

Minutes of the Steering Committee Meeting

Trust Fund: UN Multi-Partner Trust Fund for the implementation of the Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of Small Arms and Light Weapons and their ammunition in the Western Balkans

Place: UNDP Istanbul Regional Hub

Date of the review: 25 June 2019, 09:30 – 11:30 hrs.

1. List of participants:

| Board Members | Title |
|---|--|
| Gerd Trogemann Chair | Istanbul Regional Hub Manager, RBEC Deputy Director a.i., Chairperson |
| Marcus Bleinroth Ex-Officio Member | Director of Division, Conventional Arms Control, Federal Foreign Office, Germany |
| H.E. Jean-Claude Brunet Ex-Officio Member | Ambassador-at-large on transitional criminal threats and the fights against the illicit trafficking of SALW, France |
| H.E. Ann-Sofie Nilsson Member | Ambassador for Disarmament and Non-proliferation from the Department for Disarmament and Non-proliferation |
| Havard Austad Member | Senior Adviser, Section for South East Europe, Ministry of Foreign Affairs, Norway |
| Adam Gardner Member | Head of SOC Overseas Engagement, Serious and Organised Crime Group, Home Office |
| Simonetta Grassi Member | Head of the Global Firearms Programme, Senior Crime Prevention and Criminal Justice Officer, Organized Crime and Illicit Trafficking Branch / Implementation Support Section, Division for Treaty Affairs (DTA/OCB), UNODC |
| Tim Heine Observer | Fund Portfolio Analyst, MPTF Office |
| Istanbul Regional Hub Participants | Title |
| Isabelle Tschan | Team Leader, Governance and Peacebuilding a.i. |
| Bojana Balon | SEESAC Senior Programme Coordinator |
| Juliana Buzi | SEESAC Regional Cooperation Coordinator |
| Anca Stoica | Partnership consultant, New Partnerships and Emerging Donors Team |
| Teodora Zafiu | SEESAC Monitoring and Reporting Consultant, |

2. Background:

Developed by six Western Balkan jurisdictions, with UNDP SEESAC support and under the auspices of the Governments of Germany and France and coordinated with the EU, the *Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of Small Arms and Light Weapons and their ammunition in the Western Balkans* (SALW Control Roadmap) is a comprehensive document that will guide the SALW control efforts until 2024. The Roadmap includes 14 Key performance indicators against which progress in its implementation will be measured. In this context, a Multi-Partner Trust Fund was established aiming to contribute to a donor coordinated funding approach in the implementation of the SALW Control Roadmap and to provide a comprehensive risk and results-based management system. Its

governance structure includes a Steering Committee (chaired by the UNDP), Secretariat (ensured by SEESAC); Administrative Agent (MPTF Office) and Implementing Entities (UNDP and UNODC).

3. Objective of the Steering Committee Meeting:

- a. Approve the regulatory framework of the WB SALW Control Roadmap MPTF (including its Terms of Reference, Operational Manual, Results and Resources Framework, Risk Matrix and Donor Engagement Action Plan),
- b. Approve the 2019 operational budget of the MPTF Secretariat
- c. Decide on the funding allocation modality for 2019

4. Key discussion points

- Briefing on the progress of the SALW Control Roadmap process and its monitoring and coordination
- Presentation of the MPTF Terms of Reference (including the Operational Manual, Results and Resources Framework, Risk Matrix)
- Presentation of the MPTF Donor Engagement Action Plan
- Presentation of the the 2019 operational budget of the MPTF Secretariat
- Decision on the funding allocation modality for 2019
- Discussion of and responses to comments provided in written by Norway (document attached for ease of reference).

5. Decisions of the Steering Committee:

- **Decision-making modality (consensus vs. qualified majority).** The SC members agreed to have a consensus approach as the preferred modality for decision making, with a qualified majority rule only as a last resource. Amendments to ToRs though can be made only through consensus modality.
- **Funding allocation modality:** the SC members agreed to have the time-bound call for proposals as the preferred modality for fund allocation in 2019, which could be complemented by the direct solicitation of proposals if/when needed.
- **Relevance and coordination of project proposals:** The SC members agreed that every project proposal has to be developed in cooperation with the national authorities and based on their stated needs/priorities, in order to ensure relevance and sustainability of the proposed interventions. Additionally, proposed support should consider ongoing interventions by other organizations in order to avoid duplication of efforts and waste of resources. Strong national ownership could be demonstrated through the exchange of letters between the implementing entities and relevant authorities.
- **The Secretariat's role:** the Secretariat was encouraged in its role of coordinating and monitoring the implementation of the Roadmap, to share information regularly regarding the contributions by regional and international organizations to the Roadmap implementation. Additionally, upon SC request, the Secretariat can share the original progress reports submitted by the implementing entities.
- **Thematic priorities of the 1st call for proposals:** the SC members agreed that the proposals should focus on the key priorities areas of the Roadmap implementation, focusing in particular on tackling illicit trafficking of firearms and reducing illicit possession of firearms, bearing though in mind their inter-connection with other areas including strengthening of criminal justice system and prevention of proliferation, and the importance of a comprehensive approach to SALW control. Additionally, the

importance of addressing gender aspects of SALW control was also stressed. A more detailed guidance on priority areas for support will be described in the call. With regards to this, the Secretariat informed the SC that as per EU Council Decision 2018/1788 SEESAC is conducting needs assessment of the border-police and criminal-police services of the Western Balkans in countering illicit arms trafficking to develop a regional project, so overlap with this initiative should be avoided.

- **Steering Committee membership:**
 - The SC members agreed that all donors (except of the top 3 who enjoy full membership rights) are granted the observer status for increased transparency, access to information and provision of inputs.
 - The SC members agreed that EU is granted the ex-officio membership with full voting rights considering the political and financial significant contribution to the Roadmap implementation
- **Submission of documents to SC members prior to SC meetings:** the SC members agreed that the Operational Manual should be amended to allow submission of documents 15 working days prior to the SC meeting.
- **Compliance with international obligations:** the SC members agreed that reference to compliance by the authorities with related international obligations is included in project proposals.
- **SC members travel costs:** the SC members agreed that such costs could be included in the project's direct costs and that, to the extent possible, the SC meetings should be organized back to back with other coordination meetings. SC members can also connect remotely to avoid travel costs.
- **Call for proposals documents:** the SC members agreed that such documents are to be shared with the SC members before the announcement of the call.
- **Secretariat's budget (March 2019 – June 2020):** the SC members approved the budget with no comments or amendments.
- **Donor Engagement Action Plan:** the SC members agreed that letters must be annually sent out to relevant and potential donors to encourage replenishment of funds.
- **Approval of the MPTF regulatory framework:** the SC members approved the MPTF regulatory framework, including the MPTF ToRs, MPTF Operational Manual, MPTF Risk Matrix, MPTF RRF and the Donor Engagement Action Plan.
- **Documents upload on MPTFO Gateway:** for transparency reasons, the SC members agreed that SC meeting minutes will be upload the Gateway to be publicly accessible.
- **Next SC meeting:** tentatively agreed for 16 October 2019.
- **Other amendments conducted in** response to the written comments provided by Norway and approved by the SC members:
 - Amend MPTF ToRs to ensure consistent terminology (“MDTF Board” replaced by Steering Committee)
 - Amend the Operational Manual to allow submission of documents 15 working days prior to the SC meeting
 - Amend the Operational Manual to stipulate that changes in the ToRs can only be made upon by consensus.
 - Correct the Operational Manual to read that the Secretariat can suggest amendments to the SC;
 - Amend the Operational Manual to read “MoU or MoA” (instead of “MoU and MoA”);
 - Rephrase the MPTF objective in the Operational Manual to read as follows: *The Fund's primary objective is to contribute to a donor coordinated funding approach in the implementation of the Roadmap for a sustainable solution to the illegal possession,*

misuse and trafficking of Small Arms and Light Weapons and their ammunition in the Western Balkans (...).

- **Written comments from Norway:** In response to comments provided by Norway, it was clarified that there is no conflict of interest regarding the role of the Secretariat, considering that the Secretariat has no decision-making power. In addition, it was clarified for the SC members that the Secretariat, as part of UNDP is eligible for submission of proposals under the MPTF.
- **Calls for proposals:** The Secretariat will share the draft Calls for Proposals with the members of the Steering Committee. Moreover, it will propose a timeline of the call for proposals for the SC members' approval.
- **Status of contributions (approx. in USD):**
 - Received contributions: \$650.000 / UK, 2018-2019 fiscal year contribution
 - Upcoming contributions:
 - \$1.960.000 / UK, 2019-2020 fiscal year contribution
 - \$750.000 / Sweden
 - \$200.000 / Norway (\$600.000 3 year commitment)
 - \$1.160.000 / The Netherlands
 - TBD / Germany
 - TBD / France

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