



29 January 2025

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Arms Trade Treaty  
**Eleventh Conference of States Parties**  
Geneva, 25 – 29 August 2025

Dear delegates,

1. Enclosed to this letter you can find the draft annotated agenda for the CSP11 meeting of the Working Group on Transparency and Reporting (WGTR), scheduled to take place on 28 February 2025 in Geneva, Switzerland. Traditionally, the co-chairs of the Working Group have always complemented the draft annotated agenda with an “introductory paper” to unpack the tasks in the WGTR mandate for that year, explaining the background of these tasks, summarizing past proposals and discussions, setting out elements for discussion and putting a number of proposals for consideration to delegations. For three reasons, however, I have concluded that such paper is not needed for the upcoming WGTR meeting.

2. The first reason concerns the shift in focus which all ATT Working Groups are making from theoretical discussions to practical Treaty implementation issues. As already indicated in the communication of the CSP11 President of 11 December 2024, the WGTR will start its anticipated structured discussions with the first topic in its multi-year workplan during the 28 February 2025 meeting, which is “*Transfer reports to ATT Secretariat*”. Since the substantive guidance and working arrangements for these discussions are included in the multi-year workplan and reiterated in the draft annotated agenda, there is no need for additional commentary. Secondly, it is noted that the rest of the mandate and agenda of the WGTR are a continuation of previous CSP cycles and delegations can consult the documentation of the preceding WGTR meetings for background. Thirdly, I feel that delegations’ efficient preparation for the upcoming meeting might not require the comprehensive guidance that was provided in past papers, but could rather benefit from a concrete set of points to consider for each of the items that are included in the agenda in accordance with the current WGTR mandate.

3. In view of these reasons, delegations can find a list of preparatory questions below and extended endnotes regarding the most relevant instruments and projects in the attached draft annotated agenda.

**4. In order to have a meaningful discussion during the 28 February 2025 WGTR meeting, delegations are requested to consider the following questions in their preparation for this meeting:**

***- Has your delegations undertaken any initiatives to promote reporting and support States Parties in addressing their reporting challenges? Does your delegation wish to propose any initiative in that regard?***

***- Does your delegation have any comments or suggestions about (the use of) practical instruments to support reporting compliance, such as the online reporting tool? Does your delegation have any suggestions how to stimulate States Parties to report on new measures undertaken to implement the Treaty?***

- *Does your delegation have any practices, challenges or limitations to share concerning substantive ATT reporting issues (for example about the mandatory scope of conventional arms or the information to be reported in the annual report, or about the reporting on the implementation of Article 7 (4) of the Treaty in the initial report)?*
- *Does your delegation wish to submit any proposals for alterations or additional questions and answers for the 'FAQ'-document on annual reporting?*
- *Does your delegations have any practices to share regarding information exchanges with other States about matters of mutual interest regarding the implementation and application of the Treaty?*
- *Does your delegation have any comments or suggestions about (the use of) the Information Exchange Platform on the ATT website and how the platform or other means could better support the work of the WGTR and the WGETI as well as cooperation between States Parties?*
- *Concerning the topic of the structured discussion, "Transfer reports to ATT Secretariat", taking into account the practical implementation questions in [Annex A](#) of the draft annotated agenda, does your delegation have any questions or comments about substantive issues, practical challenges or constraints regarding this topic or about opportunities for international cooperation and assistance in response to those?*
- *Does your delegation have any comments or suggestions about the draft WGTR mandate for the period between CSP11 and CSP12 in [Annex B](#) of the draft annotated agenda?*

As these points are addressed under different agenda items, delegations should make sure to prepare their interventions accordingly, in order to address the specific topic that is discussed.

Where applicable, delegations are also encouraged to submit their proposals, comments and suggestions to the ATT Secretariat in writing, via e-mail ([info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org)) or via the Information Exchange Platform, by 14 February 2025. Proposals for alterations or additional questions and answers for the 'FAQ'-document on annual reporting must be submitted in writing by this date in order to be considered during the meeting.

I look forward to working closely with all of you in steering our work towards a successful CSP11.

Yours sincerely,

Ms. Andrea QUEZADA

Permanent Mission of Chile to the United Nations Office and other International Organizations in Geneva  
**Chair of the ATT Working Group on Transparency and Reporting**

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## WORKING GROUP ON TRANSPARENCY AND REPORTING (WGTR)

### DRAFT ANNOTATED AGENDA FOR MEETING OF 28 FEBRUARY 2025

*Friday, 28 February 2025, 10:00-18:00*

#### Opening and adoption of the draft annotated agenda

*Under this agenda item, delegations will have the opportunity to share remarks about this draft annotated agenda and to propose additional agenda items under AOB.*

#### 1. State of play of compliance with ATT reporting obligations

*Under this agenda item, the WGTR will review the **status of reporting** and the progress that has been made in comparison to the previous status update during the CSP10. For that purpose, the ATT Secretariat will present the current status of reporting.*

#### 2. Supporting compliance with ATT reporting obligations

*Under this agenda item, the WGTR will address **means to support States Parties in addressing their reporting challenges**. In that respect, the Chair will first invite delegations to brief the WGTR about their initiatives to promote reporting and support States Parties in addressing their reporting challenges and to propose new initiatives in that regard (implementation of the "[Outreach strategy on reporting](#)"<sup>1</sup>).*

*Following these exchanges, the co-chairs will invite the ATT Secretariat to report on the status of the [project of voluntary practical bilateral and regional assistance with reporting \(peer-to-peer\)](#)<sup>2</sup> and other initiatives aimed at strengthening States Parties' understanding of ATT reporting obligations and their capacity to meet these obligations.*

*Subsequently, delegations will be invited to share their views on the use of practical instruments to support reporting compliance, such as the [online reporting tool](#)<sup>3</sup>. The Working Group will also consider ways to stimulate States Parties to report on new measures undertaken to implement the Treaty. As an example of how the information in (publicly available) ATT annual reports can be presented in an effective manner to offer a good overview and allow independent analysis, [ATT Monitor](#) will introduce its [Arms Transfers Dashboard](#).*

*Next, delegations will have the opportunity to exchange practices, challenges and limitations concerning **substantive ATT reporting issues** that could benefit from consideration by the WGTR (for example about the mandatory scope of conventional arms or the information to be reported in the annual report, or about the reporting on the implementation of Article 7 (4) of the Treaty in the initial report).*

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Finally under this agenda item, the WGTR will consider submitted proposals for alterations or additional questions and answers for the [‘FAQ’-document on annual reporting](#)<sup>4</sup>.

### 3. Supporting information exchange between States Parties

Under this agenda item, the Chair will invite delegations to exchange practices regarding the **information exchanges that are required or encouraged by the Treaty**, in particular those in Articles 11 (5), 13 (2) and 15 (2-4) and 15 (7) of the Treaty.

Subsequently, delegations will be invited to share their views on the use of the [Information Exchange Platform](#) on the ATT website<sup>5</sup> and further examine ways for the platform and other means to support the work of the WGTR and the WGETI as well as cooperation between States Parties.

### 4. National implementation practices regarding reporting

Under this agenda item, the WGTR will conduct the structured discussions on national implementation practices regarding transparency, in accordance with the [multi-year workplan](#)<sup>6</sup> that was welcomed by CSP10 for that purpose.

During this session, the WGTR will discuss the topic **“Transfer reports to ATT Secretariat”**. Regarding this topic, the WGTR will address the practical implementation of the annual reporting obligation in Article 13 (3) of the Treaty in a comprehensive manner. The WGTR will look at: i) the decisions States make about which information to report; ii) the sources which States use to extract that information from; iii) how States collect and consolidate the information; iv) which authorities are involved in the reporting process; v) which inter-agency cooperation arrangements are in place; and vi) how all these elements are laid down in legislation, administrative regulations and formal procedures and processes. Through the exchange of national reporting practices, the WGTR will aim to identify common practical implementation challenges as well as good reporting practices.

The Chair will start the discussion with a short introduction about the topic in question. After this, the **States Parties that agreed to do so will give a presentation about their practical implementation and national practices** concerning the topic, guided by the practical implementation questions that have been prepared for this topic and that are attached to this draft annotated agenda as [Annex A](#). Thereafter, **invited stakeholders will provide their contribution**, also taking into account the practical implementation questions. This will then be followed by a **Q&A session and information exchanges** about, *inter alia*, possibilities for **international cooperation and assistance** in response to the challenges or constraints that were raised, as well as issues that might benefit from further clarification in the WGTR.

### 5. WGTR mandate in the period between CSP11 and CSP12

Under this agenda item, the Chair will invite delegations to share their views on the **draft WGTR mandate** for the period between CSP11 and CSP12, which is attached to this draft annotated agenda as [Annex B](#).

AOB

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**Endnotes**

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<sup>1</sup> The **outreach strategy on reporting** was adopted at CSP4 (2018) as Annex A of the WGTR Co-Chairs' Draft Report to CSP4 ([ATT/CSP4.WGTR/2018/CHAIR/358/Conf.Rep](https://www.thearmstradetreaty.org/ATT/CSP4.WGTR/2018/CHAIR/358/Conf.Rep)) in response to the downward trend in reporting rates. It is available in the *Tools and Guidelines* section of the ATT website: <https://www.thearmstradetreaty.org/tools-and-guidelines.html>. The strategy includes several recommendations and calls to all ATT stakeholders to pay attention to reporting issues in their efforts to support the implementation of the Treaty. Concretely the Conference: 1) encouraged the participation of the President, members of the Bureau, co-chairs and the ATT Secretariat in ATT-related events, and to reserve specific time to provide information on reporting; 2) called on States Parties to consider the possibility of organizing, together with civil society and/or regional organizations, informative sessions at the regional level, addressed to national authorities responsible for reporting; 3) invited States Parties to promote the ATT, through bilateral dialogue, with particular references to the importance of timely reporting (which could eventually, lead to the identification of challenges and technical assistance opportunities); and 4) requested the CSP President and/or ATT Secretariat to proactively reach out to States Parties that have not fulfilled their reporting obligations and identify, where possible, the reasons or difficulties to elaborate and submit the reports.

<sup>2</sup> The ATT Secretariat's **project of voluntary practical bilateral and regional assistance with reporting (peer-to-peer)** was initiated during the CSP5 cycle (2019) to facilitate communication between States Parties with specific questions about reporting and their peers in other States who could provide an answer or practical advice. For that purpose, the ATT Secretariat organized informal breakfast meetings on reporting in the margins of the ATT Working Group meetings, bringing together delegates of States Parties that expressed interest either in offering or in receiving assistance on reporting issues. The project focuses on bringing regional peers together, because a shared language, regional situation and/or common challenges could facilitate the peer-to-peer exchanges. In the CSP9 cycle (2023), the ATT Secretariat launched the **regional reporting champions initiative** as the centrepiece of the project, identifying experienced reporters in the different regions who would be willing to engage with States Parties in their region that experience challenges with their reporting duties. The current regional reporting champions are as follows: for the Africa region Benin, supported by France, for French-speaking States Parties and Sierra Leone for English-speaking States Parties; for the Americas region, Mexico for Spanish-speaking States Parties and Jamaica for English-speaking States Parties; for the Asia and Oceania regions, Japan; and for the Europe region, France and Romania. In the CSP10 cycle (2024), delegates of these reporting champions met in the margins of the ATT Working Group meetings to discuss current and future outreach and assistance efforts, including the link with awareness-raising and capacity-building by regional organizations and international assistance in general. Through the ATT Secretariat, the reporting champions shared the details of their national reporting focal points with the States Parties in their region that are facing reporting challenges.

<sup>3</sup> The **online reporting tool** (or "*functionality*") is one of the delivery options for the submission of initial and annual reports. It has been available in the Restricted Area of the ATT website since the CSP4 cycle (2018) and can only be accessed by delegates of States Parties who have registered for that purpose. The online tool is in essence a fully digital version of the Initial and Annual Reporting Templates that were endorsed and recommended for use by the CSP2 and subsequently revised by the CSP7 (which are available in Word and PDF format in all UN languages in the *Reporting Requirements* section of the ATT website: <https://www.thearmstradetreaty.org/reporting.html>). Additionally, the tool allows States Parties to upload their reports. The rate of annual reports that have been submitted via the reporting tool has fluctuated between 13% and 19%.

<sup>4</sup> The **'FAQ'-document on annual reporting** (*Reporting Authorized or Actual Exports and Imports of*

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*Conventional Arms under the ATT: Questions & Answers*) was initially endorsed by the CSP3 (2017) and then updated by the CSP5 (2019) and the CSP8 (2022), when States Parties endorsed a number of amendments. It is available in all UN languages in the *Reporting Requirements* section of the ATT website: <https://www.thearmstradetreaty.org/reporting.html>. It includes 46 questions and answers about all substantive aspects of the annual reporting obligation, as well as the procedural aspects. Because of its nature as an open-ended document, proposals for alterations and additional questions and answers may be made at any time, but should be considered in the WGTR. In order to allow delegations sufficient time to prepare their position on such proposals, if any, they are only considered when submitted to the ATT Secretariat in writing via e-mail ([info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org)) at least two weeks in advance of the WGTR meeting.

<sup>5</sup> The **Information Exchange Platform** is the information exchange mechanism in the Restricted Area of the ATT website that was established in the CSP4 cycle (2018). It can only be accessed by delegates of States Parties and signatory States who have registered for that purpose. It was established to facilitate information exchanges between States Parties and signatory States for two purposes. The first purpose concerns exchanges on pending issues in the ATT Working Groups. The platform allows working group chairs and facilitators to communicate and receive input ahead of and in between meetings of their working groups, so that all registered State Party and signatory State delegates can be involved in ongoing exchanges. The second purpose concerns the information-sharing and exchanges that are required or encouraged in the Treaty itself. The platform allows States Parties and signatory States to share or exchange information that could be of interest to all States Parties and signatory States. This applies in particular to sharing information or conducting consultations on matters of mutual interest regarding the implementation and application of the Treaty and exchanging experiences and information on lessons learned in relation to any aspect of the Treaty. It also allows sharing specific information about diversion, both information on measures taken that have been proven effective in addressing diversion and the kind of operational information about diversion mentioned in Articles 11 (5) and 15 (4) of the Treaty (see also rules 13 and 19 of the Terms of Reference of the Diversion Information Exchange Forum). Information can be shared on the Platform through “announcements” directly introduced in the system or by uploading documents. Guidance on the use of the Platform is available in the *Tools and Guidelines* section of the ATT website <https://www.thearmstradetreaty.org/tools-and-guidelines.html>. Since its establishment, only the CSP6 and CSP7 WGTR Co-chairs and one State Party have published announcements on the Platform.

<sup>6</sup> The **multi-year workplan for the WGTR exchange of national implementation practices regarding transparency** was welcomed by the CSP10 as attachment A of the WGTR Chair’s Report to CSP10 (<ATT/CSP10.WGTR/2024/CHAIR/800/Conf.Rep>), and gives effect to the instruction of the CSP9 to “*explore possibilities of aligning [the] work [of the WGTR] with the mainstream work of WGETI*”, which is set out in the proposal on the WGETI configuration and substance that was adopted at CSP9. It is available in all UN languages in the *Tools and Guidelines* section of the ATT website: <https://www.thearmstradetreaty.org/tools-and-guidelines.html>. The workplan arranges the concrete topics that have been identified for the structured discussions in the order that they will be discussed in the three-hour sessions of the WGTR that will address the agenda item “national implementation practices regarding transparency”, noting that, in principle, every meeting of the WGTR will consist of two three-hours sessions and one of these sessions will be dedicated to the said agenda item. The workplan also has an Annex that includes the practical implementation questions on each topic which are provided to guide delegations’ contributions/presentations on the topic to be discussed.

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## ANNEX A

### LIST OF PRACTICAL IMPLEMENTATION QUESTIONS CONCERNING TRANSFER REPORTS TO ATT SECRETARIAT

As indicated above, the practical implementation questions are provided to guide delegations' contributions/presentations on the topic to be discussed.

#### *Substantive elements*

1. Does your State report about authorised or actual exports and imports or both)?
2. Does your State use the UN definitions or national definitions for the compulsory categories of conventional arms?
3. Does your State include exports and imports of small arms for civilian purposes in the report?
4. Does your State report about additional national categories of conventional arms or other items?
5. Does your State make the reports on exports and/or imports publicly available? When and how is a decision on public availability taken?
6. Does your State consider certain information (or type of export/import) to have commercially sensitivity or national security implications? If so, in which instances does it need to be omitted from the report? When and how is such a decision taken?
7. Does your State report about the quantity (number of items) or the financial value of exports and imports (or both)?
8. Does your State break down (disaggregate) the information about exports and imports per country?
9. Does your State break down (disaggregate) the information on SALW according to type?
10. Does your State provide additional information about (certain types of) exports and imports?

#### *Procedural and institutional elements*

11. From which documents or databases is the relevant information for the annual report extracted and processed?
12. Which ministries, departments and/or agencies handle these documents or databases?
13. Does your State have record-keeping requirements for exporters and importers to generate the relevant information for your State's annual reports?

14. Which ministries, departments and/or agencies are charged with collecting and consolidating the relevant information? Does one ministry, department or agency act as coordinator of the reporting process or is a specific inter-agency committee established or charged? In case of the latter, which ministries, departments and/or agencies need to be part of the committee? Which one is in the lead and initiates the process? Who has the decision-making authority about the (final) content of the report?
15. How is collecting and consolidating the relevant information done in practice?
16. Who transmits the annual report to the ATT Secretariat?
17. Who acts as reporting focal point for the ATT Secretariat?
18. How are requests for clarification by the ATT Secretariat be dealt with?
19. Does your State have a formalized national reporting process or a national procedures document in place that includes guidance on all the elements and steps above? Which deadlines apply to each step in order to comply with the deadline of 31 May for the submission of the report to the ATT Secretariat?
20. How are personnel changes be dealt with?

*International cooperation and international assistance*

21. Are there specific contributions that international cooperation between States (Parties) and/or further discussions within the ATT process could make to facilitate or support compliance with the annual reporting obligation?
22. Is your State in a position to provide assistance to other States Parties on compliance with the annual reporting obligation? Does your State need assistance on compliance with the annual reporting obligation or has your State already received assistance on this in the past, via the VTF or another international assistance provider? In case of the latter, could you elaborate on this?

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**ANNEX B****PROPOSED MANDATE FOR THE WGTR FOR THE PERIOD SEPTEMBER 2025 - AUGUST 2026**

In accordance with its Terms of Reference and Rule 42(2) of the ATT Rules of Procedure, the Working Group would like to propose for consideration by CSP11 the following tasks for further work in the period between CSP11 and CSP12:

1. The WGTR shall continue to conduct exchanges concerning the fulfilment of the reporting obligations in Article 13 of the ATT and the broader issue of transparency in the international trade in conventional arms. In its meetings, the WGTR shall, as a minimum, deal with the following standing agenda items:
  - a. State of play of compliance with ATT reporting obligations;
  - b. Supporting compliance with ATT reporting obligations;
  - c. Supporting information exchange between States Parties;
  - d. National implementation practices regarding transparency (“accounting and reporting”); and
  - e. WGTR mandate in the period between CSP12 and CSP13.
  
2. With regard to the **state of play of compliance with ATT reporting obligations**, the WGTR will:
  - a. review the status of reporting at every meeting, thereby focusing on the progress that has been made in comparison to the previous status updates.
  
3. With regard to the **supporting compliance with ATT reporting obligations**, the WGTR will:
  - a. invite delegations to brief the WGTR about their initiatives to promote reporting and support States Parties in addressing their reporting challenges and to propose new initiatives in that regard (implementation of the “Outreach strategy on reporting”<sup>1</sup>);
  - b. monitor the implementation of other ATT initiatives to support reporting compliance, including the project of voluntary practical bilateral and regional assistance with reporting (peer-to-peer) and the online reporting functionality;
  - c. give delegations the opportunity to raise and discuss substantive issues about the ATT reporting obligations that could benefit from consideration by the WGTR; and
  - d. consider submitted proposals for alterations or additional questions and answers for the ‘FAQ’-document on annual reporting, adopted at CSP3 and updated at CSP5 and CSP8.<sup>1</sup>
  
4. With regard to supporting **information exchange between States Parties**, the WGTR will:
  - a. invite delegations to exchange practices regarding the Treaty’s information

- exchange requirements and encouragements, in particular those in Articles 11 (5), 13 (2) and 15 (2-4) and 15 (7) of the Treaty; and
- b. monitor the use of the information exchange platform on the ATT website and further examine ways for the platform and other means to support the work of the WGTR and the WGETI as well as cooperation between States Parties.
5. With regard to **national implementation practices regarding transparency**, the WGTR will:
- a. hold discussions in accordance with the multi-year workplan that was welcomed by CSP10 and the working arrangements that are included in the proposal on the WGETI configuration and substance which was adopted at CSP9.<sup>1</sup>
6. With regard to the **WGTR mandate in the period between CSP12 and CSP13**, the WGTR will review the relevance of the aforementioned agenda items in the light of the state of play of ATT transparency and reporting, with a view to preparing a proposal for consideration by CSP12.

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