

# 4.20 Demobilization

## Contents

Summary .....	1
<b>1. Module scope and objectives .....</b>	<b>2</b>
<b>2. Terms, definitions and abbreviations .....</b>	<b>2</b>
<b>3. Introduction .....</b>	<b>3</b>
<b>4. Guiding principles .....</b>	<b>4</b>
4.1 Voluntary .....	4
4.2 People centred .....	5
4.2.1 Criteria for participation/eligibility .....	5
4.2.2 Unconditional release and protection of children .....	5
4.2.3 In accordance with standards and principles of humanitarian assistance.....	6
4.3 Gender responsive and inclusive .....	6
4.4 Conflict sensitive .....	7
4.5 Context specific .....	7
4.6 Flexible, accountable and transparent .....	7
4.6.1 Flexible, sustainable and transparent funding arrangements .....	7
4.6.2 Accountable and transparent .....	8
4.7 Nationally and locally owned .....	8
4.8 Regionally supported .....	8
4.9 Integrated .....	9
4.10 Well planned .....	9
4.10.1 Safety and security .....	9
4.10.2 Planning, assessment, design, monitoring and evaluation .....	9
4.11 Public information and community sensitization .....	9
<b>5. Planning and designing demobilization operations .....</b>	<b>10</b>
5.1 Information collection .....	10
5.2 Eligibility criteria .....	11
5.3 Demobilization sites .....	14
5.3.1 Semi-permanent demobilization sites .....	14
5.3.2 Temporary demobilization sites .....	15
5.3.3 Location .....	17
5.3.4 Size, capacity and duration .....	18
5.3.5 Managing demobilization sites .....	19
5.4 Risk and security assessment .....	19
5.5 Gender-sensitive demobilization operations .....	20
5.6 Standard operating procedures .....	21
5.7 Demobilization team structure .....	22
<b>6. Activities during demobilization .....</b>	<b>23</b>

6.1 Screening, verification and registration .....	23
6.2 Reception .....	25
6.3 Profiling .....	25
6.4 Health screening .....	26
6.5 Awareness raising and sensitization .....	27
6.6 Documentation .....	28
6.7 Transportation .....	28
6.8 Case management .....	29
<b>7. Reinsertion: provision of transitional assistance .....</b>	<b>30</b>
7.1 Cash .....	30
7.2 Vouchers and in-kind support .....	32
7.3 Public works programmes .....	32
7.4 Determining transfer modality .....	34
<b>Annex A: Abbreviations .....</b>	<b>35</b>
<b>Annex B: Generic layout of a demobilization site .....</b>	<b>36</b>
<b>Annex C: Sample terms and conditions form .....</b>	<b>37</b>
<b>Annex D: Sample profiling questionnaire .....</b>	<b>38</b>

## 4.20 Demobilization

### Summary

Demobilization occurs when members of armed forces and groups transition from military to civilian life. It is the second step of a DDR programme and part of the demilitarization efforts of a society emerging from conflict. Demobilization operations shall be designed for combatants and persons associated with armed forces and groups. Female combatants and women associated with armed forces and groups have traditionally faced obstacles to entering DDR programmes, so particular attention should be given to facilitating their access to reinsertion and reintegration support. Victims, dependants and community members do not participate in demobilization activities. However, where dependants have accompanied armed forces or groups, provisions may be made for them during demobilization, including for their accommodation or transportation to their communities. All demobilization operations shall be gender and age sensitive, nationally and locally owned, context specific and conflict sensitive.

Demobilization must be meticulously planned. Demobilization operations should be preceded by an in-depth assessment of the location, number and type of individuals who are expected to demobilize, as well as their immediate needs. A risk and security assessment, to identify threats to the DDR programme, should also be conducted. Under the leadership of national authorities, rigorous, unambiguous and transparent eligibility criteria should be established, and decisions should be made on the number, type (semi-permanent or temporary) and location of demobilization sites.

During demobilization, potential DDR participants should be screened to ascertain if they are eligible. Mechanisms to verify eligibility should be led or conducted with the close engagement of the national authorities. Verification can include questions concerning the location of specific battles and military bases, and the names of senior group members. If DDR participants are found to have committed, or there is a clear and reasonable indication that a DDR participant knowingly committed war crimes, crimes against humanity, terrorist acts or offences<sup>1</sup> and/or genocide, they shall be removed from the DDR programme. Once eligibility has been established, basic registration data (name, age, contact information, etc.) should be entered into a case management system.

Individuals who demobilize should also be provided with orientation briefings, physical and psychosocial health screenings and information that will support their return to the community. A discharge document, such as a demobilization declaration or certificate, should be given to former members of armed forces and groups as proof of their demobilization. During demobilization, DDR practitioners should also conduct a profiling exercise to identify obstacles that may prevent those eligible from full participation in the DDR programme, as well as the specific needs and ambitions of the demobilized. This information should be used to inform planning for reinsertion and/or reintegration support.

If reinsertion assistance is foreseen as the second stage of the demobilization operation, DDR practitioners should also determine an appropriate transfer modality (cash-based transfers, commodity vouchers, in-kind support and/or public works programmes). As much as possible, reinsertion assistance should be designed to pave the way for subsequent reintegration support.

## 1. Module scope and objectives

The aim of this module is to provide guidance to DDR practitioners supporting the planning, design and implementation of demobilization operations during DDR programmes within the framework of peace agreements in mission and non-mission settings. Additional guidance related to the demobilization of women, children, youth, foreign combatants and persons with disabilities can be found in IDDRS 5.10 on Women, Gender and DDR; IDDRS 5.20 on Children and DDR; IDDRS 5.30 on Youth and DDR; IDDRS 5.40 on Cross-Border Population Movements; and IDDRS 5.60 on Disability and DDR.

The guidance in this module is also relevant for practitioners supporting demobilization in the context of security sector reform as part of a rightsizing process (see IDDRS 6.10 on DDR and Security Sector Reform). In addition, the guidance may be relevant to contexts where the preconditions for a DDR programme are not in place. For example, in some instances, DDR practitioners may be called upon to support national entities charged with the application of amnesty laws or other pathways for individuals to leave armed groups and return to civilian status. Those individuals who take this route – reporting to amnesty commissions or the national authorities – also transition from military to civilian life.

## 2. Terms, definitions and abbreviations

Annex A contains a list of abbreviations used in this standard. A complete glossary of all the terms, definitions and abbreviations used in the IDDRS is given in IDDRS 1.20.

In the IDDRS series, the words ‘shall’, ‘should’, ‘may’, ‘can’ and ‘must’ are used to indicate the intended degree of compliance with the standards laid down. This use is consistent with the language used in the International Organization for Standardization standards and guidelines:

- a) ‘shall’ is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard;
- b) ‘should’ is used to indicate the preferred requirements, methods or specifications;
- c) ‘may’ is used to indicate a possible method or course of action;
- d) ‘can’ is used to indicate a possibility and capability;
- e) ‘must’ is used to indicate an external constraint or obligation.

**Demobilization** as part of a DDR programme is the separation of members of armed forces and groups from military command and control structures and their transition to civilian status. The first stage of demobilization includes the formal and controlled discharge of members of armed forces and groups in designated sites. A peace agreement provides the political, policy and operational framework for demobilization and may be accompanied by a DDR policy document. When the preconditions for a DDR programme do not exist, the transition from combatant to civilian status can be facilitated and formalized through different approaches by national authorities.

**Reinsertion**, the second stage of demobilization, is transitional assistance offered for a period of up to one year and prior to reintegration support. Reinsertion assistance is offered to combatants and persons associated with armed forces and groups who have been formally demobilized.

**Self-demobilization** is the term used in this module to refer to situations where individuals leave armed forces or groups to return to civilian life without reporting to national authorities and officially changing their status from military to civilian.

**Members of armed forces and groups** is the term used in the IDDRS to refer both to combatants (armed) and those who belong to an armed force or group but who serve in a supporting role (generally unarmed, providing logistical and other types of support). The latter are referred to in the IDDRS as ‘persons associated with armed forces and groups’. The IDDRS use the term ‘combatant’ in its generic meaning, indicating that these persons do not enjoy the protection against attack accorded to civilians. This also does not imply the right to combatant status or prisoner-of-war status, as applicable in international armed conflicts.

### 3. Introduction

Demobilization officially certifies an individual’s change of status from being a member of an armed force or group to being a civilian. Combatants and persons associated with armed forces and groups formally acquire civilian status when they receive official documentation that confirms their new status.

Demobilization contributes to the rightsizing of armed forces, the complete disbanding of armed groups, or the disbanding of armed forces and groups with a view to forming new armed forces. It is generally part of the demilitarization efforts of a society emerging from conflict. It is therefore a symbolically important step in the consolidation of peace, particularly within the framework of the implementation of peace agreements.

Demobilization is the second component of a DDR programme. DDR programmes require certain preconditions in order to be viable, including the signing of a negotiated ceasefire and/or peace agreement that provides the framework for DDR; trust in the peace process; willingness of the parties to the armed conflict to engage in DDR; and a minimum guarantee of security (see IDDRS 2.10 on The UN Approach to DDR).

When demobilization contributes to the rightsizing of armed forces or the disbanding and creation of new armed forces, it is part of a security sector reform process (see IDDRS 6.10 on DDR and Security Sector Reform). In such a context, those who are not integrated into the armed forces may be demobilized and provided with reintegration support (see IDDRS 2.40 on Reintegration as Part of Sustaining Peace and IDDRS 4.30 on Reintegration).

Combatants and persons associated with armed forces and groups may experience challenges related to demobilization and the transition to civilian life. Armed forces and groups are often effective in socializing their members to violence and military ways of life. Training, initiation rituals and hazing are common methods of military socialization. So too are shared experiences of violence and combat. When leaving armed forces and groups, individuals may experience difficulties in shedding their military identity as well as rejection and stigmatization in their communities. Demobilization can mean adjustment to a new role and status, and new routines of family or home life. Persons who demobilize may also experience a loss of purpose, difficulty in creating and sustaining a livelihood, and a loss of military community and friendships.

The way in which an individual demobilizes has implications for the type of support that DDR practitioners can and should provide. For example, those who are demobilized as part of a DDR programme are entitled to reinsertion and reintegration support. However, in some instances, individuals may decide to return to civilian life without first reporting to and passing through an official process to formalize their civilian status. DDR practitioners shall be aware that providing targeted assistance to these individuals may create severe legal and reputational risks for the UN. Such self-demobilized individuals may, however, benefit from broader, non-targeted community-based reintegration support as part of developmental and peacebuilding efforts implemented in their community of settlement. Standard operating procedures on how to address such cases shall be developed jointly with the national authorities responsible for DDR.

#### **BOX 1: WHEN NO DDR PROGRAMME IS IN PLACE**

When the preconditions for a DDR programme do not exist, combatants and persons associated with armed forces and groups may still decide to leave armed forces and groups, either individually or in small groups. Individuals leave armed forces and groups for many different reasons. Some become tired of life as a combatant, while others are sick or wounded and can no longer continue to fight. Some leave because they are disillusioned with the goals of the group, they see greater benefit in civilian life or they believe they have won.

In some circumstances, States also encourage this type of voluntary exit by offering safe pathways out of the group, either to push those who remain towards negotiated settlement or to deplete the military capacity of these groups in order to render them more vulnerable to defeat. These individuals might report to an amnesty commission or to State institutions that will formally recognize their transition to civilian status. Those who transition to civilian status in this way may be eligible to receive assistance through DDR-related tools such as community violence reduction initiatives and/or to be provided with reintegration support (see IDDRS 2.10 on The UN Approach to DDR). Transitional assistance (similar to reinsertion as part of a DDR programme) may also be provided to these individuals. Different considerations and requirements apply when armed groups are designated as terrorist organizations (see IDDRS 2.11 on The Legal Framework for UN DDR).

## 4. Guiding principles

IDDRS 2.10 on The UN Approach to DDR sets out the main principles that guide all aspects of DDR processes. This section outlines how these principles apply to demobilization.

### 4.1 Voluntary

Integrated DDR shall be a voluntary process for armed forces and groups, both as organizations and for their members. Groups and individuals shall not be coerced to participate in demobilization as part of a DDR programme. When DDR programmes are negotiated as part of a peace agreement, the decision to demobilize combatants is usually taken by the national authorities and/or the leadership of armed groups. When combatants are part of an organized military hierarchy, the decision to

demobilize may not be their own. Instead, they may be instructed by their commanders or by national authorities to engage in demobilization. However, their participation in other aspects of the DDR programme shall be voluntary.

## **4.2 People centred**

### **4.2.1 Criteria for participation/eligibility**

Where the preconditions for a DDR programme are in place, combatants and persons associated with armed forces and groups shall be included in demobilization. Historically, women associated with armed forces and groups, and even sometimes female combatants, have not received accurate information on eligibility, either because commanders have attempted to exclude them or because DDR practitioners have not been effective in reaching them. DDR practitioners shall therefore employ carefully crafted communication strategies to ensure that eligible women know that they can access DDR support (see IDDRS 4.60 on Public Information and Strategic Communication in Support of DDR and IDDRS 5.10 on Women, Gender and DDR). Furthermore, depending on the context, some women may not want to participate in demobilization, owing to fear of stigmatization. DDR practitioners shall find alternative, less visible options for women to be formally demobilized in order to gain access to the same reinsertion and/or reintegration assistance as their male counterparts.

Victims, dependants and community members will not participate in demobilization activities. However, where dependants have accompanied armed forces or groups in the field, provisions may be made for them during demobilization, including provisions for their accommodation or transportation to their communities. If those who have already left armed groups wish to join an ongoing DDR programme, they may report to national authorities, reception centres or mobile disarmament sites. Whether or not these individuals participate in the DDR programme will then depend on the nationally agreed eligibility criteria in place. In some instances, they may also be eligible for other assistance, such as access to DDR-related tools, including community violence reduction or reintegration support. Information on each DDR participant should be collected in order to define his/her reintegration needs and to provide information for the design of reinsertion and reintegration programmes (also see IDDRS 4.30 on Reintegration).

### **4.2.2 Unconditional release and protection of children**

Public information campaigns can be used to inform adult members of armed forces and groups that they should not report to demobilization sites with members of their family, including children. Because this communication may have the unintended consequence of discouraging eligible women from appearing at demobilization sites, DDR practitioners shall take care in crafting such messages. If family members and children do arrive at demobilization sites, DDR practitioners shall consult with child protection actors in order to ensure that children are safely transferred to a different, civilian family member while the demobilization process is under way. If a combatant or person associated with an armed force or group reports to a demobilization site with a spouse and/or a child, then DDR

practitioners may provide support to transfer both of these individuals to a community of their choice. Contingent on the DDR process in place, dependants may also be provided with transitional reinsertion assistance (see sections 4.2.1 and 5.4).

When children have been recruited into armed forces and groups, their unconditional and immediate release must be a priority, irrespective of the status of peace negotiations and/or the development of DDR processes. Children shall be separated from armed forces and groups and handed over to child protection agencies at all times, not only when adult combatants are being demobilized. All children shall be permitted to demobilize as part of a DDR process if it is in their best interest (see IDDRS 5.30 on Youth and DDR). If there is doubt about an individual's age, the age claimed by the child or young person should be resolved in his or her favour, based on the "benefit of the doubt" principle.

Girls and boys associated with an armed force or group in any role shall be identified as early on as possible, handled in accordance with the Paris Commitments and the Paris Principles on children associated with armed forces and groups, and taken to an interim care centre for further attention. The interim care centre shall be separate from the demobilization site and should be run by an organization specializing in the care of children associated with armed forces and groups. Special assistance shall also be provided to child mothers and young mothers, regardless of the role they played in the armed force or group (also see IDDRS 5.10 on Women, Gender and DDR; IDDRS 5.20 on Children and DDR; and IDDRS 5.30 on Youth and DDR). Family tracing to help reunite children with their families may also take place at demobilization sites. In addition, reinsertion assistance for children should focus on their education.

#### 4.2.3 In accordance with standards and principles of humanitarian assistance

When managing demobilization sites, DDR practitioners should strive to harmonize their approach with humanitarian actors running internally displaced persons/returnee/refugee camps in the vicinity, and to learn from the experiences of humanitarian and early recovery efforts in the area.

### 4.3 Gender responsive and inclusive

Demobilization has different implications for women and men. For example, women may have earned a higher degree of equality and social recognition as combatants than they previously had in civilian life. Demobilization may mean that these status gains are lost. In addition, following demobilization, high-ranking women associated with armed forces and groups are often relegated to lower-ranking positions in new military structures, or are passed over in the selection of political positions in a new Government. It is known that women often self-demobilize in order to avoid the stigma associated with being a female combatant, war wife or sex slave.

Appropriate attention shall be given to the needs of women so that (1) they are not excluded from DDR programmes; (2) their security and well-being is assured during demobilization; (3) demobilization operations respond to their specific needs and leverage their unique capacities; and (4) they are not overlooked in terms of reintegration support and/or security sector reform processes.

To fulfil these objectives, demobilization operations shall be based on gender-sensitive eligibility criteria and operational protocols that take into account the needs and experiences of women (see Figure 1 and Box 2). Where possible, women who are self-demobilized shall be encouraged to join DDR programmes in order to receive ex-combatant status and access to other forms of support. Alternatively, when the stigma of being associated with armed forces or groups prevents women from participating in a DDR programme, other methods of reaching out to this group should be explored. Women's specific needs at demobilization sites shall also be considered, including reproductive and maternal health services; sexual and gender-based violence (SGBV) recovery services; psychosocial screening; provision of sanitary napkins in kits; and safe lighting, bathrooms and sleeping quarters (where required).

For men, demobilization may also signal a loss of the status and respect gained as a fighter. Additionally, high-ranking men may gain key political positions in a new Government, but lower-ranking men may be passed over and experience disillusionment or feel betrayed by commanders. The loss of status and wartime family may be especially challenging for men, whose gender identity may be intricately intertwined with membership in an armed force or group. Additionally, socialization to violence can often impact gender identities, leading to notions of masculinities becoming tied to the use of violence. When supporting men during demobilization operations, it is important to leverage opportunities to promote healthy non-violent forms of masculinity and partnership with women (e.g., in public information and awareness-raising campaigns, joint health promotion teams in demobilization sites, or through life skills sessions). Through social/health sessions and psychosocial screening, DDR practitioners can support a healthier and more equitable transition for both male and female DDR participants. See IDDRS 5.10 on Women, Gender and DDR for additional guidance.

#### **4.4 Conflict sensitive**

'Do no harm' is a standard principle against which all DDR programmes shall be evaluated at all times. Armed forces and groups to be demobilized shall be treated equally. No false promises shall be made concerning post-demobilization support. If DDR participants are well treated during demobilization, their attitudes towards the process are more likely to be positive, and others may be encouraged to demobilize.

Demobilization shall bring together participants and community members, or participants from different sides of the conflict in the implementation of activities.

#### **4.5 Context specific**

DDR practitioners shall use the guidance and analytical tools in this module to plan and design context-specific demobilization operations, rather than relying on a standard template or formula.

#### **4.6 Flexible, accountable and transparent**

#### 4.6.1 Flexible, sustainable and transparent funding arrangements

In mission settings with peacekeeping operations, the UN Security Council mandate forms the basis for assessed funding for all activities related to disarmament and demobilization (including reinsertion), which can be complemented by national budgets. In non-mission settings, demobilization and reinsertion activities will require the allocation of national budgets and/or the mobilization of voluntary contributions, including through the establishment of financial management structures, such as a multi-donor trust fund or catalytic funds provided by the UN Peacebuilding Fund. When a DDR programme is being implemented following a peace agreement, clear and comprehensive consensus of all parties from the outset regarding the number of combatants and persons associated with armed forces and groups to be demobilized will greatly assist resource management. If eligibility criteria are ambiguous and the warring parties do not specify the number of eligible combatants in advance, more participants may be accepted than there is funding available, creating challenges for the DDR programme.

#### 4.6.2 Accountability and transparency

DDR practitioners shall ensure that there is a mechanism in place for every individual present at a demobilization site to report complaints. Early discussion of any problem will reduce the risk to internal site security. At the earliest opportunity, the manager of the demobilization site is responsible for ensuring that a discussion forum is established, which should be used regularly to ensure that information is provided to those who need it and to deal with issues raised. Furthermore, an appeal mechanism shall be provided so that individuals who feel they have been unfairly left out of the demobilization operation can seek recourse, including a specific mechanism for women, who are often intentionally excluded.

### 4.7 Nationally and locally owned

DDR programmes shall be led by national Governments and relevant DDR institutions (see IDDRS 3.30 on National Institutions for DDR). They shall be guided by peace agreements and clear policy and legal frameworks. National authorities should lead the process of developing eligibility criteria and be involved in every step of the demobilization operation. In some contexts, the national authorities should involve representatives of signatory armed groups to ensure that demobilization is transparent to all. DDR practitioners shall advise and support national authorities in accordance with IDDRS guidance, ensuring that gender-responsive and -inclusive eligibility criteria are established.

### 4.8 Regionally supported

The demobilization and repatriation of foreign former combatants and persons associated with armed forces and groups will require a specific strategy (see IDDRS 5.40 on Cross-Border Population

Movements). Where appropriate, DDR practitioners shall engage regional stakeholders, including neighbouring countries, to foster a conducive environment.

#### **4.9 Integrated**

When a DDR programme is being implemented, demobilization shall be linked to disarmament and reintegration. If other components of a broader DDR process are also being implemented at the same time as a DDR programme, in different localities across the country, such as community violence reduction programmes or transitional weapons and ammunition management, public information campaigns should make clear who is eligible for what. DDR practitioners shall also consider whether there is a need to harmonize the benefits to those participating in different DDR programmes or activities. To the extent possible, integrated information collection efforts, covering each part of the DDR process, shall be pursued (see IDDRS 3.11 on Integrated Assessments). At a minimum, information related to different parts of the DDR process should be shared.

#### **4.10 Well planned**

##### **4.10.1 Safety and security**

Demobilization sites (both semi-permanent and temporary – see section 5.3) shall be identified in such a manner that the safety and security of the individuals passing through is ensured. External, area and proximity security at demobilization sites shall be provided by military and/or police forces (national and/or international) or by other transitional security arrangements, such as mixed brigades (see IDDRS 4.40 on Military Roles and Responsibilities). Internal security at demobilization sites (both temporary and semi-permanent) should be provided by lightly equipped local security services or police, including both men and women where possible. Plans for emergencies and evacuations of DDR staff and participants shall be developed and, where possible, rehearsed.

Food and water supplies shall be provided in order to ensure that combatants and persons associated with armed forces and groups do not go without basic essentials, and to reduce the risk that these individuals will resort to criminality in the immediate vicinity of the demobilization site.

##### **4.10.2 Planning, assessment, design, and monitoring and evaluation**

The planning, assessment, design, and monitoring and evaluation of demobilization operations should be participatory and age and gender sensitive. In addition to assessing the short-term outputs of the DDR programme, such as the number of people demobilized, monitoring and evaluation shall also focus on qualitative indicators, such as changes in community perceptions and in the behaviour of ex-combatants and persons formerly associated with armed forces and groups. The planning for demobilization, disarmament and reintegration must be coherent. Before demobilization operations

commence, DDR practitioners shall also ensure that resources are available for the programme as a whole.

#### **4.11 Public information and community sensitization**

Public information and awareness campaigns shall be designed prior to demobilization in order to manage the expectations of ex-combatants, persons formerly associated with armed forces and groups, receiving communities and other stakeholders. Military commanders or spoilers may not always pass on accurate information about demobilization to their subordinates. Carefully designed public information campaigns and face-to-face visits by DDR practitioners can help to combat disinformation and reduce the risk that DDR participants will resort to violence if their expectations are not met (see IDDRS 4.60 on Public Information and Strategic Communication).

## **5. Planning and designing demobilization operations**

To effectively demobilize members of armed forces and groups, meticulous planning is required. At a minimum, planning for demobilization operations should include information collection; agreement with national authorities on eligibility criteria; decisions on the type, number and location of demobilization sites; decisions on the type of transfer modality for reinsertion assistance; a risk and security assessment; the development of standard operating procedures; and the creation of a demobilization team. All demobilization operations shall be based on gender- and age-responsive analysis and shall be developed in close cooperation with the national authorities or institutions responsible for the DDR programme.

### **5.1 Information collection**

Planning for demobilization should be based on an in-depth assessment of the location, number and type of individuals who are expected to demobilize. This should include the number of members of armed forces and groups but also the number of dependants who are expected to accompany them. To the extent possible, this assessment should be disaggregated by sex and age, and include data on specific sub-groups such as foreign combatants and persons with disabilities. Armed forces and groups that have signed on to peace agreements are likely to provide reliable information on their memberships and the location of their bases only when there is no strategic advantage to be gained from keeping this information secret. Disclosures at a very early planning stage can therefore be quite unreliable, and should be complemented by information from a variety of (independent) sources (see box 1 on How to Collect Information in IDDRS 4.10 on Disarmament). All assessments should be regularly updated in order to respond to changing circumstances on the ground.

In addition to these assessments, planning for reinsertion should be informed by an analysis of the preferences and needs of ex-combatants and persons formerly associated with armed forces and groups. These immediate needs may be wide ranging and include food, clothes, health care, psychosocial support, children's education, shelter, agricultural tools and other materials needed to

earn a livelihood. The profiling exercises undertaken at demobilization sites (see section 6.3) may allow for the tailoring of reinsertion and reintegration assistance – i.e., matching individual needs to the reinsertion options on offer. However, profiling undertaken at demobilization sites will likely occur too late for reinsertion planning purposes. For these reasons, the following assessments should be conducted as early as possible, before demobilization gets under way:

- An analysis of the needs and preferences of ex-combatants and associated persons;
- Market analysis;
- A review of the local economy's capacity to absorb cash inflation (if cash-based transfers are being considered);
- Gender analysis;
- Feasibility studies; and
- Assessments of the capacity of potential implementing partners.

## **5.2 Eligibility criteria**

Establishing rigorous, unambiguous, transparent and nationally owned criteria that allow people to participate in DDR programmes is vital. Eligibility criteria must be carefully designed and agreed by all parties. Eligibility for a DDR programme may or may not require the physical possession of a weapon and/or ammunition, depending on the context. The determination of eligibility criteria shall be based on the peace agreement or ceasefire, if these documents include relevant provisions, as well as the results of the aforementioned integrated assessment. In either case, eligibility for a DDR programme must be gender inclusive and shall not discriminate on the basis of age or gender. When pre-DDR is being implemented prior to the onset of a full DDR programme, the same process for determining eligibility criteria shall be used (for more information on pre-DDR and eligibility related to weapons and ammunition possession, see IDDRS 4.10 on Disarmament).

Persons associated with armed forces and groups may be participants in DDR programmes. As these individuals are typically unarmed, they may not be eligible for disarmament, but will be eligible for demobilization and reintegration (see IDDRS 3.21 on Participants, Beneficiaries and Partners). Historically, it has been shown that women who are eligible to participate in DDR programmes may not be aware of their eligibility, may be deliberately excluded by commanders or may be deprived of their weapons to the benefit of men seeking to enter the DDR programme. For these reasons, DDR practitioners shall be aware of different categories of eligibility and should ensure that proper public information and sensitization with commanders and potential DDR participants and beneficiaries is completed (on female participants and beneficiaries, see figure 1 and box 2). While Figure 1 could also apply to men, it has been designed specifically to minimize the potential for women to be excluded from DDR programmes.

## BOX 2: TYPOLOGY OF FEMALE PARTICIPANTS AND BENEFICIARIES

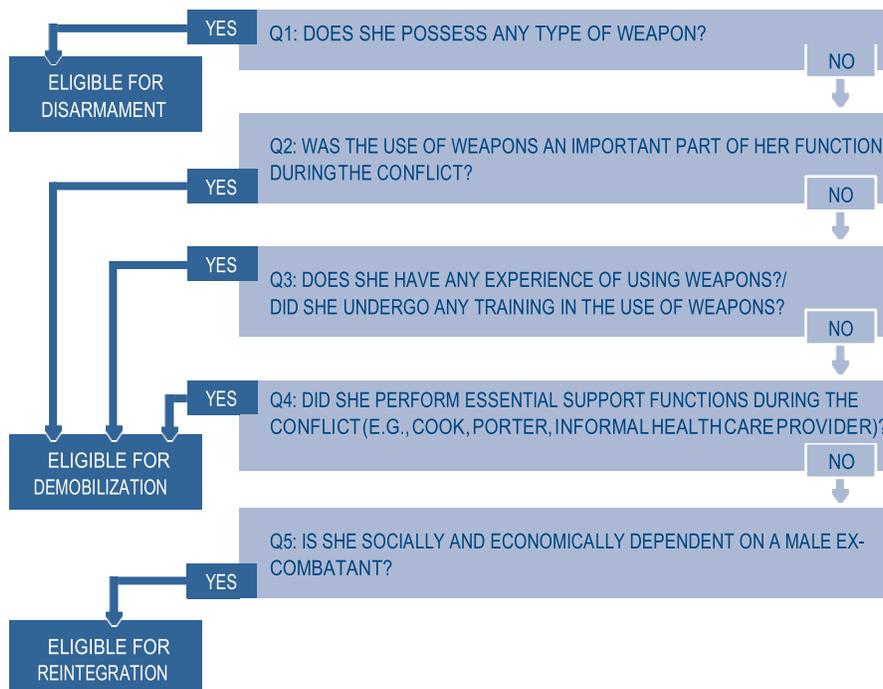
**Female combatants:** Women and girls who participated in armed conflicts as active combatants using arms.

**Female supporters/females associated with armed forces and groups:** Women and girls who participated in armed conflicts in support roles, whether by force or voluntarily. Rather than being members of a civilian community, they are economically and socially dependent on the armed force or group for their income and social support (examples: porters, cooks, nurses, spies, administrators, translators, radio operators, medical assistants, public information officers, camp leaders, sex workers/slaves).

**Female dependants:** Women and girls who are part of ex-combatants' households. They are mainly socially and financially dependent on ex-combatants, although they may also have kept other community ties (examples: wives/war wives, children, mothers/parents, female siblings, female members of the extended family).

There are different requirements for armed groups designated as terrorist organizations, including for women and girls who have traveled to a conflict zone to join a designated terrorist organization (see IDDRS 2.11 on The Legal Framework for UN DDR).

**FIGURE 1: FEMALE ELIGIBILITY CRITERIA**



Eligibility criteria must be designed to prevent individuals who are not members of armed forces and groups from gaining access to DDR programmes. The prospect of a DDR programme and the associated benefits can present an enticement to many individuals. Furthermore, armed groups that inflate their membership numbers to increase their political weight could try to rapidly recruit civilians to meet the shortfall. The screening process (see section 6.1) is used to confirm whether individuals meet the eligibility criteria for entering the DDR programme. Close cooperation with the leadership of armed forces and groups, civil society (including women’s groups), local police and national DDR-related bodies, and a well-conducted public information and sensitization campaign are essential tools to ensure that only those who are eligible participate in a DDR programme (see IDDRS 4.60 on Public Information and Strategic Communication in Support of DDR).

### 5.3 Demobilization sites

Demobilization activities are carried out at designated sites. Static demobilization sites are most typically used for the demobilization of large numbers of combatants and persons associated with armed forces and groups. They can be semi-permanent and constructed specifically for this purpose, such as cantonment camps (see Annex B for the generic layout of a cantonment camp). Although cantonment was long considered standard practice in DDR programmes, temporary sites may also be appropriate. The decision concerning which type of demobilization site to use should be guided by the specific country context, the security situation, and the advantages and disadvantages associated with semi-permanent and temporary sites, as outlined in the sections that follow.

#### 5.3.1 Semi-permanent demobilization sites

Semi-permanent demobilization sites can provide an important means for armed forces and groups to show their commitment to the peace process, although they are often costly to construct and maintain and are ill-suited for armed groups based in communities. For a full list of the advantages and disadvantages of semi-permanent demobilization sites, see table 1.

<b>TABLE 1: SEMI-PERMANENT DEMOBILIZATION (CANTONMENT)</b>	
<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>
<ul style="list-style-type: none"> <li>▪ Can be used when large numbers of combatants and persons associated with armed forces and groups are being demobilized.</li> <li>▪ Easier to carry out demobilization activities (registration, profiling, screening, health screening, information sharing, etc.) when members of armed forces and groups are concentrated in one location.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Costly to construct and maintain.</li> <li>▪ Not well suited to armed groups that are community based.</li> <li>▪ If entry is not phased and adequately organized, can lead to security incidents.</li> <li>▪ Can be perceived by those who are demobilizing as representing a loss of freedom.</li> <li>▪ Becomes a known fixed concentration of potential or previous adversaries.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Administrative and logistical needs can be pre-planned, and material can be stockpiled.</li> <li>▪ Provides armed forces and groups with an opportunity to demonstrate their commitment to the peace process.</li> <li>▪ Can help mark the transition from military to civilian life, and help those who are demobilizing to adjust to their change in status.</li> <li>▪ Allows for phased returns of demobilized individuals to their communities, giving communities time to absorb returning ex-combatants and persons formerly associated with armed forces and groups.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potentially dangerous for female combatants and women associated with armed forces and groups, who will require separate cantonment areas.</li> <li>▪ May be approached by active armed groups intent on forcibly retrieving individuals who have left their groups.</li> <li>▪ May serve as a target for political discontent.</li> <li>▪ May encourage people to present themselves as combatants, even if they have never been a member of an armed force or group.</li> <li>▪ May attract local people in search of supplies and food.</li> <li>▪ May become permanent if demobilization and/or reintegration are delayed.</li> <li>▪ May draw resistance from local communities that object to having cantonment sites located near them.</li> <li>▪ May become sites of unrest and criminality if the cantonment process is delayed.</li> </ul>
--	--

Where assessments recommend the use of cantonment sites, DDR practitioners and planning teams should take all possible measures to minimize the negative aspects of this approach.

5.3.2 Temporary demobilization sites

Temporary demobilization sites that make use of existing facilities may be used as an alternative to the construction of semi-permanent demobilization sites. In this approach, combatants and persons associated with armed forces and groups are told to meet at a specific location for demobilization within a specific time period. Temporary demobilization sites may be particularly useful if the target group is small, if individuals are likely to report for demobilization in small groups, or if the target group is scattered in multiple, known locations that are logistically accessible. This kind of site allows demobilization teams to carry out their activities in these locations without the need to build permanent structures. This approach may also be more appropriate than semi-permanent cantonment sites when the target group is already based in the community where its members will reintegrate. This is because combatants who are already in their communities should, where possible, remain there rather than be transported to a demobilization centre and back again. For a full list of the advantages and disadvantages of temporary demobilization sites, see table 2.

<b>TABLE 2: TEMPORARY DEMOBILIZATION SITES (EXISTING FACILITIES/NO CANTONMENT)</b>	
<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>

<ul style="list-style-type: none"> <li>▪ Is cheaper, quicker and more flexible than constructing semi-permanent demobilization sites.</li> <li>▪ Because temporary demobilization sites are cheaper than cantonment sites, more resources can be directed towards reinsertion, reintegration and persons with specific needs.</li> <li>▪ Does not reproduce the power structures found in military life.</li> <li>▪ May be less of a security risk than cantonment.</li> <li>▪ May allow greater community involvement.</li> <li>▪ Can benefit communities if warehouses, schools or other facilities are refurbished for the temporary purpose of demobilization and for the long-term service of the community.</li> </ul>	<ul style="list-style-type: none"> <li>▪ More difficult to provide the full range of demobilization activities.</li> <li>▪ The psychological effects of demobilization are less clearly felt.</li> <li>▪ Is more dependent on the willingness of ex-combatants and persons associated with armed forces and groups to participate in the DDR process.</li> </ul>
--	--

### **BOX 3: WHICH TYPE OF DEMOBILIZATION SITE**

When choosing which type of demobilization site is most appropriate, DDR practitioners shall consider:

- Do the peace agreement and/or national DDR policy document contain references to demobilization sites?
- Are both male and female combatants already in the communities where they will reintegrate?
- Will the demobilization process consist of formed military units reporting with their commanders, or individual combatants leaving active armed groups?
- What approach is being taken in other components of the DDR process – for example, is disarmament being undertaken at a mobile or static site? (See IDDRS 4.10 on Disarmament.)
- Will cantonment play an important confidence-building role in the peace process?
- What does the context tell you about the potential security threat to those who demobilize? Are active armed groups likely to retaliate against former members who opt to demobilize?
- Can reception, disarmament and demobilization take place at the same site?
- Can existing sites be used? Do they require refurbishment?
- Will there be enough resources to build semi-permanent demobilization sites? How long will the construction process take?
- What are the potential risks of cantoning any one of the groups?

### 5.3.3 Location

#### *Semi-permanent demobilization sites*

If the DDR programme has been negotiated within the framework of a peace agreement, then the location of semi-permanent demobilization sites may have already been agreed. If agreement has not

been reached, the parties to the conflict should be involved in selecting locations. The following factors should be taken into account in the selection of locations for semi-permanent demobilization sites:

- **Accessibility:** The site should be easily accessible. Distance to roads, airfields, rivers and railways should be considered. Locations and routes for medical and obstetric emergency referral must be identified, and there should be sufficient capacity for referral or medical evacuation to address any emergencies that may arise. Accessibility allowing national or international military forces to secure the site and for logistic and supply lines is extremely important. The effects of weather changes (e.g., the start of the rainy season) should be considered when assessing accessibility.
- **Security:** Ex-combatants and persons formerly associated with armed forces and groups should feel and be safe in the selected location. When establishing sites, it is important to consider the general political and military environment, as well as how vulnerable DDR participants are to potential threats, including cross-border violence and retaliation by active armed forces and groups. The security of nearby communities must also be taken into account.
- **Local communities:** DDR practitioners should adequately liaise with local leaders and national and international military forces to ensure that nearby communities are not adversely affected by the demobilization site or operation.
- **General amenities:** Demobilization sites should be chosen with the following needs taken into account: potable water supply, washing and toilet facilities (separate facilities for men and women, with locks and lighting if they will be used after dark), drainage for rain and waste, flooding potential and the natural water course, local power and food supply, environmental hazards, pollution, infestation, cooking and eating facilities, lighting both for security and functionality, and, finally, facility space for recreation, including sports. Special arrangements/contingency plans should be made for children, persons with disabilities, persons with chronic illnesses, and pregnant or lactating women.
- **Storage facilities/armoury:** If disarmament and demobilization are to take place at the same site, secure and guarded facilities/armouries for temporary storage of collected weapons shall be set up (see IDDRS 4.10 on Disarmament).
- **Communications infrastructure:** The site should be located in an area suitable for radio and/or telecommunications infrastructure.

#### *Temporary demobilization sites*

Temporary demobilization sites require few facilities because the period during which they will be used is relatively short. Finding a location that offers protection is necessary. The internal perimeter of an old school or warehouse, or, where the local population supports the DDR programme, a football field may be all that is required. Fresh potable water and electricity should be available. If they are not, a water purification system or water supplies and a generator should be brought in. Sanitary facilities must be supplied. Lighting should be installed to ensure security around the perimeter of the camp.

When temporary demobilization sites are being used, it is particularly important to agree, in advance, on the distribution of tasks, financial responsibilities and the post-DDR ownership of the location. Where relevant, the following should also be considered:

- The refurbishment and temporary use of community property: If available in the area where the demobilization site is to be set up, the use of existing hard-walled property should be considered. The decision should be made by weighing the medium- and long-term benefits to the community of repairing local facilities against the overall security and financial implications. These installations may not need rebuilding, and may be made usable by adding plastic sheeting, concertina wire, etc. Possible sites include disused factories, warehouses, hospitals, colleges and farms. Efforts should be made to verify ownership and to avoid legal complications.
- The refurbishment and temporary use of state/military property: Where regular armed forces or well-organized/disciplined armed groups are to be demobilized, the use of existing military barracks, with the agreement of national authorities, should be considered. Generally speaking, these facilities should offer a degree of security and may have the required infrastructure already in place. The same security and administrative arrangements should apply to these sites as to others.

#### 5.3.4 Size, capacity and duration

The size and capacity of demobilization sites should be determined by the number of combatants and persons associated with armed forces and groups to be processed. Typically, demobilization sites with a small number of combatants and associated persons are easier to administer, control and secure. However, if many small demobilization sites are in operation at one time, this can lead to widely dispersed resources and difficult logistical situations. Demobilization sites should not accommodate more than 600 people at one time. When time constraints mean that larger numbers must be dealt with in a short period of time, two demobilization sites may be constructed simultaneously and managed by the same team. In order to optimize the use of demobilization sites and avoid bottlenecks, an operational plan should be developed that contains methods for controlling the number and flow of people to be demobilized at any particular time. Carrying out demobilization in phases is one option to increase efficiency. This process may include a pilot test phase, which makes it possible to learn from mistakes in the early phases and adapt the process so as to improve performance in later phases.

Families often accompany combatants to cantonment sites. Where necessary, camps that are close to cantonment sites may be established for family members. Alternatively, transport may be provided for family members to return to their communities.

The duration of demobilization will depend on the time that is needed to complete the activities planned during demobilization (e.g., screening, profiling, awareness raising). Generally speaking, the demobilization component of a DDR process should be as short as possible. At temporary demobilization sites, it may be possible to process individuals in one or two days. If semi-permanent demobilization sites have been constructed, cantonment should be kept as short as possible – from one week to a maximum of one month. DDR practitioners should also seek to ensure that the

conditions at demobilization sites are equivalent to those in civilian life. If this is the case, then it is less likely that demobilized individuals will be reluctant to leave. Demobilization should not begin until plans for reinsertion (or community violence reduction, as a stop-gap measure) and reintegration are ready to be put into operation.

### 5.3.5 Managing a demobilization site

The manager of the demobilization site and his/her support team are responsible for the day-to-day running of the site and should be trained before demobilization operations begin. In semi-permanent sites, where those who demobilize may reside for up to one month, DDR practitioners should consider involving DDR participants in the management of the site. Group leaders, including women, should be chosen and given the responsibility of reporting any misbehaviour. A mechanism should also exist between group leaders and staff that will enable arbitration to take place should disputes or complaints arise.

## 5.4 Risk and security assessment

A comprehensive risk and security assessment should be conducted to inform the planning of demobilization operations and identify threats to the DDR programme and its personnel, as well as to participants and beneficiaries. The assessment should identify the tolerable risk (the risk accepted by society in a given context based on current values), and then identify the protective measures necessary to achieve a residual risk (the risk remaining after protective measures have been taken). Risks related to women, youth, children, dependants and other specific-needs groups should also be considered. In developing this 'safe' working environment, it must be acknowledged that there can be no absolute safety and that many of the activities carried out during demobilization operations have a high risk associated with them. However, national authorities, international organizations and non-governmental organizations must try to achieve the highest possible levels of safety. Risks during demobilization operations may include:

- Attacks on demobilization site personnel: The personnel who staff demobilization sites may be targeted by armed groups that have not signed on to the peace agreement.
- Attacks on demobilized individuals: In some instances, peace agreements may cause armed groups to fracture, with some parts of the group opting to enter DDR while others continue fighting. In these instances, those who favour continued armed conflict may retaliate against individuals who demobilize. In some cases, active armed groups may approach demobilization sites with the aim of retrieving their former members. If demobilized individuals have already returned home, members of active armed groups may attempt to track these individuals down in order to punish or forcibly re-recruit them. The family members of the demobilized may also be subject to threats and attacks, particularly if they reside in areas where members of their family member's former group are still present.
- Attacks on women and minority groups: Historically, SGBV against women and minority groups in cantonment sites has been high. It is essential that security and risk assessments take

into consideration the specific vulnerabilities of women, identify minority groups who may also be at risk and provide additional security measures to ensure their safety.

- Attacks on individuals transporting and receiving reinsertion support: Security risks are associated with the transportation of cash and commodities that can be easily seized by armed individuals. If it is known that demobilized individuals will receive cash and/or commodities at a certain time and/or place, it may make them targets for robbery.
- Unrest and criminality: If armed groups remain in demobilization sites (particularly cantonment sites) for long periods of time, perhaps because of delays in the DDR programme, these sites may become places of unrest, especially if food and water become scarce. Demobilization delays can lead to mutinies by combatants and persons associated with armed forces and groups as they lose trust in the process. This is especially true if demobilizing individuals begin to feel that the State and/or international community is renegeing on previous promises. In these circumstances, demobilized individuals may resort to criminality in nearby communities or mount protests against demobilization personnel.
- Recruitment: Armed forces and groups may use the prospect of demobilization (and associated reinsertion benefits) as an incentive to recruit civilians.

## **5.5 Gender-sensitive demobilization operations**

Action should be taken to ensure that demobilization sites (whether temporary, semi-permanent or otherwise) respond to the different needs of men and women. Gender-sensitive demobilization sites should:

- Include separate accommodation and sanitation facilities (with locks) for men and women. In some circumstances these separate facilities may be located within the same demobilization site, or separate demobilization sites for men and women may be set up;
- Feature sanitary facilities designed to ensure women's privacy and support their hygiene needs (e.g., sanitary napkins), as well as take into consideration cultural norms;
- Include provisions for childcare;
- Be safe for women and recognize and deal with the threat of sexual violence within the demobilization site, including ensuring locks in facilities, good lighting, information provided on specific contact within the camp to address women's security incidents and issues, and, where possible, the presence of female security guards and police (for internal site security). If female security guards are not available, male security guards shall be trained on sexual exploitation and harassment, sexual violence prevention, and gender sensitivity prior to deployment, and there shall exist a clear and gender-responsive system at the demobilization site for handling any complaints by women against security guards, as well as policies that call for the immediate removal of any officer about whom security concerns are raised;
- Provide for the specific nutritional needs of nursing and pregnant women;
- Ensure that health care and counselling is available to meet women's specific needs, including those women who have suffered SGBV; and

- Take protective measures to ensure women’s safety during transportation to and from the demobilization sites.

Where possible, female staff should receive and process women at demobilization sites. Gender balance should be a priority among the staff managing demobilization sites. If men do not see women in positions of authority, they are less likely to take efforts aimed at changing their attitudes towards traditional gender roles and women’s empowerment seriously. Screening and profiling tools should be designed to be responsive to women’s specific needs and experiences. Women should also have the same opportunities to access support as men, and the briefings and information provided should include specific information on the challenges that women may encounter upon reinsertion into their communities.

As women formerly associated with armed forces and groups are often stigmatized upon return to their communities, briefings during the demobilization operation should include attention to safety and referrals to support services in civilian life. Irrespective of the type of transfer modality that has been selected for reinsertion support (see section 7), the delivery mechanism (cash, vouchers, mobile money transfer) should take into account potential protection issues and gender-specific barriers. It is important that the delivery mechanism chosen permits women to access their entitlement safely and confidently, without being exposed to the risks of private service providers abusing their power over recipients, or encountering difficulties in the redemption of their entitlement because of numerical or financial illiteracy. A help desk and complaint mechanism should also be set up, and these should include specific referral pathways for women.

<b>TABLE 3: GENDER RESPONSIVENESS AT SEMI-PERMANENT AND TEMPORARY DEMOBILIZATION SITES</b>	
<b>GENDER-AWARE INTERVENTIONS</b>	<b>FEMALE-SPECIFIC INTERVENTIONS</b>
<ul style="list-style-type: none"> <li>▪ Ensure registration forms and questionnaires are designed to supply sex-disaggregated data on groups.</li> <li>▪ Ensure a balance of men and women among staff.</li> <li>▪ Provide psychosocial support to men, women, boys and girls affected by SGBV during conflict.</li> <li>▪ Consider assembling testimonies of SGBV during conflict and establishing links between the DDR programme and the justice system to prosecute perpetrators of sexual abuse.</li> <li>▪ Allow for privacy in accordance with culturally accepted norms when designing sanitary facilities.</li> <li>▪ Include separate facilities for women and men.</li> <li>▪ Offer men and women equal (but, if necessary, separate) access to education about HIV/AIDS, including voluntary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make provision for women’s specific health needs, including reproductive needs. (Remember items such as re-usable sanitary napkins, male and female condoms, etc.)</li> <li>▪ Ensure that reproductive health care services are available to female victims of SGBV.</li> <li>▪ Ensure that support is available to women and girls who are HIV-positive as well as women who head households where HIV-positive former members of armed forces and groups may reside.</li> </ul>

counselling and testing, and other health services and supplies.	
--	--

## 5.6 Standard operating procedures

Standard operating procedures (SOPs) are mandatory step-by-step instructions designed to guide practitioners through particular activities. The development of SOPs has become common practice across DDR programmes, as it allows for coherence in the delivery of activities, ensuring greater safety and security through adherence to standardized regulations. In mission contexts, SOPs should identify the precise responsibilities of the various UN components involved in demobilization. All stakeholders should agree on the content of the SOP(s), and the document(s) should be reviewed by the UN's legal office at Headquarters. The development of SOPs is led by the mission DDR component and signed off on by the head of the UN mission. All staff from the DDR component as well as other relevant stakeholders shall be familiar with the relevant SOPs. The content of SOPs shall be kept up to date.

In non-mission contexts, the national authority should also be advised by the lead UN agency(ies) on the development of national SOPs for demobilization. All those engaged in supporting demobilization shall be familiar with the relevant SOPs, which shall also be kept up to date.

A single demobilization SOP or a set of SOPs each covering specific procedures related to demobilization activities (see section 6) should be informed by integrated assessments (see IDDRS 3.11 on Integrated Assessments) and the national DDR policy document, and comply with international guidelines and standards as well as national laws and the international obligations of the country where DDR is being implemented. At a minimum, SOPs should cover the following procedures:

- Security of demobilization sites;
- Reception of combatants, persons associated with armed forces and groups, and dependants;
- Transportation to and from demobilization sites (i.e., from reception or pick-up points);
- Transportation from demobilization sites either to communities or to take up positions in the reformed security sector;
- Orientation at the demobilization site (this may include the rules and regulations at the site);
- Registration/identification;
- Screening for eligibility;
- Demobilization and integration into the security sector (if applicable);
- Health screenings, including psychosocial assessments, HIV/AIDS, STIs, reproductive health services, sexual violence recovery services (e.g., rape kits), etc.;
- Gender-aware services and procedures;
- Reinsertion (e.g., procedures for cash-based transfers, commodity vouchers, in-kind support, public works programmes, vocational training and/or income-generating opportunities);

- Handling of foreign combatants, associated persons and dependants (if applicable); and
- Interaction with national authorities and/or other mission components.

### **5.7 Demobilization team structure**

The demobilization team is responsible for implementing all operational procedures for demobilization and should be trained in the use of the abovementioned SOPs. The demobilization team should include a gender-balanced composition of:

- DDR practitioners;
- Representatives from the national DDR commission (and potentially other national institutions);
- Child protection officers;
- Gender specialists; and
- Youth specialists.

## **6. Activities during demobilization**

The activities outlined below should be carried out during the demobilization component of a DDR programme. These activities can be conducted at either semi-permanent or temporary demobilization sites.

### **6.1 Screening, verification and registration**

Potential DDR participants shall be screened to ascertain if they are eligible to participate in a DDR programme. The objectives of screening are to:

- Establish the eligibility of the potential DDR participant and register those who meet the criteria;
- Weed out individuals trying to cheat the system, for example, those attempting to demobilize more than once in the hope of receiving additional benefits, or civilians trying to access demobilization benefits;
- Identify DDR participants with specific requirements (children, youth, child mobilized–adult demobilized, women, persons with disabilities and persons with chronic illnesses); and
- Depending on the context, identify foreign combatants that need to be repatriated to their home countries (see IDDRS 5.40 on Cross-Border Population Movements).

When combatants and persons associated with armed forces and groups report for a DDR programme, their eligibility should be determined by a specific set of eligibility criteria developed by national authorities, such as membership in a specific armed force or group, possession of a weapon and/or ammunition, and/or proven ability to use a weapon (see IDDRS 4.10 on Disarmament). Whether or not an individual meets these eligibility criteria should be verified. Verification can be conducted by representatives from the armed forces and groups undergoing demobilization; the UN

and national authorities, such as the national DDR commission; or joint teams. Questions touching upon the location of specific battles and military bases and the names of senior group members should be asked. Without verification, military commanders may attempt to bring civilians into the DDR programme. They may also attempt to engage in recruitment just prior to the onset of DDR in order to provide benefits to followers of the group or to take a cut of the benefits being offered to these newly recruited individuals. Explicitly stating the maximum number of individuals who may participate in a peace agreement or DDR policy document can limit incentives for commanders to engage in recruitment. So too can a cut-off date for eligibility. Armed forces and groups often prepare lists of their members prior to the onset of a DDR programme. Whenever lists are prepared, DDR practitioners shall ensure that a verification mechanism is in place to ensure that those listed meet the required eligibility criteria. A mechanism should also be in place to resolve disputed cases and to deal with those who are excluded. Clear messaging shall be employed to ensure that armed forces and groups are aware that being named on a list does not automatically confer DDR eligibility.

Once the eligibility of a particular individual has been established, his/her basic registration data (name, age, contact information, sex, etc.) should be entered into a case management system. This system can be used to track when and where DDR benefits are disbursed and to whom (see section 6.8). The data recorded in the case management system should include a biometric component where possible. Biometric systems store the unique physical features – iris, face or fingerprint data – of individuals for future reference. Biometric registration serves mainly to ensure that DDR participants do not try to ‘game the system’ by going through the DDR programme more than once to receive multiple benefits. An advantage of all biometric systems is that, if properly implemented, they are completely confidential. A unique string of letters or numbers is assigned to a photograph or fingerprint, and the original photos or prints are then discarded. Different biometric systems have different levels of cost and user friendliness. Facial recognition systems are the most sophisticated but also the most expensive. DDR practitioners using this technology will require appropriate training. Alternatively, fingerprinting is an easy and cheap way to obtain biometric data. Fingerprints can be taken on smart phones or mobile fingerprint scanners, and training requirements are minimal. The context in which registration takes place should be taken into account when considering biometric registration. For example, if the armed conflict was tied to civic and national honour, peer control mechanisms may be sufficient to ensure that individuals do not try to ‘double dip’. However, in contexts marked by distrust between the warring parties, and combatants who move from one group or conflict to another, more careful biometric monitoring may be required. The biometric registration systems established for demobilization processes can also be linked to processes of security sector integration and reform (see IDDRS 6.10 on DDR and Security Sector Reform).

Immediately after eligible individuals have been registered, they should be informed of their rights and obligations during the DDR programme and the terms and conditions of their participation. If they agree to these terms and conditions, DDR participants should be asked to sign a terms and conditions form and be provided with a copy of this form in their chosen language (see Annex C for a sample terms and conditions form).

Individuals shall be ineligible for DDR programmes if they have committed, or if there is a clear and reasonable indication that they knowingly committed war crimes, terrorist acts or offences, crimes against humanity and/or genocide (see IDDRS 2.11 on The Legal Framework for UN DDR). As it may

not always be possible to check the criminal background of all DDR participants prior to the onset of a DDR process, due to scarcity of information or a large caseload of demobilizing individuals, background checks should begin prior to DDR and continue, where necessary, throughout the DDR programme. If evidence is found to suggest that a particular participant in the DDR programme has committed crimes, the individuals' eligibility to participate in DDR shall be revoked. These types of background checks will typically not be conducted by DDR practitioners. Instead, national criminal justice authorities would need to be involved. DDR practitioners should seek support from human rights experts who can undertake a proactive process of collecting background information from a variety of sources. For a more detailed description of this process, see IDDRS 6.20 on DDR and Transitional Justice.

## **6.2 Reception**

Combatants and persons associated with armed forces and groups should be provided with clear and simple guidance when they arrive at demobilization sites, taking into consideration their level of literacy. This is to ensure that they are informed about the demobilization process, their rights during the process, and the rules and regulations they are expected to observe. If a large number of participants are being addressed, it is key to stick to simple concepts, mainly who, what and where. More complex explanations can be provided to smaller groups organized in follow-up to the initial briefing. This can help to prevent unrest and stress within the group. Contingent on the type of demobilization site, introductory briefings should cover, among other things, the following:

- Site orientation;
- Outline of activities and processes;
- Routines and time schedules;
- The rights and obligations of combatants and persons associated with armed forces and groups throughout the demobilization process;
- Rules and discipline, including areas that are off limits;
- Policies concerning freedom of movement in and out of the demobilization site;
- Policies on SGBV and the consequences of infringement of these policies;
- Security at the demobilization site;
- How to report misbehaviour, including specific mechanisms for women;
- Mechanisms to raise complaints about conditions and treatment at the demobilization site;
- Procedures for dependants; and
- Fire precautions and physical safety.

Where possible, oral briefings should be supported by written material produced in the local language(s). Experience has shown that drawings and cartoons displayed at key locations within

demobilization sites can also be helpful in transmitting information about the different steps of the demobilization operation.

### **6.3 Profiling**

When demobilization is to be followed by reinsertion and reintegration support, then profiling should be used, at a minimum, to identify obstacles that may prevent demobilized individuals from full participation and to identify the specific needs and ambitions of males and females. Profiling should build on the information gathered prior to the onset of the DDR programme (see section 5.1) and should be used to inform, revise and better tailor existing planning and resource allocation. Profiling should include an emphasis on better understanding the reasons why these individuals joined armed forces or groups, aspirations for reintegration, what is needed for a given individual to become a productive citizen, education and technical/professional skill levels and major gaps, health-related issues that may affect reintegration (including psychosocial health), family situation, economic status, and any other relevant information that will aid in the design of reinsertion and reintegration support. A standardized questionnaire collecting quantitative and qualitative information from ex-combatants and persons formerly associated with armed forces and groups shall be developed. This questionnaire can be supported by qualitative profiling, such as assessing life skills and skills learned during armed service (for example, leadership, driving, maintenance/repair, construction, logistics). DDR practitioners should be aware that profiling may lead to raised expectations, especially if ex-combatants and persons formerly associated with armed forces and groups interpret questions about what they want to do in civilian life as promises of future support. DDR practitioners should therefore clearly explain the purpose of the profiling survey (i.e., to better tailor subsequent support) and inform participants of the limitations of future support. A sample profiling questionnaire can be found in Annex D.

### **6.4 Health screening**

During demobilization, individuals should be directed to a doctor or medical team for physical and psychosocial health screening. Both general and specific health needs should be assessed (see IDDRS 5.70 on Health and DDR and IDDRS 5.80 on Disability-Inclusive DDR). Medical screening facilities shall ensure privacy during physical check-ups. Those who require immediate medical attention of a kind that is not available at the demobilization site shall be taken to hospital. Others shall be treated in situ. Basic specialized attention in the areas of reproductive health and sexually transmitted infections, including voluntary testing and counselling for HIV/AIDS, shall be provided (see IDDRS 5.60 on HIV/AIDS). Reproductive health education and materials shall be provided to both men and women. Possible addictions (such as to drugs and/or alcohol) shall also be assessed and specific provisions provided for follow-up care. Psychosocial screening for mental health issues, including post-traumatic stress, shall be initiated at sites with available counselling support for initial consultation and referral to appropriate services. Although the demobilization period will not be long enough to sufficiently address these issues, DDR practitioners shall support ex-combatants and

persons formerly associated with armed forces and groups to continue to access treatment throughout subsequent stages of the DDR programme and closely liaise with reintegration practitioners to ensure that data collected is utilized to design appropriate reintegration interventions. This can be done, for example, through an Information, Counselling and Referral System (see section 6.8).

## **6.5 Awareness raising and sensitization**

Demobilization operations provide an opportunity to offer individuals information that can practically and psychologically prepare them for the transition from military to civilian life. For example, if demobilized individuals are to receive reinsertion support (cash, vouchers, in-kind support, public works programmes, etc.), then the modalities of this support should be clearly explained. Furthermore, if reinsertion assistance is to be followed by reintegration support, orientation sessions should include information on the opportunities and support services available as part of the reintegration programme and how these can be accessed.

Awareness-raising materials and educational sessions should leverage opportunities to promote healthy, non-violent gender identities, including fatherhood, and to showcase men and women in equal roles in the community. Materials shall also be visually representative of different religious, ethnic, and racial compositions of the community and promote social cohesion among all groups and genders. Conversely, misinformation, disinformation and the creation of false expectations can undermine the reinsertion and reintegration efforts of DDR programmes. Accurate information should be provided by the DDR team and partners (also see IDDRS 4.60 on Public Information and Strategic Communication in Support of DDR).

Those about to leave the demobilization site should be provided with counselling on what to expect regarding their changed status and role in society, and what they can do if they are stigmatized or not accepted back by their communities. They should also receive advice on political and legal issues, civic and community responsibilities, reconciliation initiatives and logistics for transportation when they leave the demobilization site. Demobilized individuals and their dependants may be reluctant to return to their home areas if members of their former group (or a different group) remain active in the region. This is because they may fear retaliation against themselves and/or their families. This possibility should be addressed through a security and risk assessment (see section 5.5). When retaliation is a possibility, those affected should be informed of the risks and supported to find alternative accommodation in a different location (if they so choose). Where possible, specialized confidential counselling should be offered, to avoid peer pressure and promote the independence of each demobilized individual.

Sensitization sessions can be an essential part of supporting the transition from military to civilian life and preparing DDR participants for their return to families and communities. Core sensitization may include sessions on:

- Reproductive health, including HIV/AIDS and STI awareness raising;
- Psychosocial education and awareness raising, including the symptoms associated with post-traumatic stress, destigmatizing experiences, education on managing stress responses, navigating discussions with families and host communities, and when to seek help;

- Conflict resolution, non-violent communication and anger management;
- Human rights, including women's and children's rights;
- Parenting, for both fathers and mothers;
- Gender, for both men and women, including discussion on gender identities and how they may be impacted by the conflict, as well as roles and responsibilities in armed forces and groups and in the community (see IDDRS 5.10 on Women, Gender and DDR); and
- First aid or other key skills.

See Module 5.10 on Women, Gender and DDR for additional guidance on SGBV mitigation and response during demobilization.

## 6.6 Documentation

DDR participants shall be registered and issued a non-transferable identity document (such as a photographic demobilization card) that attests to their eligibility and their official civilian status. Such documents have important symbolic and legal value for demobilized individuals. Demobilized individuals should be required to present them in order to access DDR-related entitlements in subsequent phases of the DDR programme. To avoid discrimination based on prior factional affiliation, these documents should not include the name of the armed force or group of which the individual was previously a member. Wherever demobilization is carried out, whether in temporary or semi-permanent sites, provisions should be made to ensure that information can be entered into a case management system and that demobilization papers/identity documents can be printed on site.

## 6.7 Transportation

DDR practitioners may provide transport to DDR participants to assist them to return to their communities. The logistical implications of providing transport must be taken into account. It will not be possible for all ex-combatants and persons formerly associated with armed forces and groups to be transported to their final destination. A mixture of transport to certain key locations and funding for onward transport may therefore be required. Cash for transport may be given as part of transitional reinsertion assistance (see section 7). Specific attention shall be paid to the safe transport of women and minorities to their final destination, recognizing the unique security threats they may face.

If transport is provided in UN vehicles, authorizations from UN administration and waivers for passengers need to be signed. DDR practitioners should arrange pre-signed authorizations and waivers in order to avoid last-minute blockages and delays. Alternatively, private companies and/or other implementing partners may be subcontracted to provide transport.

In cases where it is necessary to repatriate foreign ex-combatants and persons formerly associated with armed forces and groups, transportation arrangements will need to be adjusted to involve national authorities from these individuals' countries of origin as well as other sub-regional organizations and mechanisms (see IDDRS 5.40 on Cross-Border Population Movements).

## 6.8 Case Management

Information from the demobilization operation (registration data, information related to screening and profiling, etc.), should be recorded in a secure case management system (or 'database'). A case management system enables DDR practitioners to track assistance and progress at the individual level, and to analyse the data as a whole to identify good practices; flag problem areas; and understand how geography, gender and other variables influence demobilization and reintegration outcomes (see IDDRS 3.50 on Monitoring and Evaluation of DDR Processes).

DDR case management systems shall be the property of the national Government but may sometimes be managed by the United Nations and handed over to the national authorities when the DDR process is complete. Which stakeholders and individuals have access to all (or some) of the data in the case management system should be agreed upon when the system is established so that necessary data protections (such as different levels of password protection) can be built in. The establishment of an effective and reliable means of case management is essential to the entire DDR programme, and is necessary to track the reinsertion and reintegration of DDR participants and follow up on protection and human rights issues. A good-quality case management system should be installed, tested and secured before DDR programmes begin. This system should be mobile, suitable for use in the field, cross-referenced and able to provide DDR teams with a clear aggregate picture of the DDR programme (including how many individuals have been processed). In all cases, security and data protections are imperative, but this is especially true in settings where armed groups remain active. In these settings, if information containing the names and locations of demobilized individuals is leaked, these individuals may find themselves subject to forcible re-recruitment.

If appropriate, DDR practitioners can consider an Information, Counselling and Referral System (ICRS). An ICRS stores data not only on the reintegration intentions of ex-combatants and persons formerly associated with armed forces and groups, but on available services and reintegration opportunities, which should be mapped prior to reintegration (see IDDRS 4.30 on Reintegration). By mapping and regularly updating referral information, DDR practitioners can identify critical gaps in service delivery and take steps to address these gaps, for example, by investing in existing services to strengthen their capacities, advocating to remove access barriers for DDR participants and providing direct assistance.

ICRS caseworkers should be trained in basic counselling techniques and refer demobilized individuals to services/opportunities, including peacebuilding and recovery programmes, governmental services, potential employers and community-based support structures. Counselling involves the identification of individual needs and capabilities, and may lead to a wide variety of referrals, ranging from job placement to psychosocial assistance to voluntary testing for HIV/AIDS (see IDDRS 5.60 on HIV/AIDS and DDR). Integrating specific questions on psychosocial screening, health and gender is pivotal to understanding the specific needs of men and women and defining appropriate reintegration interventions. The usefulness of an ICRS hinges on having trained ICRS caseworkers with whom ex-combatants can regularly and easily communicate. Female caseworkers should provide information, counselling and referral services to female DDR participants. By actively seeking the feedback of DDR participants on programmes and services, the counselling relationship

fosters accountability. If an ICRS is to be used, it should be established as soon as possible during demobilization and continued throughout the DDR programme.

## 7. Reinsertion: Provision of transitional assistance

Reinsertion support is transitional assistance provided as part of a DDR programme and is the second step of demobilization. It aims to provide ex-combatants and persons formerly associated with armed forces and groups with support to meet their immediate needs and those of their dependants, until they are able to enter a reintegration programme. Reinsertion assistance should be planned to pave the way for reintegration support and should consist of time-bound, basic benefits delivered for up to 12 months. In mission settings, reinsertion assistance may be funded from the UN peacekeeping operation's assessed budget.

This kind of transitional assistance may be provided in a number of different ways, including:

- Cash-based transfers;
- Commodity vouchers;
- In-kind support; and
- Public works programmes

Cash-based transfers include cash; digital transfers, such as payments made to mobile phones ('mobile money transfers'); and value vouchers. Value vouchers – also known as gift cards or stamps – provide access to commodities for a given monetary amount and can often be used in predetermined locations, including selected shops. Vouchers may also be commodity-based – i.e., tied to a predefined quantity of given commodities, for example, food (see IDDRS 5.50 on Food Assistance in DDR). Commodities may also be provided directly as in-kind support. In-kind support may take various forms, including food or 'reinsertion kits'. The latter are often composed of materials linked to job training or future employment, such as fishing kits and agricultural tools. Finally, public works programmes create temporary opportunities for demobilized individuals to receive cash, vouchers or food/other commodities as part of a reinsertion package. In some cases, reinsertion support may also be provided in the form of vocational training and/or income-generating opportunities. For guidance on these latter two options, see IDDRS 4.30 on Reintegration.

### 7.1 Cash

There are many benefits associated with the provision of reinsertion assistance in the form of cash. Not only can the recipients of cash determine their own needs, but the ability to do so is a fundamental step towards empowerment. Cash can also be an efficient way to deliver support because it entails lower transaction and logistics costs than in-kind assistance, particularly in terms of transportation and storage. Less stigma may be attached to cash, which, compared with in-kind assistance or vouchers, is less visible to non-recipients. Providing cash to ex-combatants and persons formerly associated with armed forces and groups can also reduce the burden on the households and communities that receive these individuals. If a banking system is operational, cash can be paid

directly into recipients' bank accounts, thereby reducing the security risks involved in cash distribution and, at the same time, strengthening the local banking system. The provision of cash may also have beneficial knock-on effects for local markets and trade.

Prior to the provision of cash payments, DDR practitioners shall conduct a review of the local economy's capacity to absorb cash inflation. This is because the injection of cash into one locality can cause local prices to rise and adversely affect non-recipients living in the area. DDR practitioners shall also review the goods available on the local market. This is because cash will be of little utility in places where the commodities that people require (such as tools, equipment and food) are unavailable locally. DDR practitioners shall seek to avoid the perception that cash is being provided as payment for weapons ('buy-back') or in return for demobilization. If combatants perceive that they are paid and rewarded for their participation in a DDR programme, this may lead to expectations that cannot be met, perhaps sparking unrest. One option to avoid this perception is to pay cash only when demobilized individuals leave demobilization sites and return to their communities, not at earlier stages of the DDR programme.

The common concern that cash is often misused, and used to purchase alcohol and drugs, is, for the most part, not borne out by the evidence. Any potential misuse can be reduced through decisions related to targeting and conditionality. For example, household control over the way that cash is spent can be supported by providing cash to the families of ex-combatants, rather than ex-combatants alone. Ex-combatants and their wives/husbands can also be asked to sign a contract that leads to the release of cash. This contract can outline how the money is supposed to be spent and would require follow-up to check that the goods purchased comply with the terms of this contract. Basic literacy and financial education should be provided alongside cash payments, as this can also help to reduce the risk that cash is misused.

Providing cash is sometimes seen as posing security risks both for the staff that transport large amounts of money and for recipients. This is because cash is prone to diversion, capture by elites and seizure by armed groups, particularly in settings where corruption is high and armed conflict is ongoing. This is especially true for cash payments that are distributed at regular times at publicly known locations. Military commanders may also try to confiscate reinsertion payments from ex-combatants that were formerly under their control. Women and more vulnerable participants such as persons with disabilities, those with chronic illnesses and the elderly are at an increased risk for confiscation of payments and/or intimidation or threats. Cash transfers may also be hampered by the absence of banks in some parts of the country, and banks may be slow to process payments and have strict requirements in terms of identification documents. These requirements may, in some instances, lead to delays.

Digital payments, such as over-the-counter and mobile money payments, may help to circumvent these problems by offering new and discreet opportunities to distribute cash. Preliminary evidence indicates that distributing cash through mobile money transfers has a positive impact because it does not require that the recipient has a bank account, and because recipients spend less time traveling to cash pick-up points and waiting for their transfer. Recipients can also cash out small amounts of their payment as and when needed and/or store money on their mobile wallet over the long term.

In order to benefit from mobile money transfers, recipients need to be in the possession of a mobile phone or, at a minimum, a SIM card that can be used in a mobile phone that is shared with others. The recipient will also need to reside in an area (or close to an area) where there are mobile network coverage and accessible cash-out points or agents. It is also necessary to ensure that agents have sufficient cash on hand in order to make the payment. The agents will need to be monitored to ensure that they adhere to previously agreed-upon standards. It is also important to ensure that recipients are not subjected to coercion or undue pressure by the agent to use their cash to buy goods in the agent's store. Finally, new users of digital payments may need to be educated in how to use them and should, where possible, be provided with accompanying literacy training and financial education.

## **7.2 Vouchers and in-kind support**

Value and/or commodity vouchers may be used together with or instead of cash. Several factors may prompt this choice, including donor constraints, security concerns surrounding the transportation of large amounts of cash, market weakness and/or a desire to ensure that a particular type of good or commodity is purchased by the recipients.<sup>2</sup> Vouchers may be more effective than cash if the objective is not just to transfer income to a household, but to meet a particular goal. For example, if the goal is to improve nutrition, then a commodity voucher may be linked to a specific type of food (see IDDRS 5.50 on Food Assistance in DDR). In some cases, vouchers may also be linked to specific services, such as health care, as part of the reinsertion package. Vouchers can be designed to help ex-combatants and persons formerly associated with armed forces and groups meet their familial responsibilities. For example, vouchers can be designed so that they are redeemable at schools and shops and can be used to cover school fees or to purchase books or uniforms. Voucher systems generally require more planning and preparation than the distribution of cash, including agreements with traders so that vouchers can be exchanged easily. Setting up such a system may be challenging if local trade is mainly informal.

Although giving value vouchers or cash may be preferable when local prices are declining, recipients are protected from price increases when they receive commodity vouchers or in-kind support. Many past DDR programmes have provided in-kind support through the provision of reinsertion kits, which often include clothing, eating utensils, sanitary napkins for women, diapers, hygiene materials, basic household goods, seeds and tools. While such kits may be useful if certain items are not easily available on the local market, if not well tailored to the local job market demobilized individuals may simply resell these kits at a lower market value in order to receive the cash that is required to meet more pressing and specific needs. In countries with limited infrastructure, the delivery of in-kind support may be very challenging, particularly during the rainy season. Delays may lead to unrest among demobilized individuals waiting for benefits. Ex-combatants and persons formerly associated with armed forces and groups may also allege that the kits are overpriced and that the items they contain could have been sourced more cheaply from elsewhere if they were instead given cash.

### 7.3 Public works programmes

The work that is conducted as part of a public works programme is labour intensive and aims to build or rehabilitate public/community assets and infrastructure that are vital for sustaining the livelihoods of a community and create immediate job opportunities for former members of armed forces and groups and members of the community. Examples are the rehabilitation and maintenance of roads, improving drainage, water supplies and sanitation, demining, or environmental work including the planting of trees.

In return for their participation in a public works programme, demobilized individuals and community members receive income in the form of cash, vouchers or in-kind assistance (food or other commodities) and on-the-job training. Public works programmes may be favoured over cash, vouchers or in-kind transfers alone, because the creation or rehabilitation of community assets may provide communities with better protection against future negative shocks, such as rising food prices or drought. In addition, by maintaining ex-combatant support networks for a short period of time, this approach may soften the otherwise abrupt transition from military to civilian life. It ensures that incomes are maintained as demobilized individuals are re-entering their communities. Furthermore, by enabling former members of armed forces and groups to contribute to the rebuilding of their communities, public works programmes provide training opportunities and may encourage reconciliation and community acceptance of demobilized individuals, and may ease the reintegration process.

Public works programmes must be preceded by needs and feasibility assessments. The willingness of civilians, ex-combatants and persons formerly associated with armed forces and groups to undertake this kind of work must also be assessed. Public works programmes should only be implemented when markets are functioning (although this is not necessary for food for work programmes); when cash for work activities will not interfere with already-existing livelihood practices; and when the assets and infrastructure to be built or rehabilitated will meet the basic needs of the target population, be useful to the community and can be maintained. Additional key questions for determining the appropriateness of public works programmes include:

- Is there sufficient useful work available?
- Is the security situation conducive to public works programmes?
- What are the risks for demobilized participants?
- Would public works programmes disrupt traditional community practices that value unpaid collective work for the community?
- Are both men and women interested in participating in public works programmes? Are there any specific cultural considerations?
- What is the attitude of the community towards paid labour?
- Will public works programmes compete with local labour and disrupt seasonal activities?
- Do work activities vary by season?
- Do demobilized participants require training and/or equipment to conduct the work?

Salaries for participation in public works programmes shall consider what is required in order to meet the basic needs of ex-combatants and persons formerly associated with armed forces and groups. The minimum wage in the programme location shall also be taken into account, together with the total number of days of work to be completed and the benefits being offered by other providers. If demobilized participants assume different tasks – e.g., some manage small teams – then differential wage criteria should be considered, corresponding to level of responsibility. DDR practitioners shall also decide whether wages are to be time based (a daily or weekly wage) or output based (tied to the accomplishment of a particular task). Time-based wages require close monitoring to ensure that individuals complete a pre-defined number of hours of work. Output-based wages can help to avoid a situation in which workers deliberately prolong the programme. Wage levels shall be regularly reviewed and shall not be so high as to distort the local economy, for example, by causing a steep increase in local prices.

When planning public works programmes, DDR practitioners shall carefully assess the barriers to participation for demobilized individuals who are unable to engage in labour-intensive work because they are elderly, are disabled or suffer from chronic illnesses. In these cases, additional alternative assistance measures, such as the direct provision of cash transfers, vouchers or in-kind support should be considered. DDR practitioners shall also identify obstacles that prevent the participation of women formerly associated with armed forces and groups. For example, in contexts where employment is in short supply and labour-intensive jobs are usually reserved for men, it may be difficult for women to gain access to public works programmes. It may also be difficult for women to take on additional work, particularly if they are already managing households and childcare responsibilities. Measures should be taken to address these obstacles, such as providing flexible work schedules and childcare facilities close to public works sites. While women should be encouraged to participate in public works programmes, if they choose, direct cash transfers, vouchers and in-kind support may be considered instead.

#### **7.4 Determining transfer modality**

As explained above, cash, vouchers and in-kind support can be provided as part of a public works programme or as stand-alone reinsertion support. DDR practitioners should choose whether to use one of these transfer modalities (e.g., cash), or a mix of cash, vouchers and/or in-kind support. At a minimum, the choice of a particular modality or combination of modalities should be based on:

- The preference of recipients;
- The ability of markets to supply goods at an appropriate price and quality;
- The access of DDR participants to local markets;
- The predicted effectiveness of different transfers in meeting the desired outcome;
- The timeliness in which transitional reinsertion assistance can be delivered;
- Time to delivery;
- The potential negative impacts of different types of transfers;

- The potential benefits of different types of transfers;
- The comparative efficiency and cost of different types of transfers;
- The risks associated with different types of transfers;
- The protection risks related to gender;
- The capacity of different organizations to deliver transfers;
- The availability of reliable delivery mechanisms; and
- Potential links to social protection programming.

When an appropriate transfer modality has been decided upon, DDR practitioners shall also consider whether reinsertion assistance should be given as one-off support or paid in instalments. One preferred approach is payment by instalments that decrease over time, thereby reducing dependency and clearly establishing that assistance is strictly time limited.

DDR practitioners shall also consider whether all demobilized individuals should be provided with the same amount of assistance or whether different amounts should be given to different individuals on the basis of pre-defined criteria such as rank, number of dependants, length of service, reintegration location (urban or rural) and/or level of disability. If differentiating criteria are adopted, they should be transparent, clearly communicated and based on needs identified through careful profiling (see section 6.3).

Finally, a non-corruptible identification system must be established during demobilization that will allow former combatants to receive their reinsertion assistance. The payment list needs to be complete and accurate, former combatants should be registered and provided with a non-transferable photographic ID, and benefits should be tracked through a DDR database or case management system. For information on registration and identity documents, see sections 6.2 and 6.6; for information on case management, see section 6.8.

As much as possible, the value of reinsertion assistance should be similar to the standard of living of the rest of the population and be in line with assistance provided to other conflict-affected populations such as refugees or internally displaced persons. This is to avoid the perception that ex-combatants and persons formerly associated with armed forces and groups are receiving special treatment. It is also to avoid creating a disincentive to find employment.

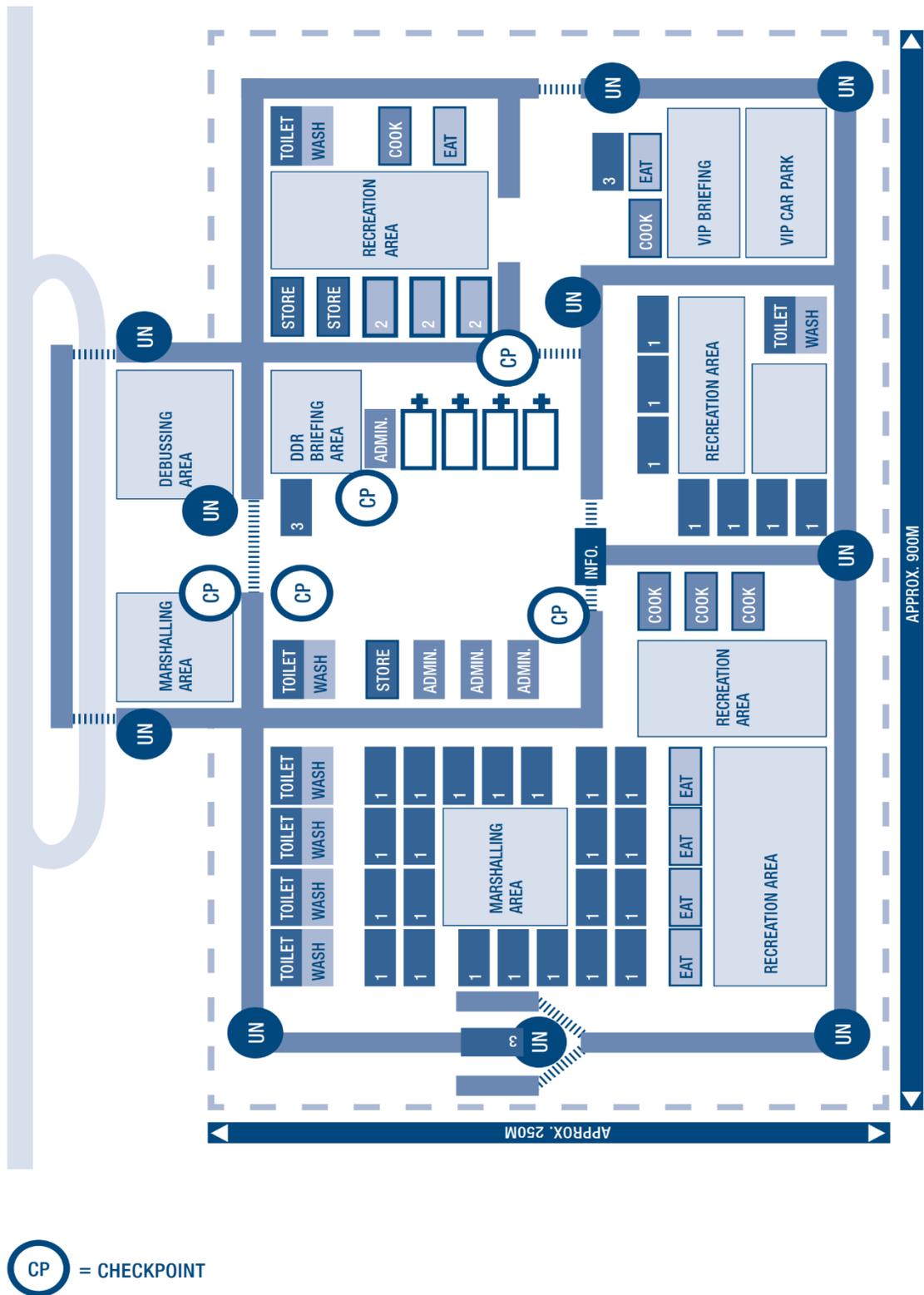
Irrespective of the type of transfer modality selected, the delivery mechanism (cash, vouchers, mobile money transfer) should take into account potential protection issues and gender-specific barriers.

For guidance on cash, voucher and in-kind assistance to children, as well as the participation of children in public works programmes, see IDDRS 5.20 on Children and DDR and IDDRS 5.30 on Youth and DDR.

## Annex A: Abbreviations

ICRS	Information, Counselling and Referral System
SGBV	sexual and gender-based violence
SOP	standard operating procedure

# Annex B: Generic layout of a demobilization site



## Annex C: Sample terms and conditions form

As a participant in the DDR process, the terms of your benefits are conditional on the following:

1. Your hand over of all weapons and ammunition;
2. Your agreement to renounce military status;
3. Your acceptance of and conformity with all rules and regulations during the full period of your stay at the disarmament and/or demobilization site;
4. Your agreement to respect the staff, officials and other demobilized combatants at the disarmament and/or demobilization site;
5. Your refraining from all criminal activity and contributing to your nation's development;
6. Your cooperation with and participation in programmes designed to facilitate your return to civilian life.

*Failure to abide by these terms will result in the forfeiture of my participation in the programme.*

<p>I hereby accept and will adhere to the above terms and conditions and request to be considered a participant in the DDR process</p> <p>Signature:</p> <p>.....</p> <p>Location:</p> <p>.....</p> <p>Date:</p> <p>.....</p> <p>Temporary ID Number:</p> <p>.....</p>
--

Verified and endorsed by:

.....

## Annex D: Sample profiling questionnaire

DDR IDENTIFICATION FORM STRICTLY FOR MISSION PERSONNEL ONLY			
VOLUNTARY REPATRIATION:		DELAYED/NO REPATRIATION:	
Mission to repatriate		a) Refer to UNHCR/ICRC/NGO	
Refer to UNHCR/ICRC or other		b) Transfer to CTO (minors)	
		c) Other:	

PHOTO

REGISTRATION SITE INFORMATION:		SERIAL NO.: ____ -- ____ -- ____ -- ____
Date: (DD-MM-YY)	Location:	Name of interviewer:

STATUS OF CANDIDATE (PLEASE CIRCLE):			
Ex-combatant (armed)	Non-combatant (not dependant, e.g., community member)	Child associated with armed forces	Unaccompanied minor
Ex-combatant supporter	Dependant with combatant	Dependant without combatant	
Has dependants elsewhere in the country	Foreign	Other	
If yes, where?			
How many			

PERSONAL INFORMATION:			
First name:	Last/Family name:	Date of birth:	Place of birth:
Age:	Sex:	Nationality:	Challenged: Physically ___ Mentally ___
Religion/Association	Language: Mother tongue: Second language:		
Contact address:		City/Village:	Province/State:
Residential address:		City/Village:	Province/State:

**HEALTH:**

Is he/she ill or injured upon demobilization? If yes, describe diagnosis

Yes \_\_\_

No \_\_\_

Does he/she require psychosocial services?

Yes \_\_\_

No \_\_\_

Does he/she want to be physically separated from particular person(s) in the camp? If yes, who?

Does he/she want to live in the same camp with particular person(s)? If yes, who?

**FAMILY/COMMUNITY INFORMATION:****Spouse/partner information:**

Marital status: Married ___ Single ___ Widow(er) ___ Other ___	Number of spouse(s) or partners:	Living with spouse?	
Registered spouse/Partner:	Date of birth:	Relationship:	
Name of spouse or partner:	Age:	Legal (L) or Customary (C) marriage? L ___ C ___	Married how long?
Contact address:		City/Village:	Province/State
Residential address:		City/Village:	Province/State

**Child/Dependant information:**

Number of children:	Living with how many children?	Living with how many dependants?		
---------------------	--------------------------------	----------------------------------	--	--

**Information on children (c), dependant (D):**

Name: 1. 2. 3. 4. 5. 6.	Sex:	Age:	Name of father:	Name of mother
Residence of father: 1. 2. 3. 4. 5.	Residence of mother:			
City/Village:	Province/State:			

Community of reintegration information:			
Name of community:	Type of community:	Reintegration committee?	
Address:		City/Village:	Province/State:

### FURTHER BACKGROUND INFORMATION:

#### Academic and professional curriculum:

School/Training level:

Reading and writing level:	Formal educational level:	Vocational specialization:
----------------------------	---------------------------	----------------------------

Work experience (from most recent to least recent occupation):

From:	To:	Place:	Description of work:
-------	-----	--------	----------------------

What does he/she want to do after demobilization?

What type of job does he/she want to get?

1st choice:

2nd choice:

Does he/she want to receive vocational training? If yes, what type?

#### Military curriculum:

Force ID number:

Rank:	Unit:	Faction:	Last duty station:
-------	-------	----------	--------------------

Year of service:	Monthly military income:	Recruitment type: Voluntary ___ Forced ___ Other:
------------------	--------------------------	--

Description of military occupation/activities:

Dates and places of engagement:

From (MM-YY):	To (MM-YY):	Commander's name:	Place:
1.			
2.			
3.			
4.			
5.			

#### ADDITIONAL QUESTIONS:

Does he/she know other combatants/supporters/dependants who have not come to the programme? If yes,

Why:	Where:	How many:
------	--------	-----------

How did he/she hear about this programme (check all that apply)?

Radio

Newspaper

Public advertisement

TV

UN employee

Fellow ex-combatant/supporter

Other:

What was his/her incentive to come to this programme (tick all that apply)?

Economic

Peer pressure

Family

Other:

**SUPPORTER ONLY:**

Function:	Tick if applicable:	How long?	Comments
1. Administrator			
2. Camp leader/Coordinator			
3. Cook			
4. Health care provider/ Nurse			
5. Informant			
6. Messenger			
7. Mine worker			
8. Mobilizer of public support			
9. Porter			
10. Radio operator			
11. Sex worker			
12. Translator/ Interpreter			
13. Other ( )			
14. Other ( )			

**Additional observations and comments:**

Signature of interviewer: .....

Signature or thumbprint of interviewee: .....



<sup>1</sup> Terrorist acts refer to an act contained in one of the 19 international counter-terrorism instruments, see <https://www.un.org/counterterrorism/international-legal-instruments>. Terrorist offences refer to those offences contained in a State's domestic legislation.

<sup>2</sup> Specific risks associated with the provision of vouchers, in-kind support and the financing of terrorism are addressed in a forthcoming IDDRS module on DDR and armed groups designated as terrorist organizations.