Global Study on Firearms Trafficking

Firearms Trafficking Toolkit
Table of Contents

1) Checklist for completion of the Annual and the Significant Seizures Questionnaires..3
2) Information requested........................................................................................................................................5
3) How to download and upload the Seizures Questionnaires .................................................................6

The present Toolkit is intended for Member States participating in the Global Study on Firearms Trafficking. It provides detailed and structured guidelines on the preparation for and compilation of the Annual and Significant Seizures Questionnaires. The toolkit has been designed for the designated Focal Points and completing officials within each Member State. Compliance with the recommended list of activities is instrumental for the successful completion and submission of the Seizures Questionnaires.
1) Checklist for completion of the Annual and the Significant Seizures Questionnaires

- For successful completion of the Annual and the Significant Seizures Questionnaires, it is recommended that focal points appointed by Member States:

(a) Familiarize themselves with the content and structure of the Annual and Significant Seizures Questionnaires and the present toolkit;

(b) Identify all national institutions with powers to seize firearms and persons with specific expertise on the various topics of the Annual and Significant Seizures Questionnaires;

(c) Distribute the Annual and Significant Seizures Questionnaires to the completing institutions identified;

(d) Follow up, approximately 15 (fifteen) working days following the distribution of the Seizures Questionnaires, on the availability of data. Additionally identify any shortcomings related to firearms data collection in your country;

(e) Promptly inform UNODC of the shortcomings/problems identified and should no data be available for specific topics/sections or reference year of the Seizures Questionnaires;

(f) Follow up on the status of completion of both Seizures Questionnaires prior to the expected return date. Promptly notify UNODC of any delayed submission, specifying whenever possible, a tentative final submission date;

(g) Disclaimer: UNODC cannot guarantee the inclusion of the information submitted after the deadline as part of the analysis for the Global Study on Firearms Trafficking;

(h) Collect and collate information to accurately respond to the ‘request for additional information’;

(i) Ensure that the respective Excel tabs have been completed by the responding authorities and the data received do not require further adjustment before their compilation into one single Excel file per reference year. Failure to do so may lead to an erroneous interpretation of the same;

(j) Collate and return to UNODC within the established deadline:

1. The completed questionnaires as a single Excel file per reference year (2010/11/12/13)
2. The completed responses to the ‘request for additional qualitative information’
For successful completion of the Annual and the Significant Seizures Questionnaires, it is recommended that officials completing the questionnaires:

(a) Familiarize themselves with the content and structure of the Annual and Significant Seizures Questionnaires instructions and the present toolkit;

(b) Collect all material containing relevant information for the completion of the Annual and Significant Seizures Questionnaires;

(c) Identify and gain access to all existing databases containing data on seizures of firearms, their parts and components, and ammunition. Additionally identify all firearm-related available information produced by official sources in your country (studies, assessments, reports, etc…);

(d) Inform their respective focal point, without delay, of the unavailability of data on a specific topic/section or reference year for both Seizures Questionnaires;

(e) Extract from the collected documentation or from the identified databases all information relevant to the topics of the Seizures Questionnaires;

(f) Identify the information that matches the requested content of the Annual and Significant Seizures Questionnaires, namely:
   - Information based on the same definitions (to the extent possible);
   - Information presented in the same report formats;
   - Information covering the national situation in its entirety;
   - Information relating to the questionnaires reporting years.

This selected information can be entered into a draft version of the completed Seizures Questionnaires;

(g) Additionally identify the information that does not fully match the Seizures Questionnaires definitions, report formats or coverage, but nevertheless deals with the same issues covered in the Seizures Questionnaires. Discuss with the chosen experts to what extent that information could be used to complete the Seizures Report Questionnaires. If necessary, perform additional commonly accepted adjustments and interpretations or apply estimation techniques. Specify all additional operations performed in the available space for comments or by adding, if applicable, supporting and explanatory documentation;

(h) Prepare additional explanatory documentation to be attached to the questionnaires;

(i) Minimize the use of excel formulas when filling up the questionnaires to facilitate the final compilation task of the focal point;

(j) Inform their respective focal point of any delayed submission, providing whenever possible, a tentative date for the final submission;

(k) Check the draft version of the completed Seizures Questionnaires for consistency, then finalize the completion of the same. Ensure that data do not require any further adjustment or manipulation;

(l) Timely return the completed Seizures Questionnaires to their respective focal points.
## 2) Information requested

<table>
<thead>
<tr>
<th>Contributors</th>
<th>Contact details for the focal point and other contributors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Seizures</td>
<td>Number of firearms, their parts and components, and ammunition seized during the reporting period</td>
</tr>
<tr>
<td>Routes</td>
<td>Trafficking routes of the seized firearms, their parts and components, and ammunition</td>
</tr>
<tr>
<td>Transportation</td>
<td>Mode of transportation of the seized firearms, their parts and components and ammunition</td>
</tr>
<tr>
<td>Traffickers</td>
<td>Nationality of traffickers and information on trafficking groups</td>
</tr>
<tr>
<td>Trafficking trends</td>
<td>Information about trends, routes and modus operandi of trafficking in firearms</td>
</tr>
<tr>
<td>Related crime</td>
<td>Related offences; other items seized in connection with firearms</td>
</tr>
<tr>
<td>Tracing</td>
<td>Number of the seized firearms which were: registered in your country, registered in another country, not registered, or of unknown registration; information of ownership of the seized firearms</td>
</tr>
<tr>
<td>Int. Cooperation</td>
<td>Name of countries cooperating during tracing requests</td>
</tr>
<tr>
<td>Comments</td>
<td>Notes and comments for clarification of the provided information</td>
</tr>
</tbody>
</table>
3) How to download and upload the Seizures Questionnaires

The Annual and the Significant Seizures Questionnaires are designed for electronic completion using a computer, which consists of adding text, numbers, percentages, or formulas in the form fields that correspond to the questions.

The two questionnaires and the concept note are available for download at: http://firearmstrafficking.unodc.org

At the prompt (Figure 1) insert username and password provided in the Note Verbale received during December 2013.

For further assistance on how to log in place the cursor of your mouse on the ‘need help?’ sign (red circle, Figure 1) and follow the pop-up instructions.

Figure 1
On the main UNODC Study on Firearms Trafficking page you can download the concept note from the link indicated with the red arrow.

The link to the Annual and the Individual Seizure Report Questionnaires can be accessed from the upper left hand side menu indicated with a green arrow (see below, Figure 2)

**Figure 2**

![Firearms Trafficking](image)

**UNODC Study on Firearms Trafficking**

The Conference of the Parties to the United Nations Convention Against Transnational Organized Crime (COP-UNCAC), adopted its 8th Session resolution 5/4 entitled "Illicit Trafficking in Firearms, their Parts and Components, and Ammunition". In paragraph 4, the Conference requested the United Nations Office on Drugs and Crime (UNODC) to provide information on the nature and routes used in trafficking in firearms, the information provided by States on confiscated weapons and ammunition.

At its 6th Session, the COP adopted resolution 6/2 promoting accession to the UN Firearms Protocol. In paragraph 7 of this resolution, the COP took note of the progress made, including in the study conducted by the Conference in October 2010, and requested the UNODC to improve the methodology, in close cooperation with States, and to complete the study in accordance with the given mandate, including the Conference at its seventh session.

Pursuant to this mandate, the Secretariat, in consultations with Member States, developed a concept note with a description of the proposed methodology and the collection of the data on the dimension of the firearms problem, on the basis of the annual and significant individual seizures, trafficking routes and relevant information on firearms-related criminality and links to other serious crimes.

You can download the concept note from this [link](#).

For the purpose of conducting the study on illicit firearms trafficking, Member States

On the questionnaire download page (*Figure 3*), click on the Annual Seizures Questionnaire and Significant Seizures Questionnaire links, respectively, to download one version of each in the desired language (see red arrows).
Please save both Seizures Questionnaires on your computer desktop or an external hard drive.

Figure 3

FIREARMS TRAFFICKING

Upon receipt of the completed questionnaires by the completing institutions, compile them in one (1) Excel file per reference year (2010/11/12/13).

To return the compiled questionnaires to UNODC please log on to the following webpage: https://firearmstrafficking.unodc.org/

At the prompt use the same username and password as provided in the Note Verbale.

To access the upload page click on the upload link on the upper left hand side (green arrow – Figure 4).
To upload the completed Annual and Significant Seizures Questionnaires select the corresponding file (red circles, *Figure 4*) from your computer.

*Figure 4*

Please contact UNODC should you have any questions or need assistance with the completion of the Seizures Questionnaires or the provision of additional requested information: gfp@unodc.org