



REVISION OF SEESAC 2009 Project Document

**United Nations Development Programme
Country: Serbia
Project Document**

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| Project Title | EU support to SEESAC arms control activities in the Western Balkans |
| UNDAF Outcome(s): | Human security and rule of law |
| Expected CP Outcome(s): | Promotion of peace and security in the Western Balkans through the reduction of risk posed by the proliferation and excessive accumulation of small arms and light weapons. |
| Expected Output(s): | Output 1: Improved management and security of unsafe and unstable stockpiles of weapons and ammunition Output 2: Reduction of the available stockpiles of weapons and ammunition Output 3: Increased controls on SALW through marking, tracing and registration of weapons |
| Implementing Partner: | UNDP/SEESAC |
| Responsible Parties: | UNDP/SEESAC |

Brief Description

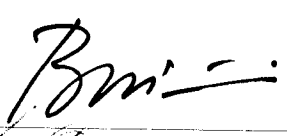
On 15-16 December 2005, the European Council adopted the EU Strategy to combat the illicit accumulation and trafficking of SALW and their ammunition (EU SALW Strategy) which sets the guidelines for the EU action in the field of SALW. The EU SALW Strategy identifies among its objectives the need to foster effective multilateralism so as to forge mechanisms, whether international, regional or within the EU and its Member States, for countering the supply and destabilising spread of SALW and their ammunition. The Strategy also identifies the Western Balkans as one of the regions most affected by the illicit trade and excessive accumulation of weapons, as a recipient, exporting or transit regions. The European Union previously financed SEESAC through Council Decision 2002/842/CFSP of 21 October 2002, renewed by Council Decision 2004/791/CFSP of 22 November 2004. The implementation of these Council Decisions was positively assessed by the Council of the European Union.

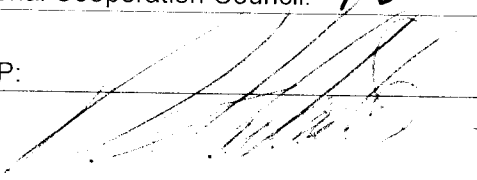
The European Union pursues the promotion of peace and security in the Western Balkans through its support for effective multilateralism and for relevant regional initiatives aiming at reducing the risk posed to peace and security by the proliferation and excessive accumulation of small arms and light weapons and their ammunition. In order to achieve this objective, the EU will support a SEESAC project aiming to reduce the threat posed by SALW to security in the Western Balkans. The activities to be supported by the EU shall have the following specific objectives: 1) to improve the management and security of unsafe and unstable stockpiles of weapons and ammunition; 2) to reduce the available stockpiles of weapons and ammunition through destruction activities; 3) to enhance SALW control through the implementation of international and national instruments on marking and tracing in the Western Balkans countries and the improvement of weapons registration processes.

This revision of the SEESAC's Project Document reflects a new outcome: "Promotion of peace and security in the Western Balkans by reducing the risk posed by the proliferation and excessive accumulation of small arms and light weapons." The Project Document establishes a two-year (Apr 2010 – Apr 2012) programme, whose overall goal is to reduce the risk posed by the proliferation and accumulation of weapons in the Western Balkan countries.

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| Programme Period: | 2011 - 2015 |
| Key Result Area (Strategic Plan): | Reduction of illicit arms transfers at regional and global levels |
| Atlas Award ID: | |
| Start date: | 01.04.2010 |
| End Date | 01.04.2012 |
| Management Arrangements | DIM |

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|----------------------------|------------------|
| Total resources required | USD 2,159,244.26 |
| Total allocated resources: | |
| • TRAC | |
| • Other: | |
| ○ EU | USD 2,159,244.26 |
| ○ Donor | _____ |
| ○ Government | _____ |
| Unfunded budget: | |
| In-kind Contributions | _____ |

Agreed by Regional Cooperation Council: 

Agreed by UNDP: 

I. ANNUAL WORK PLAN AND BUDGET SHEET YEAR: 2010 - 2012

| EXPECTED OUTPUTS | PLANNED ACTIVITIES | TIMEFRAME | | | RESPONSIBLE PARTY | PLANNED BUDGET | | |
|--|---|-----------|------|------|-------------------|----------------|---|---------------|
| | | 2010 | 2011 | 2012 | | Funding Source | Budget Description | Amount In USD |
| <p>Output 1: Improved management and security of unsafe and unstable stockpiles of weapons and ammunition</p> <p>Baseline: Explosions in ammunition depots in Albania (2008) and Serbia (2006) due to unsafe and unstable munitions. Ammunition Technical Officers do not possess sufficient expertise. Weapons and munitions storages in BiH, Croatia and Montenegro do not comply with the international safety standards.</p> <p>Indicators: 1. Improved stockpile management capacity of ammunition technical officers. 2. Security equipment installed, storage site infrastructure improved and staff trained</p> <p>Targets: 1. Enhanced national capacities for weapons control and for safe management of weapons and</p> | <p>1. Activity Result: Development of 3 training modules on stockpile management</p> <p>Action 1: Recruitment of expert/s to develop the modules on:</p> <ul style="list-style-type: none"> • Planning and managing stockpile locations; • Inventory management, and accounting control measures; and • Transport security. <p>Action 2: Translation and publication of the training materials</p> <p>Action 3: Regional course in Sarajevo, BiH</p> | | | | SEESAC | EU | Contracts, Travel, DSA, Communication Costs | 61,997.30 |
| | | | | | | | Contracts | 6,805.62 |
| | X | X | X | | | | Contracts, Travel, DSA, | 46,572.22 |
| | | | | | | | Contracts | 5,832.98 |
| | X | X | X | | | | Contracts, Procurement | 148,7447.89 |
| | | | | | | | Contracts, Procurement | 95,142.07 |

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| ammunition stockpiles. <i>Related outcome:</i> CP | 3. Activity Result: Improved safety and security of storage sites in Croatia | | | | | | Contracts, Procurement | 134,952.63 |
| | Action 1: Rebuilding / refurbishing of the already existing or building new storages | X | X | X | SEESAC | EU | Contracts, Procurement | 121,457.37 |
| | Action 2: Purchase and installation of security equipment | | | | | | | |
| | 4. Activity Result: Improvement of safety and security at storage site in Montenegro | X | X | X | SEESAC | EU | Contracts, Procurement | 269,905.26 |
| | Action: Procurement and installation of safety equipment | | | | | | | |
| Subtotal 1 | | | | | | | | 904,790.53 |
| Output 2: Reduction of the available stockpiles of weapons and ammunition Baseline: Ministries of Interior in Croatia and Serbia have accumulated a surplus of SALW. Indicators: Removal of the surplus weapons through destruction. Targets: Increased security and diminished risk of proliferation by significantly reducing the number of surplus weapons in storages. <i>Related outcome:</i> CP | 1. Activity result: Destruction of up to 30,000 surplus SALW in Croatia | | | | | | | |
| | Action: Technical assistance to the Mol for the destruction of up to 30,000 surplus weapons | X | X | X | SEESAC | EU | Contracts | 161,943.16 |
| | 2. Activity result: Destruction of surplus SALW in Serbia | | | | | | | |
| | Action: Technical assistance to the Mol for the destruction of up to 40,000 surplus weapons | X | X | X | SEESAC | EU | Contracts | 215,924.21 |
| Subtotal 2 | | | | | | | | 377,867.37 |

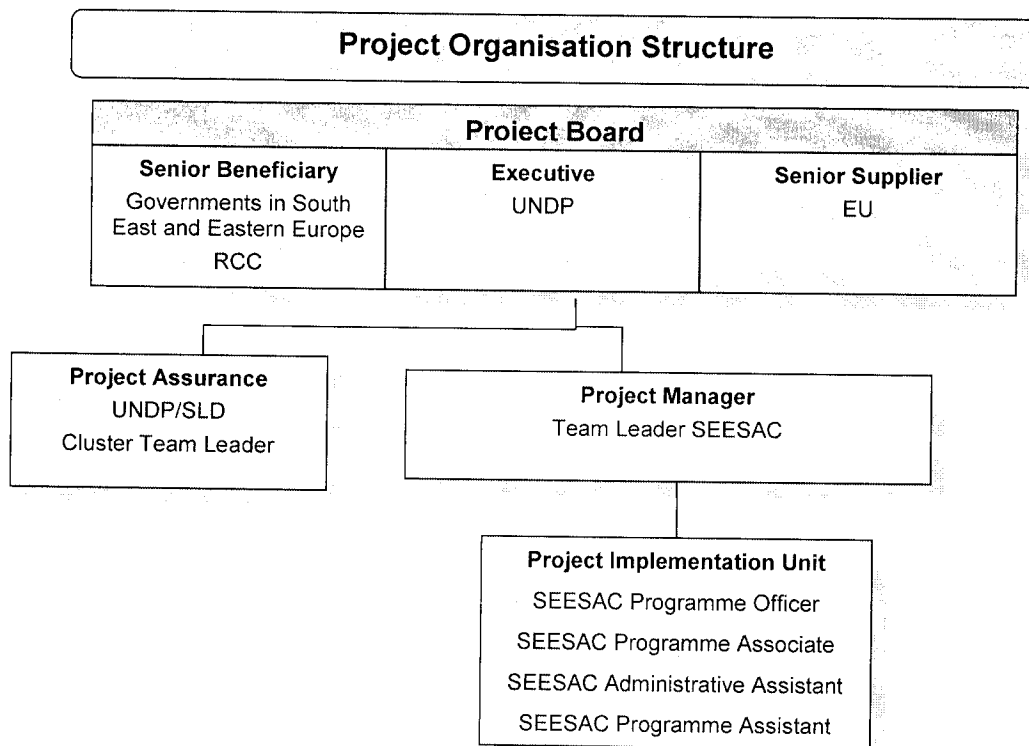
| | | | | | | | | |
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| <p>Output 3: Increased controls on SALW through marking, tracing and registration of weapons</p> <p>Baseline: The Western Balkan countries have not fully implemented the UN Firearms Protocol on Marking and Tracing.</p> <p>Indicators: 1. Development of a road map for the implementation of international instruments on marking and tracing. 2. National authorities are able to issue weapons permits through electronic registration and record-keeping systems. 3. Increased awareness of SALW related risks among the population. 4. Number of weapons collected or legalized through registration.</p> <p>Targets: 1. Strengthened arms control through the support for the establishment or</p> | <p>1. Activity result: Review of the national legislation on marking and tracing in the Western Balkan countries</p> <p>Action: Organisation of a regional seminar on marking and tracing, provisionally planned for Belgrade, Serbia</p> <p>2. Activity result: Development of new or upgrade of existing infrastructure for registration and record-keeping of weapons in Montenegro</p> <p>Action: Technical assistance for the implementation of the requirements for registration and record-keeping established under the UN Firearms Protocol, the International Tracing Instrument and the Council Directive 91/477/EEC on control of the acquisition and possession of weapons.</p> | X | X | X | SEESAC | EU | Contracts, Travel, DSA | 71,258.36 |
| | | X | X | X | SEESAC | EU | Contracts | 190,283.21 |

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| <p>enhancement of the existing electronic centralized or decentralized weapons registration and record keeping systems in the Western Balkan countries.</p> <p>2. Review of national legislation and identification of follow-up steps for adherence to and implementation of international instruments on marking and tracing.</p> <p>3. Collection of weapons or explosive devices and assistance in the legalisation of weapons in civilian possession through their registration.</p> | <p>3. Activity result: Enhancement of national identification systems in the former Yugoslav Republic of Macedonia and Serbia through technical infrastructure upgrade</p> <p>Action: Technical assistance for the implementation of the requirements for registration and record-keeping established under the UN Firearms Protocol, the International Tracing Instrument and the Council Directive 91/477/EEC on control of the acquisition and possession of weapons.</p> | X | X | X | SEESAC | EU | Contracts, Procurement | 101,010 |
| | <p>4. Activity result: Collection and registration of weapons in Croatia</p> <p>Action: Design and development of materials for awareness campaigns. Implementation awareness campaigns targeting those in possession of illegal weapons. Support for collection and registration of weapons.</p> | X | X | X | SEESAC | EU | Contracts, Travel, DSA, Procurement | 133,306.64 |

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| | 5. Activity result: Collection and registration of weapons in Serbia Action: Design and development of materials for awareness campaigns. Implementation awareness campaigns targeting those in possession of illegal weapons. Support for collection and registration of weapons. | X | X | X | SEESAC | EU | Contracts, Travel, DSA, Procurement | 148,447.89 |
| Subtotal 3 | | | | | | | | 637,763.88 |
| Project Coordination | | | | | | | Travel, DSA | 36,690.65 |
| Subtotal Direct Costs | | | | | | | | 1,957,107.75 |
| Indirect Costs | 7 % of Direct Costs | | | | | | | 136,997.03 |
| Subtotal (Direct + Indirect Costs) | | | | | | | | |
| Contingencies | | | | | | | | 65,133.86 |
| TOTAL | | | | | | | | 2,159,244.26 |

II. MANAGEMENT ARRANGEMENTS

The Project will be implemented under the DIM (Direct Implementation) modality.



III. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- ❑ On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- ❑ An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- ❑ Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- ❑ Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- ❑ A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- ❑ A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- ❑ **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- ❑ **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Quality Management for Project Activity Results

| OUTPUT 1: Improved management and security of unsafe and unstable stockpiles of weapons and ammunition | | |
|---|---|---|
| (Atlas Activity ID) | <i>Improved stockpile management</i> | Start Date: Q1 2010 End Date: Q1 2012 |
| Purpose | To increase capacity for stockpile management procedures and to increase the physical control over the existing storages | |
| Description | <p>The output will be achieved through the implementation of the following activities:</p> <p>1. Regional Training Modules on SALW Stockpile Management</p> <p>In order to assist increasing the safety and security of stockpiles of weapons and ammunition, the project envisages the development of three learning modules for officials responsible for material resources in Ministries of Defence and Ministries of Interior of the countries in the Western Balkans. The course will be offered to the inspection teams and officers in order to help familiarize them with best practices in stockpile management techniques. The implementation of the project will result in increased awareness of international standards and best practices in stockpile management. The level and quality of implementation stockpile management procedures will be enhanced thus increasing safety and security of stockpiles.</p> <p>2 Improved safety and security at SALW and ammunition storage sites</p> <p>The activity will improve the safety and security of weapons and ammunition storages in the Western Balkans by providing specific technical and infrastructural assistance in order to enhance safe storing capacities. The project activities will assist the Ministries of Defence in BiH and Montenegro as well as the Ministry of Interior of the Republic of Croatia in procuring and installing the necessary equipment for securing weapons and ammunition storages. Training will be provided for staff in charge of stockpile management. The implementation of this activity will result in the increased security provisions and access control at the selected sites, thus improving the safety for ammunition stocks. As a consequence the risk of theft; and/or of uncontrolled explosions will be significantly reduced through better control of the state of weapons and ammunition.</p> | |
| Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i> | Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i> | Date of Assessment <i>When will the assessment of quality be performed?</i> |
| <ul style="list-style-type: none"> • Improved stockpile management capacity of course participants. • Security equipment installed • Storage site infrastructure improved • Staff trained | <ul style="list-style-type: none"> • End-of-course evaluation of participants. • Follow-up evaluation with participants' superiors regarding impact of course on work performance. • Risk assessments of storage sites. | Q1 2012 |

| OUTPUT 2: Reduction of the available stockpiles of weapons and ammunition | | |
|--|---|--|
| (Atlas Activity ID) | <i>SALW Destruction</i> | Start Date: Q1 2010 End Date: Q1 2012 |
| Purpose | To reduce the number of surplus and confiscated SALW in the possession of national authorities | |
| Description | <p>The objective of this activity is to increase security and diminish the risk of proliferation by significantly reducing the number of surplus weapons in storages. In order to reduce the surplus SALW held by Ministries of Interior in Croatia and Serbia, several SALW destructions will be conducted. In Croatia, SEESAC</p> | |

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| | <p>envisages the destruction of some 30,000 pieces of weapons. In Serbia, the number of weapons to be destroyed is estimated at 40,000 pieces.</p> <p>The activity will result in a significantly reduced number of surplus and confiscated small arms and light weapons in Ministry of Interior storages in Croatia and Serbia. The destruction of recovered weapons will significantly contribute to preventing further proliferation of SALW. In addition, this will lead to improved security as well as increased awareness of SALW issues in the two countries.</p> | |
| Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i> | Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i> | Date of Assessment <i>When will the assessment of quality be performed?</i> |
| Up to 70,000 weapons destroyed | Verification by an international body. | Q1 2012 |

OUTPUT 3: Increased controls on SALW through marking, tracing and registration of weapons

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|----------------------------|---|--|
| (Atlas Activity ID) | SALW collection, marking, tracing and registration | Start Date: Q1 2010 End Date: Q1 2012 |
| Purpose | To strengthen arms control through support for the improvement of record-keeping, collection and registration of weapons | |
| Description | <p>The output will be achieved through the implementation of the following activities:</p> <p>1. Development of national weapons registration and record-keeping systems</p> <p>The registration systems will include operations related to keeping track of firearms owned by an individual and/or legal entity and the amount of ammunition authorised to possess. The support for record-keeping will include development of software product/s that identify not only the weapons in civilian possession but also operations related to the management of weapons, ammunition and/or explosives in magazines, approved warehouses or armouries, such as a local police station or central storage place. It will be possible to identify weapons, the users and the storage location of equipment, when not in use. The project activities will also provide for adequate technical infrastructure for the implementation of the weapons registration software. The development and establishment of electronic system/s for weapons registration and record-keeping will result in the implementation of the requirements for registration and record-keeping established under the UN Firearms Protocol and the International Tracing Instrument.</p> <p>2. Collection and registration of weapons</p> <p>The activity aims at supporting the collection of any weapon, explosive device, ordnance and associated ammunition, including through the legalisation of weapons in civilian possession through their registration. The awareness-raising actions will be coordinated by committees consisting of specialists of the Ministries of Interior and SEESAC, joined by relevant other PR experts where necessary, in order to properly disseminate details of the legalisation and voluntary surrender of illegal firearms. The campaigns will focus on local dissemination channels that are able to reach the county level most effectively. Local information dissemination will be reinforced at the national level through reporting, interviews, and documentaries. Information on the campaigns will be executed through electronic and written media. The campaign messages will be positive and show law implementation in practice. The activity will enhance security across the Western Balkans by taking dangerous weapons off the streets through a two-way communication between the public and the police. In particular, the project will reach all age groups in possession of illegal weapons and all those who intend to acquire weapons.</p> <p>3. Regional seminar on marking and tracing</p> | |

| | <p>The seminar will provide an update on the adherence to international instruments and adoption of national legislation on marking and tracing in the Western Balkans. The seminar will provide for review the implementation of the national legislation. Specific objective will be the implementation of the requirement for marking of imported weapons under the UN Firearms Protocol.</p> <p>Participants in this regional seminar will include, <i>inter alia</i>, representatives from the Western Balkan countries, international organisations, including NGOs, national industries; and technical experts from EU Member States. It is expected that 30 – 40 participants will attend this seminar.</p> <p>The seminar will produce a report of the presentations, discussions and of the recommendations. The seminar documents will be made available online.</p> | |
|--|---|---|
| Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i> | Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i> | Date of Assessment <i>When will the assessment of quality be performed?</i> |
| <ul style="list-style-type: none"> • Ability of national authorities to issue weapons permits through electronic registration and record-keeping systems. • Increased awareness of SALW related risks among the population. • Number of weapons collected or legalized through registration. • Development of a road map for the implementation of international instruments on marking and tracing. | <ul style="list-style-type: none"> • Comparative improvements of the system efficiency measured through feedback from end-users. • Publication of the road-map. • Feedback from seminar participants. | <p>Q1 2012</p> |

IV. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

ANNEX 1 RISK LOG MATRIX

| # | Description | Category | Impact & Probability | Countermeasures / Mngt response | Owner | Author | Date Identified | Last Update | Status |
|---|---|-------------|----------------------|--|--------|--------|-----------------|-------------|--------|
| 1 | Changes in the regional political climate | Political | Medium/Low | SEESAC's operations cover the whole South Eastern Europe. In the event that Kosovo become a detrimental factor for cooperation with a specific state (states), SEESAC's operations will focus on sub-regional activities, leaving all options for cooperation open for the future. | SEESAC | SEESAC | Dec 2009 | | |
| 2 | Insufficient operational capacity within national counterparts | Operational | Medium/Medium | The insufficient operational capacity of the national counterparts will be mitigated through careful planning processes. The project planning will identify the national institutions responsible for the implementation and include substitutes for the designated national implementation partners. The substitutes will be regularly briefed on the ongoing project activities. | SEESAC | SEESAC | Dec 2009 | | |
| 3 | Technical difficulties (IT) delay the implementation of the registration software | Technical | High/Medium | Continuous monitoring of the technical requirements for implementation of these activities | SEESAC | SEESAC | Dec 2009 | | |