

## **The Importance of the Points of Contact in enhancing the Value of the United Nations Register of Conventional Arms for Member States**

1. The main role of the point of contact (PoC) at the national level is to facilitate timely and reliable reporting to the Register. By maintaining effective procedures for collecting and processing data, as well as generating awareness of the benefits of reporting, the PoC can play a key role in the success of the Register. Close cooperation between PoC and the Office for Disarmament Affairs (ODA) should therefore be encouraged. Cooperation between PoCs and ODA could include:
  - (a) ODA regularly updating PoCs on developments regarding reporting modalities, website upgrades, and the further development of the UN Register framework
  - (b) ODA facilitating the participation of PoCs in Group of Governmental Experts Meetings as experts or presenters.
  - (c) ODA facilitating networking of PoCs at the regional level.
  - (d) POCs ensuring that the ODA's POC List is updated when there are personnel changes
  - (e) POCs informing ODA of the national-level methodology developed for reporting with the purpose of encouraging best practices. ODA should make such information available to all POCs.
  - (f) POCs assisting ODA efforts to promote good practices in the organization of reporting work.
  
2. Empowerment of the PoC through information sharing and support may assist the PoC in initiating and managing the necessary interagency process and procedures that are necessary for reliable reporting within required deadlines.
  
3. The creation of a national procedures document could contribute to the stability of the national reporting process to the Register and other instruments. Such a document could contain, but would not be limited to, the following elements:
  - (a) An enumeration of the different types of national reports required to be submitted.
  - (b) A clear explanation of the contents and requirements for each type of report, including e.g. the specific categories of items.
  - (c) Clear assignment of specific reporting tasks to specific authorities and positions.
  - (d) Critical deadlines in the process of preparing reports and a mechanism by which these can be brought to the attention of relevant information providers, for instance through paper or electronic reminders, in order to improve compliance.
  - (e) A clearly defined collection process by which information is gathered by licensing/permit officers or other individuals or systems and provided, periodically or on an ongoing basis, to the individual or individuals responsible for preparing and submitting the national reports.
  - (f) A coordinated collection process that ensures that when the same information is needed for several reports it is collected only once. This saves time and resources and ensures consistency between reports.
  - (g) Provision for providing information in national reports as to whether the data submitted is based on actual transfers (exports or imports) or licenses issued, if the export or import is temporary, and, if values are reported: what currency or conversion method has been used.