing
- Exercise ISACS 05.30 and 05.31

#### Materials

- PPT slides
- ISACS–AT
- ISACS Modules 05.30, 05.31
- Computer
- Projector

**Day 2**  
**Session Seven: User Training on the ISACS–AT—Advanced**

Time: 09:00  
75 Minutes

**Objectives**

At the end of this session, participants should be familiar with the advance uses and application of the ISACS–AT.

**Learning objectives**

- Gain in-depth knowledge on the advanced applications of the ISACS–AT, including import/export functions, storage file security, and compare results.

**Methodology**

- Classroom-based presentation
- Individual exercises
- Mini test

**Activities**

- 1) Introduce the advanced flow, interface, and functions of the ISACS–AT
  - a. Additional questions
  - b. Compare results
  - c. Export / Import assessments
- 2) Carry out individual exercise to become familiar with the advanced functions and flow of the ISACS–AT
- 3) Take mini test 1

**References**

- UNIDIR website: [www.unidir.org](http://www.unidir.org)
- ISACS website, Assessment Tool: <http://www.smallarmsstandards.org/tools-training/>
- PPT: ISACS–AT—Advanced
- Mini test 1

**Materials**

- PPT slides
- ISACS–AT
- Mini test
- Computer
- Projector

## Day 2

### Session Eight: Border Controls and Law Enforcement Cooperation

Time: 10:15  
135 Minutes

#### Objectives

At the end of this session, participants should be familiar with the ISACS Module 05.60 Border Control and Law Enforcement Cooperation. Further, participants should be familiar with the uses and applicability of the ISACS–AT to support the use of International Small Arms Control Standard 05.60 Border Control and Law Enforcement Cooperation. In particular users should be able to determine under what contexts the ISACS–AT can be used for supporting activities of border control and law enforcement cooperation, including in field contexts.

#### Learning Objectives

- Learn about the ISACS Module 05.60 Border Control and Law Enforcement Cooperation
- Obtain knowledge on which clauses of the module are essential for operational application
- Learn how to use the ISACS–AT to support work related to border controls, in particular:
  - Agency cooperation and sharing information through export/import functionalities

#### Methodology

- Classroom-based presentation
- Group exercise
- Report of group exercise
- Discussion

#### Activities

- 1) Participate in presentation on border control and law enforcement cooperation
- 2) Participate in group exercises
- 3) Report back to the class based on the group exercise
- 4) Discussions on border control and law enforcement cooperation policies, programmes, and practices

#### References

- ISACS Module 05.60 Border Control and Law Enforcement Cooperation
- PPT: Border Control and Law Enforcement Cooperation
- Exercise ISACS 05.60

#### Materials

- PPT slides
- ISACS–AT
- ISACS Module 05.60
- Computer
- Projector

## Day 2

### Session Nine: Physical Security and Stockpile Management

Time: 14:00

180 Minutes

#### Objectives

At the end of this session, participants should be familiar with the ISACS Module 05.20 Stockpile Management. Further, participants should be familiar with the uses and applicability of the ISACS–AT to support the use of International Small Arms Control Standard 05.20: Stockpile Management. In particular users should be able to determine under what contexts the ISACS–AT can be used for supporting activities of physical security and stockpile management, including in field contexts.

#### Learning objectives

- Learn about the ISACS Module 05.20 Stockpile Management
- Obtain knowledge on which clauses of the module are essential for operational application
- Learn how to use the ISACS–AT to support stockpile management, in particular:
  - To support field site assessments, in particular physical security measures and perimeter security

#### Methodology

- Classroom-based presentation
- Group exercise
- Report of group exercise
- Discussion

#### Activities

- 1) Participate in presentation on physical security and stockpile management
- 2) Participate in group exercises and report back to the class based on the group exercise
- 3) Discussions on physical security and stockpile management policies, programmes, and practices

#### References

- ISACS Module 05.20 Stockpile Management
- PPT: Stockpile Management
- Exercise ISACS 05.20

#### Materials

- PPT slides
- ISACS–AT
- ISACS Module 05.20
- Computer
- Projector



## Day 3

### Session Ten: Lesson Recap

Time: 09:00

75 minutes

#### Objectives

At the end of this session, participants should be able to demonstrate lessons learned on the ISACS, its operational modules, and the application of the ISACS–AT from the first two days. Participants should be able to demonstrate their competency in the use of the ISACS–AT, including on the basic and advanced functions. Further, participants should be able to discuss in group the utility of the ISACS–AT in supporting the use of the operational ISACS modules. Participants are encouraged to demonstrate to their peers how they would design and prepare a training on the ISACS and the ISACS–AT.

#### Learning objectives

- Demonstrate comprehension over lessons learned from the course
- Become familiar with designing and planning a training course on the ISACS and the ISACS–AT

#### Methodology

- Classroom-based exercise
- Mini test
- Discussion

#### Activities.

- 1) Take mini test 2
- 2) Group discussions

#### References

- Introduction to ISACS
- ISACS–AT—Basics and Advanced
- Mini test 2

#### Materials

- Computer
- Projector

## Day 3

### Session Eleven: Collection of Illicit and Unwanted Weapons

Time: 10:15

135 Minutes

#### Objectives

At the end of this session, participants should be familiar with the ISACS Module 05.40 Collection of Illicit and Unwanted Weapons. Further, participants should be familiar with the uses and applicability of the ISACS–AT to support the use of International Small Arms Control Standard 05.40 Collection of Illicit and Unwanted Weapons. In particular users should be able to determine under what contexts the ISACS–AT can be used for supporting activities for collection of illicit and unwanted weapons, including in field contexts.

#### Learning objectives

- Learn about the ISACS Module 05.40 Collection of Illicit and Unwanted Weapons
- Obtain knowledge on which clauses of the module are essential for operational application
- Learn how to use the ISACS–AT to support work related to collection of weapons, in particular:
  - To ensure that physical collection practices are being planned and conducted in line with ISACS

#### Methodology

- Classroom-based presentation
- Group exercise
- Report of group exercise
- Discussion

#### Activities

- 1) Participate in presentation on collection of illicit and unwanted weapons
- 2) Participate in group exercises
- 3) Report back to the class based on the group exercise
- 4) Discussions on collection policies, programmes, and practices

#### References

- ISACS Module 05.40 Collection of Illicit and Unwanted Weapons
- PPT: Collection of Illicit and Unwanted Weapons
- Exercise ISACS 05.40

#### Materials

- PPT slides
- ISACS–AT
- ISACS Module 05.40
- Computer
- Projector

## Day 3

### Session Twelve: Destruction of Weapons

Time: 14:00

180 Minutes

#### Objectives

At the end of this session, participants should be familiar with the ISACS Module 05.50 Destruction of Weapons. Further, participants should be familiar with the uses and applicability of the ISACS–AT to support the use of International Small Arms Control Standard 05.50 Destruction of Weapons. In particular users should be able to determine under what contexts the ISACS–AT can be used for supporting activities for destruction of weapons.

#### Learning objectives

- Learn about the ISACS Module 05.50 Destruction of Weapons
- Obtain knowledge on which clauses of the module are essential for operational application
- Learn how to use the ISACS–AT to support destruction of weapons procedures, in particular:
  - To ensure that appropriate safety and security protocols and procedures are followed before, during and after a destruction activity.

#### Methodology

- Classroom-based presentation
- Group exercise
- Report of group exercise
- Discussion

#### Activities

- 1) Participate in presentation on destruction of weapons
- 2) Participate in group exercises and report back to the class based on the group exercise
- 3) Discussions on destruction policies, programmes, and practices

#### References

- ISACS Module 05.50 Destruction of Weapons
- PPT: Destruction of Weapons
- Exercise ISACS 05.50

#### Materials

- PPT slides
- ISACS–AT
- ISACS Module 05.50
- Computer
- Projector

## Day 4

### Session Thirteen: Participant Presentation

Time: 09:00

75 minutes

#### Objectives

At the end of this session, participants should become familiar about the ongoing arms management programmes in the region, and obtain ideas on how the ISACS can provide support to their work in this area. Further participants are encouraged to discuss in detail how to design small arms control programmes utilizing the ISACS and the Assessment Tool.

#### Learning objectives

- Learn about ongoing small arms control programmes in the region
- Learn about how to apply the ISACS and Assessment Tool into existing small arms control programming

#### Methodology

- Classroom-based exercise
- Presentation
- Discussion

#### Activities

- 1) Presentation
  - Presentation by participants on a) their activities on small arms control, b) how they may apply the standards and tools for their own programming on small arms controls, and c) how they may design future programmes in the area of small arms control.
- 2) Group discussions
  - Group discussions on the presentations by participants
- 3) Individual exercises
  - Design ISACS questionnaire template using the ISACS–AT for their upcoming programming and practices

#### Materials

- Computer
- Projector
- ISACS–AT

## Day 4

### Session Fourteen: Conducting Small Arms Survey

Time: 10:15

135 Minutes

#### Objectives

At the end of this session, participants should be familiar with the ISACS Module 05.10 Conducting Small Arms Survey. Further, participants should be familiar with the uses and applicability of the ISACS–AT to support the use of International Small Arms Control Standard 05.10 Conducting Small Arms Survey. In particular users should be able to determine under what contexts the ISACS–AT can be used for supporting activities for conducting small arms surveys, including in field contexts.

#### Learning objectives

- Learn about the ISACS Module 05.10 Conducting Small Arms Survey
- Obtain knowledge on which clauses of the module are essential for operational application
- Learn how to use the ISACS–AT to support work related to conducting small arms survey, in particular:
  - To ensure that data on distribution of small arms are collected comprehensively in line with ISACS

#### Methodology

- Classroom-based presentation
- Group exercise
- Report of group exercise
- Discussion

#### Activities

- 1) Participate in presentation on collection of illicit and unwanted weapons
- 2) Participate in group exercises
- 3) Report back to the class based on the group exercise
- 4) Discussions on collection policies, programmes, and practices

#### References

- ISACS Module 05.10 Conducting Small Arms Survey
- PPT: Conducting Small Arms Survey
- Exercise ISACS 05.10

#### Materials

- PPT slides
- ISACS–AT
- ISACS Module 05.10
- Computer
- Projector

**Day 4**  
**Session Fifteen: Discussion and Evaluation**

Time: 14:00  
90 Minutes

**Objectives**

At the end of this session, participants should contribute towards discussions on procedures and practices to improve small arms control in the region. Further, participants should consider and contribute to discussions on establishing regional best practices and procedures for small arms control, drawing from the international instruments, standards, tools, and practices. Participants may also consider potential next steps together with the organizers on potential future initiatives in the region. Additionally, participants should evaluate the entire workshop and provide feedback to the organizers on their learning experience, opportunities, and challenges.

**Learning objectives**

- Contribute to discussions on development of small arms control procedures and practices for the region
- Consider how to best utilize existing international instruments, standards, and tools to support enhancement of regional practices and procedures
- Consider next steps for small arms control work in the region
- Provide feedback to organizers on the workshop

**Methodology**

- Classroom-based discussions

**Activities**

- 1) Engage in group discussions on the objectives above
- 2) Conclusion of the workshop

**Materials**

- Exit survey
- Computer
- Projector