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OSCE

GNAP 01:

Guide for the application of Guidance Notes for OSCE Assistance Projects in SALW and SCA

Contents

Foreword

The OSCE Document on Small Arms and Light Weapons (SALW) was adopted on 24 November 2000 and reissued on 20 June 2012 (FSC.DOC/1/00/Rev.1). The OSCE Document on Stockpiles of Conventional Ammunition (SCA) was adopted on 19 November 2003 and reissued on 23 March 2011 (FSC.DOC/1/03/Rev.1).

The two documents set out the OSCE's norms, principles and measures to address the threat posed to the international community by the excessive and destabilising accumulation and uncontrolled spread of SALW and SCA. They describe *inter alia* the assistance mechanism and outline procedures for requesting and providing assistance to meet the requirements of the documents.

Guidance Notes for Assistance Projects (GNAP) provide direction and practical advice on how assistance should be requested, and how assistance projects should be initiated, designed and implemented. They provide examples by drawing on lessons learned from managing the life-cycle of OSCE SALW and SCA projects. Although GNAP are aimed primarily at OSCE staff, it is envisaged they will benefit other stakeholders involved in requesting and implementing assistance projects.

The OSCE Conflict Prevention Centre (CPC) Support Section is the custodian of GNAP and will make the latest versions widely available.

Guide for the application of Guidance Notes
for OSCE Assistance Projects in SALW & SCA

1.   Scope

This document describes the purpose of Guidance Notes for Assistance Projects (GNAP) and establishes the principles for their proper use by the OSCE Secretariat and field missions, and others involved in the planning and implementation of assistance projects for Small Arms and Light Weapons (SALW) and Stockpiles of Conventional Ammunition (SCA).

Although the majority of assistance projects implemented thus far have dealt with the destruction of surplus stockpiles, the OSCE Documents on SALW and SCA also refer to assistance in upgrading stockpile management and security practices including training, and assistance in reinforcing border controls to reduce illicit trafficking in SALW.

2.   References

References used in this Guide are listed at Annex A. **Normative** references are those that are prescriptive and are to be followed in order to comply with the requirements of this Guide. **Informative** references are those that are descriptive and aim to help the reader understand the concepts presented in this Guide.

3.   Terms, definitions and abbreviations

The OSCE Document on SALW[1] and the OSCE Document on SCA[2] are referred to collectively as the 'OSCE Documents on SALW and SCA'.

OSCE missions, special missions, observer missions, centres, programme offices and presences are referred to collectively as 'OSCE field missions'.

A glossary of all the technical terms used in GNAP will be provided in a separate guide to be developed in 2020/21.

4.   Purpose of GNAP

GNAP have been developed to provide direction and practical advice on how assistance should be requested, and how assistance projects should be initiated, designed and implemented. They provide examples by drawing on lessons learned from managing life-cycle of OSCE SALW and SCA projects. Although GNAP are aimed primarily at OSCE staff, it is envisaged they will benefit other stakeholders involved in requesting and implementing assistance projects.

Some GNAP may be accompanied or supplemented by a Technical Note. Technical Notes for Assistance Projects (TNAP) provide principles, advice and information relevant to a specific GNAP or technical subject. They are numbered to accompany the relevant GNAP they support.

5.   Guiding principles

5.1   Normative documents

GNAP complement but do not replace the OSCE's normative documents on SALW and SCA:

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[1] OSCE Document on SALW (FSC.DOC/1/00/Rev.1 dated 20 June 2012).
[2] OSCE Document on SCA (FSC.JOUR/413 dated 19 November 2003).

a) The OSCE Document on SALW was adopted on 24 November 2000 and reissued on 20 June 2012 (FSC.DOC/1/00/Rev.1). The OSCE Document on SCA was adopted on 19 November 2003 and reissued on 23 March 2011 (FSC.DOC/1/03/Rev.1).

The two documents set out the OSCE's norms, principles and measures to address the threat posed to the international community by the excessive and destabilising accumulation and uncontrolled spread of SALW and SCA. They describe *inter alia* the assistance mechanism and outline procedures for requesting and providing assistance to meet the requirements of the documents.

b) OSCA Plan of Action for SALW was developed in 2009 and adopted in 2010. An evaluation conducted on behalf of the CPC Support Section in 2018 noted that the Plan has not been updated since it was issued but concluded that it ".... remains relevant as it symbolises the ongoing commitment of participating States (pS) to meet the aims and objectives of the OSCE Document on SALW."

c) The OSCE Handbook of Best Practices on SALW is a set of guides relating to the life-cycle management of SALW from manufacture, to secure storage, to deactivation and disposal. Eight guides were developed by OSCE pS and approved by the FSC in 2003. Two additional guides were added in 2008 and 2014. The OSCE Handbook of Best Practices on Conventional Ammunition is a set of guides relating to the management of SCA. Five guides were developed and approved by the FSC in 2008.

Together, the best practice guides (BPGs) on SALW and SCA aim to assist the development and application of national policies by pS and to encourage higher common standards in the governance and management of SALW and SCA. It is envisaged that higher standards will hinder the diversion of surplus weapons and ammunition into illicit trade and trafficking, and to reduce the likelihood and impact of unplanned explosions at ammunition storage sites.

d) Lastly, the "Project Management in the OSCE: A Manual for Programme and Project", a manual designed and developed by the OSCE Secretariat's Conflict Prevention Centres Programming and Evaluation Support Unit (CPC/PESU), contains comprehensive guidance on how the OSCE applies the Project Cycle Management method and the Logical Framework Approach to its project work. This document is a complete reference guide to how projects are managed in the OSCE, including essential information on the regulatory and information technology aspects of project management. It is aimed at Programme Managers who will be providing overall managerial guidance to projects, Project Managers who will be implementing projects, and other OSCE staff/mission members who will be part of a project team, as well as consultants and external auditors who wish to gain an insight to the OSCE project management method.

5.2 Context

The application of GNAP should take into consideration the specific contexts and circumstances, and the procedural requirements and constraints in which OSCE assistance projects in SALW and SCA are identified, designed and implemented. Factors to be considered include the local and regional security environment, the scale and complexity of a project and its inter-dependence with other OSCE projects and programmes, the mandate of the OSCE field mission[3], and the intended outcomes of the project.

5.3 Lessons learned

The practical guidance provided in GNAP shall include lessons identified in OSCE assistance projects and formally recorded in monitoring and evaluation reports. In reviewing GNAP (see Section 8),

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[3] OSCE missions, special missions, observer missions, centres, programme offices and presences are referred to collectively in GNAP and TNAP as 'OSCE field missions'.

lessons which are applicable to future projects (i.e. lessons learned) shall be included as 'key messages' in future versions of GNAP.

5.4   National ownership

OSCE pS are responsible for the life-cycle management of their own stockpiles of SALW and SCA, and for the identification and reduction of surpluses.[4]

5.5   Other international and regional standards and guides

Precedent and norms already exist at international level on technical issues such as International Ammunition Technical Guidelines (IATG), the Modular Small Arms Control Implementation Compendium (MOSAIC), the International Tracing Instrument (ITI) and Firearms Protocol (FP). OSCE projects involving mine action should conform with International Mine Action Standards (IMAS).

International standards and guides also exist on aspects of project management and should be consulted and used to assist in the identification, design, development and implementation of OSCE assistance projects in SALW and SCA. Of particular note are the ISO 9000 series of standards on quality management, the ISO 14000 series on environmental management, the ISO 31000 series on risk management, and the International Labour Organisation (ILO)'s guidelines on occupational health and safety management systems.

GNAP have been developed to be compatible with ISO standards and guides. Adopting the ISO format and language provides some significant advantages including consistency of layout, use of internationally recognised terminology, and a greater acceptance by international, national and regional organizations who are accustomed to the ISO series of standards and guides.[5]

6.   Conformance

In GNAP, the words 'shall', 'should' and 'may' are used to convey the intended degree of compliance. This use is consistent with the language used in ISO standards and guides. 'Shall' is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard. It is used sparingly in GNAP. 'Should' is used to indicate the preferred requirements, methods or specifications. 'May' is used to indicate a possible method or course of action.

7.   Review of GNAP and TNAP

The Secretariat envisages the need to review all GNAP and TNAP on a three to five-year basis. This will ensure the guidelines are still relevant, accurate, achievable and appropriate. This does not preclude essential amendments being made sooner for reasons of operational safety or efficiency.

Reviews shall be led by the CPC/FSC Support Section with input as required from OSCE field missions and subject matter experts. The majority of the review work will be conducted by e-mail.

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[4] A GNAP will be developed in 2020/21 to provide guidance on the life-cycle management of SALW and SCA projects, including national responsibilities.

[5] Forty-five OSCE pS are full members of ISO. Full members influence the development and revision of ISO standards by participating and voting in ISO technical and policy meetings. Seven pS are correspondent members. Correspondent members may adopt ISO international standards as national standards.

Annex A

References

The following **normative** documents contain provisions, which, through reference in this text, constitute provisions of this part of the informative guide:

a)   OSCE Document on SALW (FSC.DOC/1/00/Rev.1 dated 20 June 2012);

b)   OSCE Document on SCA (FSC.JOUR/413 dated 19 November 2003); and

c)   Project Management in the OSCE: A Manual for Programme and Project Managers (2010 OSCE, ISBN: 978-92-9234-301-9).

The following **informative** documents contain provisions, which, through reference in this text, constitute provisions of this part of the informative guide:

a)   International Ammunition Technical Guidelines 2011;

b)   Guidance Note on glossary of terms, definitions and abbreviations [yet to be developed]; and

c)   Guidance Note on gender for OSCE SALW/SCA assistance projects [yet to be developed].

The latest version/edition of these references should be used. The CPC/FSC Support Section holds copies of all references used in this guide. OSCE field missions and other interested bodies, organisations and individual technical experts should obtain copies of the latest version/edition of these references before commencing an OSCE SALW/SCA assistance project.

Amendment record

Number	Date	Amendment Details
1		
2		
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