

# NATIONAL PROCEDURES MANUAL

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Arms Trade Treaty annual  
reporting in Cameroon





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## Arms Trade Treaty annual reporting in Cameroon

**September 2025**

This National Procedures Manual was prepared with the support of the Arms Trade Treaty Voluntary Trust Fund (ATT VTF). SIPRI is the Republic of Cameroon's implementing partner for the ATT VTF project titled Trade Treaty

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## Glossary

### Conventional arms

Conventional arms are understood here as the categories outlined in Article 2.1 of the Arms Trade Treaty (ATT): battle tanks, armoured combat vehicles, large-calibre artillery systems, combat aircraft, attack helicopters, warships, missiles and missile launchers, and small arms and light weapons.

### Exports and Imports

The ATT does not provide a definition of ‘exports’ or ‘imports’. States parties that use the ATT annual reporting template are asked to select their definition of these terms from among four options: *(a)* physical transfer of items across a national border; *(b)* transfer of title; *(c)* transfer of control; and *(d)* other.

### Small arms and light weapons

According to the International Tracing Instrument (ITI), broadly speaking, small arms are weapons designed for individual use and light weapons are weapons designed for use by two or three persons serving as a crew, although some may be carried and used by a single person.

### Transfer

Article 2.2 of the ATT indicates that a ‘transfer’ encompasses the activities of the international trade in conventional arms, which comprise export, import, transit, trans-shipment and brokering.

## Abbreviations and acronyms

APC	Armoured Personnel Carrier
ATT	Arms Trade Treaty
AU	African Union
CAMCIS	Cameroon Customs Information System
CSP	Conference of States Parties
DELECAM/Geneva	Permanent Mission of the Republic of Cameroon to the United Nations Office and other international organizations in Geneva.
DGD/MINFI	General Directorate of Customs of the Ministry of Finance (Direction Générale des Douanes du Ministère des Finances)
DGSN	General Delegation for National Security (Délégation Générale à la Sûreté Nationale)
ECCAS	Economic Community of Central African States
HS	Harmonized System (WCO)
ITI	International Tracing Instrument, or International Instrument to Enable States to Identify and Trace, in a Timely and Reliable Manner, Illicit Small Arms and Light Weapons
IFV	Infantry Fighting Vehicle
LOGBASE	Continental Logistics Base (African Union)
MANPADS	Man-Portable Air Defense Systems
MINAT	Ministry of Territorial Administration (Ministère de l'Administration territoriale)
MINDEF	Ministry of Defence
MINREX	Ministry of External Relations (Ministère des Relations Extérieures)
PLATFORM/SYNTIA	Interministerial Platform in charge of the elaboration of the National System for the International Transfer of Arms (Plateforme interministérielle chargée de l'élaboration du Système National de Transfert International des Armes)
SALW	Small Arms and Light Weapons
SIPRI	Stockholm International Peace Research Institute
SYSGIAM	Integrated Weapons and Ammunition Management System (Système Intégré de Gestion des Armes et des Munitions)
UNODA	United Nations Office for Disarmament Affairs
UNROCA	United Nations Register of Conventional Arms
VTF	Voluntary Trust Fund

WCO

World Customs Organization

WGTR

Working Group on Transparency and Reporting

## 1. Introduction

### Objective and method

This national procedures Manual is intended for use by Cameroon's national authorities responsible for preparing annual reports to the Arms Trade Treaty (ATT) and similar instruments.

The Manual was drafted in 2025 as a result of a project carried out by the Republic of Cameroon in partnership with the Stockholm International Peace Research Institute (SIPRI) with funding from the ATT Voluntary Trust Fund (VTF). The VTF project sought to strengthen the capacity of Cameroonian government agencies to implement its annual reporting obligations under the ATT and other relevant instruments.

The national procedures Manual was informed by background research and a series of online consultations involving Cameroonian officials, SIPRI experts and other ATT states parties, as well as two research visits by SIPRI researchers to Cameroon. During the research visits, SIPRI met with representatives of the Technical Secretariat of the VTF project at the Ministry of External Relations (MINREX), and with representatives of the Ministry of Defence (MINDEF), the General Delegation for National Security (DGSN), the Ministry for Territorial Administration (MINAT) and the General Directorate for Customs, which is part of the Ministry of Finance (DGD/MINFI).

### Context and challenges

Cameroon submitted an initial report in 2019 following its ratification of the ATT in June 2018. As of June 2025, it had only submitted two (2) annual reports to the ATT Secretariat covering 2019 and 2020 (with restricted access).

Cameroon has identified a list of government agencies that currently contribute to the compilation of annual reports to the ATT and established two points of contact for issues related to ATT implementation:

- the Director of Intermilitary Equipment Department at MINDEF;
- the Sub director of Agreements, Treaties and Follow-up of International Commitments at MINREX.

The VTF-funded project helped to clarify the challenges that Cameroon had identified when developing its ATT annual reporting procedures and practices, which prevented the submission of the reports covering 2021 to 2024. These challenges were:

- **at the data collection phase:** Challenges were identified with gathering relevant data due to a lack of detailed understanding in the agencies about the data required for ATT annual reports, and a lack of awareness about the ATT reporting template and reporting categories;
- **at the data transmission phase:** There were difficulties resulting from delays in using the formal channels for transmitting data to MINREX;
- **at the data consolidation phase:** MINREX experienced difficulties with identifying relevant data and sorting it into the appropriate ATT reporting categories. Specific issues concerned: missing information, the provision of information on items not covered by the ATT, duplication of some of the data provided and data at times being provided on both authorizations and actual imports without being marked as such;
- **at the validation and submission phase:** There were problems with meeting deadlines for consolidating the report and getting it validated.

### Addressing the challenges: Good practices identified

The VTF project identified good practices that Cameroon was already implementing:

- While waiting for a formal national organ on arms and ammunition to be created, Cameroon has established a committee on interagency cooperation, the Interministerial Platform in charge of the elaboration of the National System for the International Transfer of Arms (Platform/SYNTIA);
- Cameroon has used both formal and informal means of communication to exchange information and build cooperation between the different agencies involved in the reporting process, such as using the ‘advanced copy’ mechanism to share documents, and identifying and establishing points of contact within each agency;
- MINAT and DGD/MINFI have put specific systems in place to provide the data needed for ATT annual reports—the Integrated Weapons and Ammunition Management System (SYSGIAM) for MINAT and the Cameroon Customs Information System (CAMCIS) for DGD/MINFI;
- Cameroon has benefited from training and exchanges of experience on reporting processes;
- Cameroon has made choices on ATT annual reporting.

The VTF project also identified good practices that Cameroon is in the process of adopting to mitigate the challenges identified above:

- **the development of a national procedures Manual**, which contains a timeline for ATT annual reporting with deadlines for each agency. This Manual can be the basis for exchanges of experience with other ATT states parties;
- **the contextualization of the available guidance on ATT annual reporting** using Cameroonian specificities, such as matching the ATT arms categories with the national arms categories established by Law 2016/015, with which the agencies are more familiar;
- **the development of a simplified version of the ATT reporting template in an MS Excel spreadsheet** that incorporates the choices made by Cameroon on reporting. This provides a practical tool for the agencies to share their data with MINREX in the format already required by the ATT, thereby facilitating MINREX consolidation efforts;
- **the improvement of interagency cooperation**. Each agency now has a clear understanding of its role in the ATT annual reporting process. Cameroon could continue to use customs data from DGD/MINFI to validate, cross-check and complement data held by other agencies, in particular MINAT;
- **continuing to raise awareness about the ATT and ATT annual reporting obligations with relevant national stakeholders**, such as heads of department in the agencies charged with preparing the data to be submitted to MINREX;
- **pursuing training on the ATT reporting template**, so that the agencies involved in collecting data remain familiar with it;
- **evolutions regarding the choices it has made on ATT annual reporting**, for instance, by adding information on the state of origin and the description of items, submitting a publicly available report and involving other relevant actors.

## 2. ATT annual reporting obligations

This section summarizes the annual reporting obligations created by the ATT, as well as the other regional and international instruments to which Cameroon is a party or which are relevant to Cameroon, that also involve reporting commitments.

### Why report? Rationale and obligation established by the ATT

The ATT is the first legally binding international treaty to establish standards for the international trade in conventional arms to prevent their misuse and illicit transfer. One of the measures the ATT established is that States parties must submit an initial report on the measures undertaken to implement the ATT and annual reports on arms transfers. Article 13.3 of the ATT establishes annual reporting obligations:

*Each State Party shall submit annually to the Secretariat by 31 May a report for the preceding calendar year concerning authorized or actual exports and imports of conventional arms covered under Article 2 (1). Reports shall be made available, and distributed to States Parties by the Secretariat. The report submitted to the Secretariat may contain the same information submitted by the State Party to relevant United Nations frameworks, including the United Nations Register of Conventional Arms. Reports may exclude commercially sensitive or national security information.*

The reporting obligation is intrinsically linked to the purpose of the ATT, as stated in Article 1:

*The object of this Treaty is to:*

- *establish the highest possible common international standards for regulating or improving the regulation of the international trade in conventional arms;*
- *prevent and eradicate the illicit trade in conventional arms and prevent their diversion*

*for the purpose of:*

- *contributing to international and regional peace, security and stability;*
- *reducing human suffering;*
- *promoting cooperation, transparency and responsible action by States Parties in the international trade in conventional arms, thereby building confidence among States Parties.*

By reporting data on their arms transfers in their ATT annual reports, states parties are fulfilling their obligation. In doing so, they are demonstrating that their arms transfer controls are aligned with ‘the highest possible common international standards’, and that their arms transfers are not contributing to the illicit trade in conventional arms. They are also providing data that can be used to trace the origin of diverted weapons, contributing to

enhanced transparency, cooperation, responsible action by States Parties in the international trade in conventional arms, and building confidence between them.

### What to report? Scope of ATT annual reporting

Article 13.3 of the ATT states that states parties are required to submit an annual report on 'authorized or actual exports and imports of conventional arms'. Authorized exports and imports are arms transfers that have been approved by a licence or authorization issued by the relevant authorities. Actual exports and imports are arms that have been physically transferred. Article 13.3 further indicates that states may choose to exclude commercially sensitive or national security information from their reports.

The categories of conventional arms covered by the ATT are listed in Article 2.1 of the ATT (**see box 1**):

*This Treaty shall apply to all conventional arms within the following categories:*

- a) Battle tanks;*
- b) Armoured combat vehicles;*
- c) Large-calibre artillery systems;*
- d) Combat aircraft;*
- e) Attack helicopters;*
- f) Warships;*
- g) Missiles and missile launchers; and*
- h) Small arms and light weapons.*

**Box 1. A note on categories**

While the ATT does not define any of the categories of conventional arms covered by ATT annual reports, it does indicate in Article 5 that national definitions should ‘not cover less than the descriptions used in the United Nations Register of Conventional Arms’ (UNROCA) at the time of the ATT’s entry into force. Hence, categories a) to g) effectively correspond to categories I to VII of the UNROCA in 2014.

On h), small arms and light weapons, Article 5 states that national definitions ‘shall not cover less than the descriptions used in relevant United Nations instruments at the time of entry into force of this Treaty’; that is, the 2001 UN Firearms Protocol and the 2005 International Tracing Instrument<sup>a</sup>. The voluntary reporting guide produced by the ATT Secretariat uses the definitions in the ITI.

The UNROCA and ITI definitions of categories a) to h) are provided in section 4 of this national procedures Manual.

<sup>a</sup> Holtom, P., ‘Taking stock of the Arms Trade Treaty: Scope’, Aug. 2021.

## Which reporting template?

States parties to the ATT can submit their annual reports in the format they choose. To create greater standardization of the types of information on arms transfers that states collect and report under the ATT, however, a reporting template was adopted by the ATT Conference of States Parties (CSP) in 2016.

The template was revised in 2021, and this revised template is used by a majority of states parties when submitting their ATT annual reports<sup>1</sup>. It has been integrated into the online reporting tool<sup>2</sup>, and can be downloaded from the ATT website<sup>3</sup>.

The reporting template requires states parties to provide, at a minimum, the following information (see **Box 2**):

- the number of pieces (quantities) and/or financial value of the conventional arms exported and imported; and
- the final importing or exporting states of the conventional arms.

<sup>1</sup> Arms Trade Treaty Secretariat, ‘Status of Reporting’, Presentation at the Working Group meetings of CSP11, 28 Feb. 2025. <[https://www.thearmstradetreaty.org/hyper-images/file/ATT\\_CSP11\\_WG%20meetings\\_Day%204\\_WGTR\\_ATT%20Secretariat\\_Status%20of%20Reporting/ATT\\_CSP11\\_WG%20meetings\\_Day%204\\_WGTR\\_ATT%20Secretariat\\_Status%20of%20Reporting.pdf](https://www.thearmstradetreaty.org/hyper-images/file/ATT_CSP11_WG%20meetings_Day%204_WGTR_ATT%20Secretariat_Status%20of%20Reporting/ATT_CSP11_WG%20meetings_Day%204_WGTR_ATT%20Secretariat_Status%20of%20Reporting.pdf)>.

<sup>2</sup> To access the online reporting tool, go to <[https://thearmstradetreaty.org/login\\_portal.html](https://thearmstradetreaty.org/login_portal.html)>.

<sup>3</sup> To download the template, go to <<https://www.thearmstradetreaty.org/reporting.html>>.

In addition, states can include:

- the state of origin of the arms (if different from the exporting state);
- a description of the conventional arms;
- additional comments.

### Box 2. Nil reports

The reporting template notes that states parties that do not have any authorized or actual exports and/or imports to report should submit a 'nil report', stating that no exports and/or imports have taken place during the reporting period. Nil reporting enables states parties to demonstrate their compliance with the ATT annual reporting obligation even if they have no transfers to report in a given year. A nil report form has been created and is available as an annex to the ATT reporting template.

## When to report? Deadlines and submission process

Article 13.3 of the ATT states that 31 May is the deadline for states parties to submit their ATT annual reports for the preceding calendar year. Thus, 31 May 2026 is the deadline for submitting an ATT annual report covering exports and imports of conventional arms that were authorized or took place in 2025.

States parties may submit their reports to the ATT Secretariat by email or by logging in to the secure portal accessible to states parties<sup>4</sup>.

## Public or confidential reporting

The ATT does not specify whether ATT annual reports should be made public or only made available to other states parties.

In practice, the reporting template allows states parties to choose whether to make their ATT annual reports public, in which case they are published on the ATT website, or to make them available only to ATT states parties through the ATT Secretariat<sup>5</sup>.

## Record keeping

Record keeping is closely linked to reporting. A state party must collect and store data in a relevant format in order to compile and submit reports. The ATT requires that states parties keep records of arms exports and 'encourages' states parties to keep records of imports. It provides indications

<sup>4</sup> Email: [info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org); the secure portal is accessible at: [https://www.thearmstradetreaty.org/login\\_portal.html](https://www.thearmstradetreaty.org/login_portal.html).

<sup>5</sup> Publicly available reports can be accessed at <https://thearmstradetreaty.org/annual-reports.html?templateId=209826>.

of what type of data should be recorded and how long these records should be kept.

Provisions on record keeping are set out in Article 12 of the ATT :

1. *Each State Party shall maintain national records, pursuant to its national laws and regulations, of its issuance of export authorizations or its actual exports of the conventional arms covered under Article 2 (1).*
2. *Each State Party is encouraged to maintain records of conventional arms covered under Article 2 (1) that are transferred to its territory as the final destination or that are authorized to transit or trans-ship territory under its jurisdiction.*
3. *Each State Party is encouraged to include in those records: the quantity, value, model/type, authorized international transfers of conventional arms covered under Article 2 (1), conventional arms actually transferred, details of exporting State(s), importing State(s), transit and trans-shipment State(s), and end users, as appropriate.*
4. *Records shall be kept for a minimum of ten years.*

### Synergies with other arms transfer reporting instruments

Alongside the ATT annual reports, Cameroon is subject to additional international and regional reporting commitments.

#### *United Nations Register of Conventional Arms*

The United Nations Register of Conventional Arms (UNROCA) was established in 1991 as a transparency mechanism to prevent potentially destabilizing build-ups of armaments<sup>6</sup>. All UN member states have been requested in United Nations General Assembly Resolutions to report information to UNROCA on their exports and imports in the previous calendar year of seven (7) categories of major conventional arms. These categories are the same as those used by the ATT. Since 2003, states have also had the option to provide information on international transfers of Small Arms and Light Weapons (SALW) Since 2017, they have been required to do so<sup>7</sup>. States are also invited to provide information on military holdings and procurement from the domestic production of major conventional weapons<sup>8</sup>.

<sup>6</sup> See the UNROCA website, <<https://www.unroca.org/>>.

<sup>7</sup> United Nations, General Assembly, 'Resolution adopted by the General Assembly on 7 December 2022: Transparency in Armaments', A/RES/77/69, 14 Dec. 2022.

<sup>8</sup> See the UNROCA website, <<https://www.unroca.org/>>. For further background on UNROCA see Bromley, M. and Alvarado Cobar, J. F., 'Reporting on conventional arms transfers and transfer control: improving coordination and increasing engagement', SIPRI, Aug. 2020. <[https://www.sipri.org/sites/default/files/2020-08/2007\\_reporting\\_on\\_conventional\\_arms.pdf](https://www.sipri.org/sites/default/files/2020-08/2007_reporting_on_conventional_arms.pdf)>

Reports are submitted once a year in a standardized format that is similar to the ATT reporting template. These can be:

- in an electronic format using the UNROCA online reporting tool<sup>9</sup>;
- on paper to the United Nations Office for Disarmament Affairs (UNODA) using the templates provided<sup>10</sup>.

In addition, ATT states parties can tick a box in the ATT reporting template to allow UNODA to make a submission to UNROCA using the information from the ATT annual report (**see figure 1**).

The United Nations Office for Disarmament Affairs (UNODA) may use the relevant information in this Annual Report as a basis for the reporting State's report to the United Register on Conventional Arms (UNROCA)	<input type="checkbox"/>
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**Figure 1.** Box in the ATT reporting template that allows UNODA to make a submission to UNROCA

The deadline for reporting is the same as the ATT—31 May—but late reports are accepted. UNROCA reports are made publicly available on the UNODA website<sup>11</sup>.

### *Kinshasa Convention*

The Central African Convention for the Control of Small Arms and Light Weapons, Their Ammunition and All Parts and Components Which Can Be Used for Their Manufacture, Repair and Assembly (The Kinshasa Convention) was adopted in 2010 by the eleven (11) members of the Economic Community of Central African States (ECCAS) and entered into force in 2017<sup>12</sup>. The Kinshasa Convention is a legally binding instrument for its eight (8) states parties, which include Cameroon.

Article 24.7 of the Kinshasa Convention, which covers reporting obligations, states that:

<sup>9</sup> The UNROCA reporting tool can be accessed at <https://www.unroca.org/en/reporting/login>.

<sup>10</sup> The templates can be downloaded at <https://disarmament.unoda.org/convarms/register/>.

<sup>11</sup> Publicly available reports can be accessed at <https://disarmament.unoda.org/convarms/register/>.

<sup>12</sup> The full text of the Central African Convention for the Control of Small Arms and Light Weapons, Their Ammunition and All Parts and Components Which Can Be Used for Their Manufacture, Repair and Assembly is available at [https://treaties.un.org/doc/Treaties/2010/04/20100430%2001-12%20PM/Ch\\_xxvi-7.pdf](https://treaties.un.org/doc/Treaties/2010/04/20100430%2001-12%20PM/Ch_xxvi-7.pdf).

*In order to promote transparency, the States Parties shall prepare an annual national report on requests for transfer authorizations and end-user certificates that have been accepted or denied by the competent national authorities.*

The information requested on SALW in annual reports to the Kinshasa Convention is more detailed than that requested for the ATT. States parties must provide at a minimum:

- a) *The type and number of small arms and light weapons, their ammunition and all parts and components that can be used for their manufacture, repair and assembly;*
- b) *The name and complete and up-to-date address of the applicant;*
- c) *The number and reasons for denial or acceptance of the transfer;*
- d) *The measures taken to respect the relevant provisions of this Convention, including the enacting of specific laws.*

Article 24.9 states that annual reports to the Kinshasa Convention should be submitted through the subregional electronic database maintained by the Secretary General of ECCAS. The same article creates a legal obligation on states parties to report to UNROCA:

*The States Parties shall submit their annual report on transfers to the United Nations Register of Conventional Arms and to the subregional electronic database on small arms and light weapons, their ammunition and all parts and components that can be used for their manufacture, repair and assembly, maintained by ECCAS.*

### 3. Contextualizing ATT annual reporting to Cameroon

This section puts ATT annual reporting obligations in context with Cameroonian national specificities. It outlines the legal frameworks put in place in Cameroon, the national arms categories set out in its legal frameworks, the interagency cooperation mechanisms that have been established, and the tasks and responsibilities held by the various agencies (see figure 2). The ATT Secretariat provides options for states parties to choose from when completing their annual reports. This section discusses the choices made by Cameroon.

#### Law 2016/015 on the general regime governing arms and ammunition

Article 1 of Law 2016/015 regulates the manufacture, introduction on national territory, export, cession, acquisition, transit, transport, tracing and possession of arms and ammunition. Article 3 establishes a list of national arms categories. **Table 1** provides definitions of and notes on the categories covered by the ATT.

**Table 1:** Description of national arms categories covered by the ATT, according to Law 2016/015

Categories	Types of arms <sup>a</sup>	Within ATT scope?	Description <sup>b</sup> and notes
1 <sup>st</sup> Category	Firearms and their ammunition designed for war	Yes	Not defined in Law 2016/015. Encompasses types of major conventional weapons, ammunition or weapon components designed or intended for war.
2 <sup>nd</sup> Category	Specific weapons of war	Yes	Law 2016/015 (article 2): 'Specific weapons of war are any weapon whose implementation contributes to or integrates the joint military manoeuvre of the third land, air and sea dimension'. (This encompasses the major conventional arms used by the air force and the navy.)
3 <sup>rd</sup> Category	Nuclear, biological and chemical weapons and equipment for combating gas pollution	No	See details in Law 2016/015.
4 <sup>th</sup> Category	Firearms and their ammunition, known as defensive weapons	Yes	From Law 2016/015 (article 2):

Categories	Types of arms <sup>a</sup>	Within ATT scope?	Description <sup>b</sup> and notes
			Defensive weapon: individually manufactured small-calibre firearms that use live ammunition, naturally intended to kill, injure, neutralize and incapacitate.
5 <sup>th</sup> Category	Hunting weapons and their ammunition	Yes	From Law 2016/015 (article 2): Hunting weapon: a firearm used for game hunting or sport hunting and not classified as a weapon of war or defence.
6 <sup>th</sup> Category	Edged weapons and those with a sound effect	No	See details in Law 2016/015.
7 <sup>th</sup> Category	Shooting and exhibition weapons	No	See details in Law 2016/015
8 <sup>th</sup> Category	Antique and collectors' weapons	No	See details in Law 2016/015.

<sup>a</sup> Ministry of Defence, *Basic Legal Knowledge Guide for the Land-Air-Sea Soldier*, Chapter III: Legislation on weapons and ammunition in Cameroon Law no. 2016/015 of 14 December 2016, pp. 39–48.

<sup>b</sup> *Idem*.

Law 2016/015 also sets out the procedures for authorizing arms transfers. In particular:

- Article 7 states that the Presidency of the Republic is responsible for authorizing the import and export of arms and ammunition covered by 1<sup>st</sup> and 2<sup>nd</sup> categories. These are the arms imported by MINDEF and DGSN (see Table 2).
- Article 43 states that MINAT is responsible for authorizing the importation by private individuals and armouries of arms and ammunition covered by 4<sup>th</sup> and 5<sup>th</sup> categories, after consulting the Ministry of Trade.

### Platform/SYNTIA for interagency cooperation

Platform/SYNTIA was established by Decision no. 476/DIPL/CAB of 14 September 2018 by the Minister of External Relations to facilitate interagency cooperation. It brings together representatives of the agencies involved in the implementation of the ATT in ad hoc in-person meetings held at MINREX. This allows interagency cooperation to take place while awaiting the establishment of a national organ on arms and ammunition, which is still under discussion. Platform/SYNTIA meetings take place in various formats. There are eleven (11) agencies in total<sup>13</sup> but this is reduced to five (5) for ATT annual reporting issues: MINREX, MINDEF, MINAT, DGSN and DGD/MINFI.

### Reporting tasks and responsibilities by agency

**MINREX** coordinates the ATT annual reporting process in Cameroon. It has the following tasks:

- requesting the data from the other agencies involved;
- compiling the ATT annual report;
- organizing the Platform/SYNTIA meetings with other agencies to consolidate the report;
- sending the report to the Presidency of the Republic for validation;
- submitting the report, once validated, to the ATT Secretariat.

**MINDEF** has the following tasks:

<sup>13</sup> The 11 agencies are: the Prime Minister's Office, MINREX, MINDEF, the Ministry of Justice, MINAT, the Ministry of Trade, DGD/MINFI, the Ministry of Forestry and Wildlife, DGSN, the Directorate General for External Research and the Secretariat of State in charge of the National Gendarmerie. Article 3, Decision no. 476/DIPL/CAB, 14 Sep. 2018.

- collecting data on the arms imported by MINDEF and by other agencies for which MINDEF has data;
- submitting the data that it collects each year to MINREX, using the MS Excel spreadsheet provided;
- taking part in Platform/SYNTIA meetings, including on consolidating the ATT annual report.

**DGSN** has the following tasks:

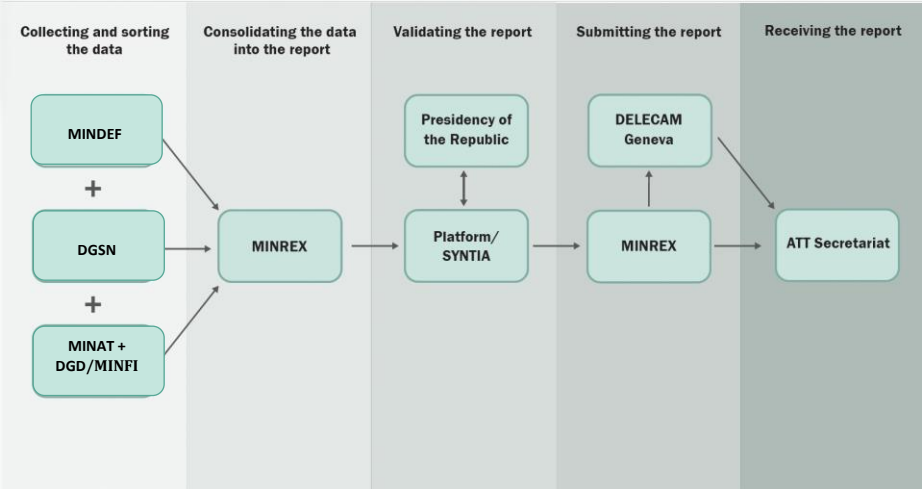
- collecting data on imports of arms for use by the police;
- submitting the data that it collects each year to MINREX, using the MS Excel spreadsheet provided;
- taking part in Platform/SYNTIA meetings, including on consolidating the ATT annual report.

**MINAT** has the following tasks:

- maintaining records of arms imports by private individuals and armouries;
- organizing an annual meeting to cross-check the data held by MINAT and DGD/MINFI, and working with DGD/MINFI to submit a consolidated spreadsheet to MINREX each year on arms exports and imports covered by MINAT;
- taking part in Platform/SYNTIA meetings, including on consolidating the ATT annual report.

**DGD/MINFI** has the following tasks:

- maintaining customs records on arms exports and imports;
- taking part in the annual meeting organized by MINAT to cross-check the data held by each of the two (2) agencies, and working with MINAT to submit a consolidated spreadsheet on arms exports and imports to MINREX;
- taking part in Platform/SYNTIA meetings, including on consolidating the ATT annual report.



**Figure 2.** Process for preparing and submitting Cameroon's annual report under the ATT.

**National choices made by Cameroon**

The choices below have been made by Cameroon to guide the national annual ATT reporting process. They correspond with decisions that the ATT allows states parties to make. They can be changed in time if a state party decides to do so.

Cameroon has chosen to use the ATT reporting template for its annual reports<sup>14</sup>. The data collected is from the year of the report to be submitted. For example, for the 2025 annual report, which will be submitted by 31 May 2026, the data covers the period from 1 January to 31 December 2025.

Cameroon has made a number of choices on completing the template that take account of considerations such as national legislation and the type of data collected by the agencies.

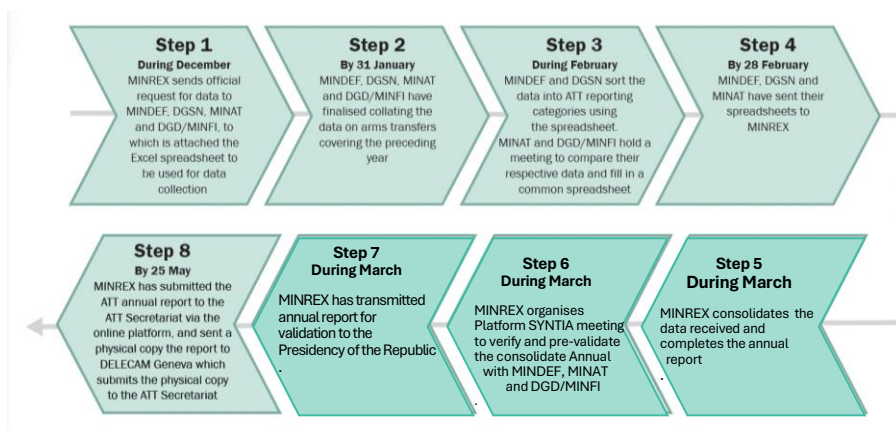
- *On the reporting of exports of conventional arms*, Cameroon submits a nil report as it is not currently an exporting state.
- *On the definition of ‘imports’*, Cameroon defines imports as a ‘physical transfer of items across a national border’.
- *On the choice between public and confidential reporting*, Cameroon has chosen to make its report available only to states parties.

<sup>14</sup> For its initial ATT report, Cameroon decided to design its own template in order to present the national mechanisms in place for implementing the ATT.

- *On reporting on authorized or actual imports*, given the sources of data available, Cameroon has decided to report on actual arms imports.
- *On the extent of information provided on imports*, to date, Cameroon has chosen to indicate the quantity of items per category and the exporting state. If further information becomes available, for instance on state of origin, Cameroon could decide to include this in its ATT annual reports in future.

## 4. Step-by-step guide to ATT annual reporting in Cameroon

This section uses the national legislation put in place, the tasks and responsibilities established and the national choices on ATT reporting made by Cameroon to provide a step-by-step guide to the national ATT annual reporting process (see figure 3).



**Figure 3:** Preparing and submitting the ATT annual report in Cameroon: summary of key steps and deadlines

### Collecting, sorting and transmitting the data to MINREX (steps 1 to 4)

In December of each year, MINREX sends official correspondence to MINDEF, DGSN, MINAT and DGD/MINFI requesting data for the ATT annual report. The formal letter of request contains:

- The year for which the data is requested (the calendar year ending);
- The format in which the data is requested (a copy of the MS Excel spreadsheet used to collect the data is attached to the letter);
- The deadline for agencies to send the data (28 February).

The agencies described below have collected data on arms imports throughout the year on (see Box 3):

- The types of arms imported;
- The quantity of arms imported;
- The exporting state (the state from which the arms were imported);
- The state of origin in which the arms were produced, if different from exporting state and if the information is available.

The agencies should also check whether they have any data on arms exports for the reporting period and, if they do, collect data on the same categories as for imports.

**Box 3. Questions and answers: What types of arms transfers should be reported to the ATT?**

*Q: Should weapons supplied as aid be reported?*

A: Yes, if the aid includes arms belonging to categories I to VIII. Gifts, donations and leases should also be reported under the ATT.

*Q: Should only transfers of new arms be reported?*

A: No, all transfers, of both new and second-hand arms should be reported.

*Q: Should imports of ammunition be reported?*

A: No, ammunition does not generally fall under the scope of ATT reporting. The exceptions are guided or unguided rockets, and ballistic or cruise missiles capable of delivering a warhead to a range of at least 25 kilometres, which are to be reported under Category VII (see Table 2).

*Q: What if the Cameroon Armed Forces are deployed abroad and take arms with them across the border?*

A: If the Cameroon Armed Forces are deployed abroad in a multinational mission or to take part in an exercise, the movement of arms from and back to the national territory does not have to be reported, provided that the arms remain at all times under the control of the national armed forces (in line with Article 2 (3) of the ATT).

*Q: What about the arms belonging to the African Union and stored in the African Union's Continental Logistics Base?*

A: If the arms arrive from a third state, that is, if the exporting state is not an African Union (AU) member state, they should be reported. This could be the case, for instance, if a third state donates arms to the AU and they are directly shipped from this state to the Continental Logistics Base (LOGBASE).

If arms from the LOGBASE are sold or donated to one of the AU member states or a third (non-member) state, the export should be reported. Only permanent exports are to be reported.

The Intermilitary Equipment Department in **MINDEF** collects the following data about actual imports of arms, covering 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> categories in the national legislation:

- deliveries of arms procured abroad by MINDEF for the Cameroon Armed Forces and for other agencies (e.g. DGSN, prison staff, customs, the Ministry of Forestry);
- donations of arms to the Cameroon Armed Forces from other states;
- data on arms life-cycle management.

The Armament Office of the Logistics Service, of the Defence Sub-Directorate, Department of Public Security at **DGSN** collects data about actual imports of arms for the national police, covering 4<sup>th</sup> and 5<sup>th</sup> categories in the national legislation:

- deliveries of arms procured abroad;
- donations of arms from other states.

The provision of data on the quantities and types of arms imported does not pose a problem *a priori*. However, information relating to the supplier state is sensitive and cannot be shared without senior authorization and the involvement of the Legal Division at DGSN. DGSN therefore provides data on the quantities and types of arms imported and seeks approval for the inclusion of data on supplier states.

The Sub-directorate of Operations and Security, Department of Political Affairs at **MINAT** collects data about actual imports of arms by private individuals and armouries covering 4<sup>th</sup> and 5<sup>th</sup> categories in the national legislation:

- SYSGIAM software makes it possible to select information about approvals issued to private individuals and armouries that allow them to import arms in 4<sup>th</sup> ('firearms known as defensive weapons and their ammunition') and 5<sup>th</sup> ('hunting weapons and their ammunition') categories. MINAT has added a column for information collected about actual imports. This information is obtained during field visits to arms and ammunition depots in armouries, which are carried out by MINAT each year. The software also makes it possible to distinguish the data on arms imports from the data on ammunition imports and keep only the data on arms;
- Information on the state in which the supplier is located can be found on the proforma invoices collected by MINAT.

The **DGD/MINFI** collects data on arms imports. This includes transfers of 4<sup>th</sup> and 5<sup>th</sup> category of arms under Cameroonian law carried out by private individuals and armouries as they enter and leave the national territory:

- The DGD/MINFI collects data in the format of the World Customs Organization (WCO) Harmonized System (HS) nomenclature for the four (4) HS codes indicated in **figure 4** below;
- The CAMCIS customs database currently contains data on actual arms imports and exports. It is possible to share data on exporting states, importing states, and about the state of origin;
- It is also possible to distinguish the data on arms imports and exports from the data on ammunition imports and exports and keep only the data on arms.

Heading	HS code	Description
93.02	9302.00	Revolvers and pistols, other than those in heading 93.03 or 93.04.
93.03	-	Other firearms and similar devices which operate by the firing of an explosive charge (for example, sporting shotguns and rifles, muzzle-loading firearms, Very pistols and other devices designed to project only signal flares, pistols and revolvers for firing blank ammunition, captive-bolt humane killers, line-throwing guns).
	9303.10	Muzzle-loading firearms
	9303.20	Other sporting, hunting or target-shooting shotguns, including combination shotgun-rifles
	9303.30	Other sporting, hunting or target-shooting rifles

**Figure 4.** Extract of the World Customs Organization Harmonized System (HS) nomenclature (2022 edition), headings of relevance to ATT annual reports<sup>15</sup>

Each agency collects ‘raw data’ as described above throughout the year. From January the following year, MINDEF, DGSN and MINAT-DGD/MINFI collate and jointly sort this data into the format requested by MINREX.

A number of steps are undertaken to support this process:

- **Joint meeting MINAT - DGD/MINFI.** MINAT organizes a meeting with DGD/MINFI at the beginning of February. Each agency brings its data to the meeting. At the meeting, they compare data, identify cases of duplication and try to resolve these;
- **Formatting the data.** To submit the data to MINREX, MINDEF, DGSN, and MINAT - DGD/MINFI jointly, use the MS Excel spreadsheet on arms imports/exports, which is a simplified version of the ATT annual report on arms imports (see annex 3) ;
- **Reconciling national categories with ATT arms categories.** To complete the spreadsheet, the agencies are encouraged to use **tables 2 and 3** below, which describe each ATT arms category and the corresponding Cameroonian national law arms categories.

<sup>15</sup> WCO, ‘Chapter 93 Arms and ammunition; parts and accessories thereof’, HR Nomenclature 2022. [https://www.wcoomd.org/-/media/wco/public/global/pdf/topics/nomenclature/instruments-and-tools/hs-nomenclature-2022/2022/1993\\_2022e.pdf?la=en](https://www.wcoomd.org/-/media/wco/public/global/pdf/topics/nomenclature/instruments-and-tools/hs-nomenclature-2022/2022/1993_2022e.pdf?la=en)

**Table 2:** Description of UNROCA/ATT categories I to VII, correspondence with Cameroon's national categories and the agencies involved in ATT annual reporting

UNROCA/ATT category and definition	Corresponding category in Cameroon legislation	Competent ministry/ entity	Discussion/ practical example
<b>Category I. Battle tanks</b> Tracked or wheeled self-propelled armoured fighting vehicles with high cross-country mobility and a high-level of self-protection, weighing 16.5 metric tons unladen weight, with a high muzzle velocity direct fire main gun of at least 75 millimetres calibre.	1 <sup>st</sup> Category	MINDEF	Armoured vehicles not fitting to this definition would be reported under category II, regardless of whether they are tracked or wheeled (ex: APC, AIFV and Light Armoured Vehicle with a gun calibre less than 75 mm).
<b>Category II. Armoured combat vehicles</b> Tracked, semi-tracked or wheeled self-propelled vehicles, with armoured protection and cross-country capability, either: a) designed and equipped to transport a squad of four or more infantrymen, or b) armed with an integral or organic weapon of at least 12.5 millimetres calibre or a missile launcher. Note : a) excludes the crew	1 <sup>st</sup> Category	MINDEF, DGSN	Please note the difference with Cameroon's legislation: armoured vehicles for the police may not count as Category 1 under Cameroonian law, but they should be reported under ATT Cat. II if they fulfil any of the conditions a) or b) in the definition.

<b>Category III. Large-calibre artillery systems</b> Guns, howitzers, artillery pieces, combining the characteristics of a gun or a howitzer, mortars or multiple-launch rocket systems, capable of engaging surface targets by delivering primarily indirect fire, with a calibre of 75 millimetres and above.	1 <sup>st</sup> Category	MINDEF	A 81mm calibre mortar would be reported under ATT Cat. III. However, a 60mm calibre mortar would be reported under ATT Cat. VIII – Light weapons: Mortars of calibres less than 75 mm.
<b>Category IV. Combat aircraft and unmanned combat aerial vehicles<sup>16</sup></b> a) Manned fixed-wing or variable-geometry wing aircraft, designed, equipped or modified to engage targets by employing guided missiles, unguided rockets, bombs, guns, cannons or other weapons of destruction, including versions of these aircraft which perform specialized electronic warfare, suppression of air defence or reconnaissance missions; b) Unmanned fixed-wing or variable-geometry wing aircraft, designed, equipped or modified to engage targets by employing guided missiles, unguided rockets, bombs, guns, cannons or other weapons of destruction.	2 <sup>nd</sup> Category	MINDEF	Drones which have the capability to carry weapons (e.g. integrated missile launchers) should be reported under ATT Cat. IV, even if they are delivered without weapons (missiles, rockets, bombs, guns, cannon).  Reconnaissance drones without the capability to carry arms do not have to be reported under the ATT.  A trainer aircraft with no capability to carry weapons does not have to be reported under the ATT.

<sup>16</sup> In the ATT, this category is referred to as ‘combat aircraft’ (Article 2, para. 1, item d).

<p>The terms 'combat aircraft' and 'unmanned combat aerial vehicles (UCAV)' do not include primary trainer aircraft, unless designed, equipped or modified as described above.</p>			
<p><b>Category V. Attack helicopters and rotary-wing unmanned combat aerial vehicles<sup>17</sup></b></p> <p>a) Manned rotary-wing aircraft designed, equipped or modified to engage targets by employing guided or unguided anti-armour, air-to-surface, air-to-subsurface, or air-to-air weapons and equipped with an integrated fire control and aiming system for these weapons, including versions of these aircraft which perform specialized reconnaissance or electronic warfare missions;</p> <p>b) Unmanned rotary-wing aircraft designed, equipped or modified to engage targets by employing guided or unguided anti-armour, air-to-surface, air-to-subsurface, or air-to-air weapons and equipped with an integrated fire control and aiming system for these weapons.</p>	2 <sup>nd</sup> Category	MINDEF	<p>A transport helicopter does not have to be reported under the ATT. However, if the transport helicopter has been modified to carry weapons (e.g. has rocket pods), it would have to be reported as an arms import under ATT Cat. V.</p> <p>An unmanned quadcopter designed to carry only sensors (for reconnaissance) does not have to be reported under the ATT.</p> <p>However, an unmanned helicopter designed or modified to carry mortar rounds should be reported under ATT Cat. V.</p>

<sup>17</sup> In the ATT, this category is referred to as 'attack helicopters' (Article 2, para. 1, item e).

<p><b>Category VI. Warships</b> Vessels or submarines armed and equipped for military use with a standard displacement of 500 tonnes or above, and those with a standard displacement of less than 500 tonnes, equipped for launching missiles with a range of at least 25 kilometres or torpedoes with similar range.</p>	2 <sup>nd</sup> Category	MINDEF	A patrol boat with a displacement of 120 tonnes, equipped with a naval gun with a range of 23 km does not have to be reported under the ATT.
<p><b>Category VII. Missiles and missile launchers</b> a) Guided or unguided rockets, ballistic or cruise missiles capable of delivering a warhead or weapon of destruction to a range of at least 25 kilometres, and means designed or modified specifically for launching such missiles or rockets, if not covered by categories I through VI. For the purpose of the Register, this sub-category includes remotely piloted vehicles with the characteristics for missiles as defined above but does not include ground-to-air missiles.  b) Man-Portable Air-Defense Systems (MANPADS)</p>	2 <sup>nd</sup> Category if launched from aircraft, helicopters or ships; otherwise 1 <sup>st</sup> Category	MINDEF	<p>Loitering ammunition with a range of at least 25 km should be reported under ATT Cat. VII.</p> <p>Most anti-tank missiles have a significantly shorter range than the 25km range proscribed in ATT Cat. VII. Anti-tank missile launchers designed or modified to launch missiles with a range below 25 km would be reported under ATT Cat. VIII—Light weapons—Portable anti-tank missile launchers and rocket systems.</p>

**Table 3:** Description of Category VIII: Small Arms and Light Weapons, correspondence with Cameroon’s national categories and the agencies involved in ATT annual reporting

<b>UNROCA/ ATT category</b>	<b>Sub-category</b>	<b>Corresponding category in Cameroon national legislation</b>	<b>Corresponding category in HS customs classification</b>	<b>Ministry/entity in charge</b>
<b>Small Arms</b>	Revolvers and self-loading pistols	4 <sup>th</sup> Category	HS: 93.02	MINAT, DGD/MINFI, MINDEF, DGSN
<b>Small Arms</b>	Rifles and carabines	5 <sup>th</sup> Category	HS: 9303.10; 9303.20; 9303.30	MINAT, DGD/MINFI, MINDEF, DGSN
<b>Small Arms</b>	Sub-machine guns	1 <sup>st</sup> Category		MINDEF, DGSN
<b>Small Arms</b>	Assault rifles	1 <sup>st</sup> Category		MINDEF, DGSN
<b>Small Arms</b>	Light machine guns	1 <sup>st</sup> Category		MINDEF, DGSN

<b>Small Arms</b>	Others: other types of small arms which do not fit into any of the previous subcategories	-	-	Potentially: MINAT, DGD/MINFI, MINDEF, DGSN
<b>Light Weapons</b>	Heavy machine guns	1 <sup>st</sup> Category	-	MINDEF
<b>Light Weapons</b>	Hand-held under-barrel and mounted grenade launchers	1 <sup>st</sup> Category	-	MINDEF
<b>Light Weapons</b>	Portable anti-tank guns  Note: There are no precise definitions that differentiate between 'portable anti-tank guns' and 'portable anti-tank missile launchers and rocket systems'. Therefore, all portable anti-tank systems could be reported under 'portable anti-tank missile launchers and rocket systems'.	1 <sup>st</sup> Category	-	MINDEF
<b>Light Weapons</b>	Recoilless rifles	1 <sup>st</sup> Category	-	MINDEF

<b>Light Weapons</b>	<p>Portable anti-tank missile launchers and rocket systems.</p> <p>Note: The portable anti-tank missile launchers and rocket systems should also be reported if they have been imported to be integrated on to armoured vehicles, ships/boats or helicopters.</p>	1 <sup>st</sup> Category and 2 <sup>nd</sup> Category	-	MINDEF
<b>Light Weapons</b>	Mortars with calibres less than 75 mm	1 <sup>st</sup> Category	-	MINDEF
<b>Light Weapons</b>	Others: other types of light weapons which do not fit into any of the previous subcategories	-	-	Potentially: MINDEF

The MS Excel spreadsheet comprises the following columns (see annex 3), which are for the most part the same as the ATT annual reporting template:

- **Category of arms (I to VIII).** Categories as defined by the ATT/UNROCA (see the definitions in tables 2 et 3 above).
- **Cameroon national category of arms.** This column, which is the only one that differs from the ATT annual reporting template, has been inserted to allow the agencies to reconcile the ATT categories with the categories defined in Law 2016/015, which are used when collecting the raw data.
- **Number of items.** The numbers of items in each category of arms that were imported in the reporting period. If arms from the same category were imported from different countries, new rows should be inserted to differentiate the number of items from each exporting state. If different types/models of arms belonging to the same category were imported, a new row should be inserted for each type/model and a number should be given for each type/model.
- **Exporting state.** The state from which the arms were shipped to the territory of the Republic of Cameroon. Data on exporting states should be available in arms contracts or the invoices from the armouries, which should stipulate where the selling company is registered.
- **State of origin (if not exporter).** The state in which the arms were produced. The state of origin may have exported the arms to a third state where the intermediary company or broker is registered, prior to the transfer to Cameroon. In that case, the third state is named in the column 'Exporting state' and the state where the arms were produced is named in 'State of origin'.
- **Remarks.** The remarks are in two (2) columns:
  - 'Description of Item' can be used to add information about the types or models of arms.
  - 'Comments on the transfer' can be used to make additional notes about the type of arms or the type of transfer, such as 'second-hand', 'donation', 'for police use' or 'lease'.

**Figures 5 and 6 below** show examples of transfers being reported using the MS Excel spreadsheet.

Category of arms [I-VIII]		Cameroon national category of arms	Extent of imports (number of items)	Exporting State	State of origin (if not exporter)	Remarks	
						Description of Item	Comments on the transfer
1			4	6	7	8	9
A. I-VII UN Register Categories							
I.	Battle tanks	CAT 1					
II.	Armoured combat vehicles	CAT 1					
III.	Large-calibre artillery systems	CAT 1	20	X	-	81 mm mortars	
			10	Y	Z	120 mm mortars	Second-hand

**Figure 5.** Example use of the MS Excel spreadsheet to report 20 newly produced 81mm calibre mortars imported from state X and 10 second-hand 120mm calibre mortars bought in state Z and imported via a broker in state Y

Category of arms [I-VIII]		Cameroon national category of arms	Extent of imports (number of items)	Exporting State	State of origin (if not exporter)	Remarks	
						Description of Item	Comments on the transfer
1			4	6	7	8	9
B. VIII. Small Arms and Light Weapons							
Small Arms (aggregated)							
1,	Revolvers and self-loading pistols	CAT 4					
2,	Rifles and carbines	CAT 5					
3,	Sub-machine guns	CAT 1					
4,	Assault rifles	CAT 1	50	X	-	5,56x45 mm	For police use

**Figure 6.** Example use of the MS Excel spreadsheet to report 50 Assault rifles of 5.56x45mm calibre imported from state X for DGSN

### Reviewing and consolidating the ATT annual report (steps 5 and 6)

**Advanced copy transmission.** At the latest by 28 February, MINDEF, DGSN and MINAT send their completed MS Excel spreadsheets to MINREX via the ‘advanced copy’ mechanism. The advanced copy mechanism allows MINREX to work with the data while the formal transmission process is ongoing.

**Official copy transmission.** In parallel, MINDEF, DGSN and MINAT start the process of sending their completed spreadsheets to MINREX via the formal, official transmission mechanism. Official copies should reach MINREX by 15 March at the latest.

Once MINDEF, DGSN and MINAT - DGD/MINFI have submitted their data, MINREX will have received three (3) MS Excel spreadsheets. MINREX is then responsible for consolidating the data:

- During the month of March, MINREX unifies the data and inputs it into the ATT annual reporting template and completes the rest of the report;
- During April, MINREX organizes a Platform/SYNTIA meeting with MINDEF, DGSN, MINAT and DGD/MINFI to present and verify the ATT annual report. As part of data consolidation process, the agencies

should verify whether there is any data on arms exports for the reporting period. If no arms exports occurred, a nil report on arms exports should be submitted;

- By the end of April at the latest, the report should be finalized and pre-validated by the Platform/SYNTIA.

### **Validating and submitting the ATT annual report to the ATT Secretariat (steps 7 and 8)**

By this stage, the report has been finalized and adopted by the Platform/SYNTIA. Before 30 April, MINREX submits the report to the Presidency of the Republic for final validation.

Once validated by the Presidency and returned to MINREX, the seal of the Department of Legal Affairs and International Commitments of the State is appended to the report.

By 25 May, MINREX sends the report to the ATT Secretary via two (2) channels:

- by diplomatic channels to the Cameroonian Permanent Mission in Geneva (DELECAM/Geneva), which forwards it to the ATT Secretariat; and
- via the secure portal of the ATT Secretariat<sup>18</sup>.

<sup>18</sup> The secure portal is accessible at: <[https://www.thearmstradetreaty.org/login\\_portal.html](https://www.thearmstradetreaty.org/login_portal.html)>.

## 5. Other considerations and potential areas of interest for Cameroon

### Conduct sensitization and awareness-raising activities on ATT annual reporting obligations

- Regular sensitization and awareness-raising activities by Platform/SYNTIA (for example, in the form of meetings in different ministries during which the national procedures Manual is shared) will be key to ensuring that all stakeholders are aware of Cameroon's obligations.
- These efforts should focus not only on the officials directly involved in the ATT annual reporting process, but also on more senior officials, such as those who approve data sharing with MINREX or validate the ATT annual reports.
- They should focus not only on the five (5) agencies directly involved in ATT annual reporting, but also on the broader range of agencies with a role in ATT implementation, including those that are part of the Platform/SYNTIA.

### Provide continuous training

- Regular support should be provided for the officials in MINREX, MINDEF, DGSN, MINAT and DGD/MINFI who are directly involved in the preparation of ATT annual reports. This could take place during Platform/SYNTIA meetings.
- MINREX should provide training using the relevant parts of the national procedures Manual and give a copy of the Manual to any new official involved in the preparation of ATT annual reports.

### Update the national procedures Manual

- For the national procedures Manual to remain a useful tool, it should be updated as and when changes occur to aspects of the ATT annual reporting process, for example, if a national organ on arms is established, or when changes occur to the national legal framework such as an update of Law 2016/015. To facilitate this, a digital version of the Manual should be used as the basis for future updates.

## Reconsider some of the national choices

- Cameroon could consider collecting and reporting more detailed information in its ATT annual reports, for example by adding information on the state of origin and a more detailed description of the items.
- MINAT could consider collecting data about imports of 4<sup>th</sup> (revolvers and pistols) and 5<sup>th</sup> (rifles and carabines) Category of arms, for which permission has been withdrawn. This would facilitate cross-referencing of authorized and delivered arms imports and make it easier to organize field inspections to verify that arms imports have valid permissions. Having this information and sharing it with DGD/MINFI would help to identify attempted deliveries of arms for which permission has been withdrawn.
- Cameroon could consider making its report publicly available, as well as ticking the box enabling UNODA to share the data with UNROCA. This would further strengthen Cameroon's commitment to transparency.

## Exchange good practices with other states

- Cameroon could consider sharing the good practices developed on ATT annual reporting with other states that might be in need of support. This could be done through various avenues, including in meetings of the ATT Working Group on Transparency and Reporting (WGTR).

## Acquire an electronic database/repository

- To facilitate and improve record keeping, Cameroon could consider moving to an electronic arms database. This would be in line with Article 20.1 of the Kinshasa Convention, which states that '*The States Parties shall establish and maintain, at the national level, a centralized electronic database on small arms and light weapons, their ammunition and all parts and components that can be used for their manufacture, repair and assembly*'.
- Several online tools can be used by states to develop an electronic database on arms. One example is the *ArmsTracker* tool developed by the Centre for Armed Violence Reduction (CAVR)<sup>19</sup>. States can apply to the VTF to receive financial support to obtain this tool, which is used

<sup>19</sup> See: Arms Tracker, <<https://armstracker.org/>>

to record the acquisition, transfer and disposal of arms, ammunition and explosives.

### Create a national organ on arms and ammunition

- Cameroon has started the process of investigating how to set up a national organ on arms and ammunition. Such an organ could be established under the auspices of the Presidency of the Republic and be provided with operational autonomy. This would be useful for facilitating ATT annual reporting, coordination with all the agencies involved and synergies with reporting to other instruments.

### Adopt a national control list

- Cameroon currently has a national list of arms categories. However, this does not cover all military items and some categories appear to lack specific definitions. Cameroon should consider adopting a national control list of military items with specific technical definitions. The Wassenaar Arrangement munitions list is the most widely used standard worldwide<sup>20</sup>.

<sup>20</sup> Wassenaar Arrangement, 'Munitions list', updated Dec. 2024.  
<<https://www.wassenaar.org/app/uploads/2024/12/Stand-alone-Munitions-List-2024.pdf>>

## Annexes

### **Annex 1.** List of representatives of administrations involved in the elaboration of the national procedures Manual

#### **Ministry of External Relations (MINREX)**

Mr. MOUGNAL SIDI, *Director of Legal Affairs and International Commitments of State*;

Ms. EKWE Epse MENDOUGA Linda Maheva Neriza, *Sub-Director of Agreements, Treaties and Follow-up of International Commitments*;

Ms. BODO ATANGA Epse SI NZAMEYO MBA Maggy Julia, *Foreign Affairs Officer at Department of legal Affairs and international commitments of State (D8/MINREX)*;

Ms. ELOUMA AMOUGOU Stéphanie, *Foreign Affairs Officer at D8/MINREX*;

Ms EBONGUE MANGA Epse ANDZONGO Christine Gaëlle, *Foreign Affairs Officer at D8/MINREX*.

#### **Ministry of Defence (MINDEF)**

Colonel ONDANGA Japhet Sylvain, *Director of the Intermilitary Equipment Department (DIRMATIA)*;

Frigate Captain NKOULOU AWONO Bienvenu, *Head of Service of Armament*;

CBA ZIBI ZIBI Etienne Collins, *Head of Service of Ammunitions*;

Lieutenant AFFANA ABOUNA Paul Marie, *Staff at DIRMATIA*.

#### **Ministry of Territorial Administration (MINAT)**

Mr. ATANGANA NTSAMA Simon Pierre-Marie, *Sub-Director of Operations and Security*;

Ms. BAMKOUI Rosette, *Head of Service of Arms and Ammunitions*;

Mr. MOHAMADOU MASSEUD, *Staff at the Department of Political Affairs*.

#### **General Delegation for National Security (DGSN)**

Divisional Commissioner ESSAME Patrice, *Head of Legal Division*;

Commissioner NGA NDOUA, *Staff at the Legal Division*.

#### **General Directorate of Customs of the Ministry of Finance (DGD/MINFI)**

Mr. BESSALO Willy, *Head of Customs Litigation Unit*;

Mr. CHAPDA NANA Lucien, *Staff at Customs Litigation Unit*.

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Annex 3. Extract of the Excel table for presenting national arms transfers data.

Excel table for MINDEF, DGSN and MINAT-DGD to enter their data on annual arms imports

Note: this is not the full ATT annual reporting template, but a working tool for classifying arms imports.  
The full ATT annual reporting template is available at: <https://www.thearmstradetreaty.org/reporting.html>  
Column in white: Information required  
Column in grey: Information optional

Reporting country :			Calendar Year :		Cutoff date :	
Category of arms [I-VIII]		Cameroon national category of arms	Extent of imports (number of items)	Exporting State	State of origin (if not exporter)	Remarks
						Description of Item
						Comments on the transfer
1			4	6	7	8
A. I-VII UN Register Categories						
I.	Battle tanks		CAT 1			
II.	Armoured combat vehicles		CAT 1			
III.	Large-calibre artillery systems		CAT 1			
IV.	Combat aircraft	a) manned	CAT 2			
		b) unmanned	CAT 2			
V.	Attack helicopters	a) manned	CAT 2			
		b) unmanned	CAT 2			
VI.	Warships		CAT 2			
VII.	Missiles & missile launchers	a) Missiles etc	CAT 1 and 2			
		b) MANPADS	CAT 1 and 2			
B. VIII. Small Arms and Light Weapons						
Small Arms (aggregated)						
1.	Revolvers and self-loading pistols		CAT 4			
2.	Rifles and carbines		CAT 5			
3.	Sub-machine guns		CAT 1			
4.	Assault rifles		CAT 1			
5.	Light machine guns		CAT 1			
6.	Others					
Light Weapons (aggregated)						
1.	Heavy machine guns		CAT 1			
2.	Hand-held under-barrel and mounted grenade launchers		CAT 1			
3.	Portable anti-tank guns		CAT 1			
4.	Recoilless rifles		CAT 1			
5.	Portable anti-tank missile launchers and rocket		CAT 1 and 2			
6.	Mortars of calibres less than 75 mm		CAT 1			
7.	Others					
C. National Categories (if necessary - please define the national categories)						

## **Annex 4. Additional resources**

### **Guidance on ATT annual reporting from the ATT Secretariat**

ATT Secretariat, 'Voluntary guidance on the practice of annual reporting', Apr. 2025. Available in English and French at <https://www.thearmstradetreaty.org/reporting.html>

ATT Secretariat, 'Guidance for completing annual reports', 22 July 2022. Available in English and French at <https://www.thearmstradetreaty.org/reporting.html>

ATT Secretariat, 'National-level measures to facilitate compliance with reporting', 2017. Available in English and French, at: <https://www.thearmstradetreaty.org/reporting.html>

### **Other guidance on ATT annual reporting**

ATT Monitor, 'Practical guidelines to prepare and submit annual reports on arms exports and imports', 12 Apr. 2024. Available in English at: <https://attmonitor.org/en/practical-guidelines-to-prepare-and-submit-annual-reports-on-arms-exports-and-imports/>

### **Guidance on UNROCA annual reporting**

United Nations Office for Disarmament Affairs (UNODA), The Global Reported Arms Trade: Transparency in Armaments Through the United Nations Register of Conventional Arms, A Guide to Assist National Points of Contact in Submitting Their National Reports, UNODA Occasional Papers no. 39, Apr. 2023. Available in English and French at <https://disarmament.unoda.org/unoda-occasional-papers-no-39-april-2023/>