

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Sierra Leone

Sierra Leone Commission on Arms and Ammunition

Project No.: ATT.VTF.G2024.006SLE

10 September 2025



Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2024.006SLE
Grantee name	Sierra Leone
Project title	Procurement of Weapon Marking Machines for effective Weapon Control in Sierra Leone
Grant Amount	USD 42,042
Final Report submission date	10/9/2025
Period covered under this report (MM/DD/YY – MM/DD/YY)	15/11/2024- 10/9/2025

1. Project activities and outcomes

a Describe the project outcomes.

A total of two (02) stationary fiber laser weapon marking machines, three (3) handled portable hand head laser engraver marking machines were purchased and twenty-three personnel from the Sierra Leone Police, the Sierra Leone Army and the Sierra Leone Commission on Arms and Ammunition were successfully trained on the safe usage of said machines. Marking of State-owned firearms will ensure effective traceability, accountability and proper management of arms in Sierra Leone in accordance with ATT regulations.

b Describe how the project has assisted your implementation of the ATT.

Acquisition of the Weapon Marking equipment and the training of security personnel on said equipment will facilitate the marking of state-owned weapons. This can ease traceability and mitigate weapon diversion, which are very key to the ATT implementation.

c List all States that benefitted from the project.

No other States directly benefitted from the project, but could possibly indirectly benefit our neighbouring countries by preventing diversion and illegal cross border activities such as trafficking. Any breach in security in Sierra Leone can directly or indirectly affect the neighbouring countries of the Republic of Guinea and the Republic of Liberia. If this is not properly and timely handled, it could even affect the entire sub region of West Africa.

d Were all the project activities as specified in the Project Schedule (see Annex G) completed?

Yes No

If no, explain why and describe any problems, constraints and difficulties experienced in implementing the project.



Project progress must be indicated against the Project Schedule (see Attachment 1). Please indicate the Status of all activities highlighted in YELLOW in the Project Schedule. Please also include comments where you think appropriate (e.g. to explain why certain activities have not been completed on time).

What recommendations would you make in this regard?

e How would you rate the *relevance* of the project (was the project suited to existing priorities and policies of the benefitting State(s))?

Not relevant at all	Not very relevant	Moderately relevant	Relevant	Very relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

The project was very relevant because marking of weapons is essential for traceability and diversion. Acquiring marking machines and having a pool of trained personnel will ensure consistent marking of state-owned weapons, ease traceability and gate diversion in compliance with the ATT regulation. Training of security personnel on this equipment will also enhance effective collaboration and cooperation between and among the Commission and the state security apparatus.

f How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Not effective at all	Not very effective	Moderately effective	Effective	Very effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

The project was very effective because its objective which is to ensure effective weapon management in Sierra Leone was achieved. The acquisition of weapon marking machines and training of personnel on said equipment will mitigate diversion and ease traceability which are essential tenet for effective management of weapons.



g How would you rate the *efficiency* of the project (to what extent were the project results attained on time and within budget)?

Not efficient at all	Not very efficient	Moderately efficient	Efficient	Very efficient
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

The project was moderately efficient in that though the project was fully implemented, it was completed beyond the initial timeline. Secondly, the total cost of the equipment exceeds the initial budget as stipulated in the project proposal.

h Please describe the impact of the project (i.e. the positive or negative changes or effects that the project results have on the surrounding circumstances).

The positive impacts of the project is that it has helped the Commission to own laser types weapon marking machine, ensure gender equality (35% Female and 65% male) in the number of trained security personnel and more importantly will facilitate the decentralisation of weapon marking process to the four regions in Sierra Leone. Finally, the availability of the marking machines coupled with the pool of trained personnel will ensure continuity of the weapon marking process in Sierra Leone.

i How would you rate the *sustainability* of the project (to what extent can the project benefits continue after the project has finished)?

Not sustainable at all	Not very sustainable	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

The project is sustainable. Now that the marking machines have been procured and the security personnel trained on the safe use of the equipment, the Commission can easily undertake future weapon marking exercises using these resources (human and equipment). It also implies that that Commission can embark on weapon marking projects without necessarily asking for external technical support.

j How will the Project outcomes be further used or applied in the future? Are there plans for the activities to be continued or for the experience gained to be shared?

Because of the availability of the Marking Equipment and the pool of trained security personnel, Sierra Leone will continue to conduct regular decentralised weapon marking exercises to ease traceability and mitigate diversion.

2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Sierra Leone) in Attachment 2.





ATT Final Expenditure Report

Name of Grant Recipient	Sierra Leone
Department or Agency	SLeNCAA
Posting Date	
Project code	622024

INSTRUCTIONS
 1) Complete all pink fields only.
 2) Print, sign, scan and email expenditure report to trustfund@thearmstradetreaty.org along with the electronic version.
 3) All original receipts should be chronologically numbered according to the reference number in this report. Copies of all receipts should be emailed with the expenditure report. Original receipts must also be sent to the ATT Secretariat.

Project No.	ATT.VTF.G2024.006SLE
Reporting period	15 Nov 2024 - 10 Sept 2025
Local Currency Code	SLL
Grant Received USD (1st instalment)	37,838

<https://www.oanda.com/currency/converter/>
 Click above first cell for exchange rate site


Item Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date	Total Budget		Actual spend to date**		Balance of budget available	Balance of funds received
				USD	Local Amount	Rate	USD	USD	USD
ment its	1	Purchase of weapon Marking machines - Raycus QB 30W/50W Fiber Laser Marking Machine 1064nm for metal steel 300*300nm	Receipt of payment number 1A dated 29 July 2025, Delivery order numbwer 1B Dated 30 June 2025, Delivery order numbwer 1C Dated 10 July 2025,	18,000.00	642,645.00	0.0438	28,154.28	-10,154.28	9,683.72
	2	Shipping cost	Receipt of payment number 1A dated 29 July 2025, Delivery order numbwer 1B Dated 30 June 2025, Delivery order numbwer 1C Dated 10 July 2025,	500.00		0.0438	-	500.00	9,683.72
	3	30W Handled Portable hand head Laser Engraver Marking Machine	Receipt of payment number 1A dated 29 July 2025, Delivery order numbwer 1B Dated 30 June 2025, Delivery order numbwer 1C Dated 10 July 2025,	10,500.00		0.0438	-	10,500.00	9,683.72
	4	Shipping cost	Receipt of payment number 1A dated 29 July 2025, Delivery order numbwer 1B Dated 30 June 2025, Delivery order numbwer 1C Dated 10 July 2025,	500.00		0.0438	-	500.00	9,683.72
ating its	5	Clearing cost of Marking Machines	Receipt of payment number 1A dated 29 July 2025, Delivery order numbwer 1B Dated 30 June 2025, Delivery order numbwer 1C Dated 10 July 2025,	1,000.00		0.0438	-	1,000.00	9,683.72
	6	Delivery of machines to the Regions x 4	Receipt numer 6 dated 29 July 2025	1,600.00	36,000.00	0.0438	1,577.16	22.84	8,106.56
	7	Overall gears	Receipt numer 7 dated 16 June 2025	375.00	29,375.00	0.0438	1,286.92	-911.92	6,819.64
	8	Protective eye glasses (goggles)	Receipt numer 7 dated 16 June 2025	250.00	1,500.00	0.0438	65.72	184.28	6,753.92
	9	Hand gloves	Receipt numer 7 dated 16 June 2025	250.00	2,250.00	0.0438	98.57	151.43	6,655.35
	10	Hand towels	Receipt numer 7 dated 16 June 2025	50.00	5,341.00	0.0438	233.99	-183.99	6,421.36
	11	Solar-powered torch lights	Receipt numer 7 dated 16 June 2025	500.00	24,034.00	0.0438	1,052.93	-552.93	5,368.43
	12	Batteries	Receipt numer 7 dated 16 June 2025	600.00	22,966.00	0.0438	1,006.14	-406.14	4,362.29
	13	Ear protection gears	Receipt numer 7 dated 16 June 2025	250.00	11,216.00	0.0438	491.37	-241.37	3,870.92
ating its	14	Morning tea break @ 27 persons (20 security personnel, 4 trainers and 3 SLeCAA staff) x 5 days	Receipt numer 14 dated 17 July 2025	675.00	15,187.50	0.0438	665.36	9.64	3,205.56
	15	Lunch @ 27 persons (20 security personnel, 4 trainers and 3 SLeCAA staff) x 5 days	Receipt numer 14 dated 17 July 2025	810.00	18,225.00	0.0438	798.44	11.56	2,407.12
	16	Afternoon tea break @ 27 persons (20 security personnel, 2 trainers and 3 SLeCAA staff) x 5 days	Receipt numer 14 dated 17 July 2025	675.00	15,187.50	0.0438	665.36	9.64	1,741.76
	17	Note pads	Receipt numer 17 dated 18 July 2025	36.00	780.00	0.0438	34.17	1.83	1,707.59
	18	Pens	Receipt numer 17 dated 18 July 2025	4.00	100.00	0.0438	4.38	-0.38	1,703.21
	19	A-4 papers	Receipt numer 17 dated 18 July 2025	4.00	200.00	0.0438	8.76	-4.76	1,694.45
	20	File covers	Receipt numer 17 dated 18 July 2025	30.00	450.00	0.0438	19.71	10.29	1,674.74
	21	Certificate of participation - Trainees	Receipt number 21 dated 23 July 2025	92.00	2,070.00	0.0438	90.69	1.31	1,584.05
	22	Certificate for instructors	Receipt number 21 dated 23 July 2025	16.00	360.00	0.0438	15.77	0.23	1,568.28
	23	Commissioner - 1 person x 2 days/sessions = 2	payment voucher number 23 dated 21&25 July 2025	16.00	360.00	0.0438	15.77	0.23	1,552.51
	24	Other Commission staff - 4 x 2 days/sessions = 8	payment voucher number 24A &24B dated 21&25 July 2025	32.00	1,800.00	0.0438	78.86	-46.86	1,473.65
	25	Driver - 1 x 2 days/sessions = 2	payment voucher number 25 dated 21&25 July 2025	8.00	180.00	0.0438	7.89	0.11	1,465.76




26	Partners (RSLAF, Police, Advisory Committee, CSO, Parliament Reps) - 5 persons x 2 days/sessions = 10	payment voucher number 26A&26B dated 21&25 July 2025	80.00	1,800.00	0.0438	78.86	1.14	1,386.90
27	Media Coverage and publication - 2 x 1 day/session = 2	payment voucher number 27 dated 21 July 2025	32.00	720.00	0.0438	31.54	0.46	1,355.36
28	Printing of essential training materials	Receipt number 21 dated 23 July 2025	100.00	2,250.00	0.0438	98.57	1.43	1,256.79
29	Payment to training instructors (4 x 5 days)	payment voucher number 29 dated 25 July 2025	400.00	9,000.00	0.0438	394.29	5.71	862.50
30	Transport refund to trainees from the regions @ 2 trainees x 4 Regions x 2 ways	payment voucher number 30 dated 21 July 2025	192.00	4,320.00	0.0438	189.26	2.74	673.24
31	Daily internal transport allowance @ 27 trainees x 5 days	payment voucher number 31A1,&31A2, 31B1&31B2, 31C1&31C2, 31D1& 31D2, 31E1&31E2, dated 21 to 25 July 2025	675.00	15,187.50	0.0438	665.36	9.64	7.88
32	DSA to trainees from the regions @ 4 regions x 2 personnel x 5 nights	payment voucher number 32 dated 25 July 2025	800.00	18,000.00	0.0438	788.58	11.42	-780.70
33	DSA to trainees in Freetown @ 12 personnel x 5 nights	payment voucher number 33A &33B dated 25 July 2025	80.00	3,375.00	0.0438	147.86	-67.86	-928.56
34	DSA to training Instructors @ 4 persons x 5 days	payment voucher number 34 dated 25 July 2025	160.00	3,600.00	0.0438	157.72	2.28	-1,086.28
			39,292.00	888,479.50		38,924.28	867.72	-1,086.28

Option 2 - Receipt or Invoice No. - Date: include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. if the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival city etc.
 Actual spend to date: insert the actual amount spent on the budget item. If the item was paid for in local currency, insert the figure in the column headed 'Local amount', and it will automatically be calculated in USD. If the item was paid for in USD, enter the figure in the column headed 'USD'.

Signature and Date:

 19 Sep 2025

Signature of ATT Secretariat and Date:

 22 September 2025



RECONCILIATION
ATT.VTF.G2024.006SLE
2024

Description	Total budget	Actual spend (Interim Report)	Actual spend (Final Report)	Actual spend (Total)	Balance of budget available	Balance of funds received	% of over- or under-spend
	USD	USD	USD	USD	USD	USD	
Equipment costs							
Purchase of weapon Marking machines - Raycus QB	18000	0	28154	28154	-10154	9684	156%
Shipping cost	500	0	0	0	500	9684	0%
30W Handled Portable hand head Laser Engraver	10500	0	0	0	10500	9684	0%
Shipping cost	500	0	0	0	500	9684	0%
Clearing cost of Marking Machines	1000	0	0	0	1000	9684	0%
Delivery of machines to the Regions x 4	1600	0	1577	1577	23	8107	99%
Overall gears	375	0	1287	1287	-912	6820	343%
Protective eye glasses (goggles)	250	0	66	66	184	6754	26%
Hand gloves	250	0	99	99	151	6655	39%
Hand towels	50	0	234	234	-184	6421	468%
Solar-powered torch lights	500	0	1053	1053	-553	5368	211%
Batteries	600	0	1006	1006	-406	4362	168%
Ear protection gears	250	0	491	491	-241	3871	197%
Operating costs						3871	
Morning tea break @ 27 persons (20 security	675	0	665	665	10	3206	99%
Lunch @ 27 persons (20 security personnel, 4	810	0	798	798	12	2407	99%
Afternoon tea break @ 27 persons (20 security	675	0	665	665	10	1742	99%
Note pads	36	0	34	34	2	1708	95%
Pens	4	0	4	4	0	1703	110%
A-4 papers	4	0	9	9	-5	1694	219%
File covers	30	0	20	20	10	1675	66%
Certificate of participation - Trainees	92	0	91	91	1	1584	99%
Certificate for instructors	16	0	16	16	0	1568	99%
Commissioner - 1 person x 2 days/sessions = 2	16	0	16	16	0	1553	99%
Other Commission staff - 4 x 2 days/sessions = 8	32	0	79	79	-47	1474	246%
Driver - 1 x 2 days/sessions = 2	8	0	8	8	0	1466	99%
Partners (RSLAF, Police, Advisory Committee, CSO,	80	0	79	79	1	1387	99%
Media Coverage and publication - 2 x 1 day/session	32	0	32	32	0	1355	99%
Printing of essential training materials	100	0	99	99	1	1257	99%
Payment to training instructors (4 x 5 days)	400	0	394	394	6	863	99%
Transport refund to trainees from the regions @ 2	192	0	189	189	3	673	99%
Daily internal transport allowance @ 27 trainees x 5	675	0	665	665	10	8	99%
DSA to trainees from the regions @ 4 regions x 2	800	0	789	789	11	-781	99%
DSA to trainees in Freetown @ 12 personnel x 5	80	0	148	148	-68	-929	185%
DSA to training Instructors @ 4 persons x 5 days	160	0	158	158	2	-1086	99%
Total Direct Costs	39292	0	38924	38924			
Total Indirect Support Costs - 7%	2750	0	2725	2725			
Total	42042	0	41649	41649			

Amount of 1st installment 37838
Amount of 2nd installment 3811
Balance owing to VTF 0

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19 Sep 2025

