

Procedures of the Counter-terrorism Committee and its Subcommittees for
the “PIA stocktaking” exercise
(as approved at the 211th CTC meeting held on 11 December 2008 and
revised on 24 March 2009 (S/AC.40/2009/NOTE.60/Add.1))

1. Upon receipt of the relevant documents from CTED, they will be circulated by the Chairmen of the subcommittees to the subcommittee members **with a view to discussing them at a future meeting of the subcommittee**. These documents will also be circulated to all other members of the Committee for their **information**.
2. Each subcommittee will discuss the relevant documents (draft PIAs and cover notes, and draft letters, where appropriate) at a meeting to be convened by the subcommittee Chairmen no less than five working days after the circulation of these documents.
3. When the initial discussion held by a subcommittee reveals that some or all documents as prepared by CTED require no revision, these documents will be held over by the Chairman of the subcommittee for further action.
4. If during the initial discussions subcommittee members propose substantive and/or editorial amendments to all or some of the documents, CTED will be asked to revise these documents accordingly and to forward the documents thus revised in track changes mode to the Chairman of the Committee, **for information**, and to the Chairman of the relevant subcommittee **for further action**.
5. The Chairman of the subcommittee will then circulate the documents which had required no revision (para. 3 above), along with the documents revised by CTED (para. 4 above) and will initiate a **five-day silence procedure on relevant documents** before forwarding them to the Chairman of the Committee for further action. In the note initiating the silence procedure, the subcommittee Chairman will clearly indicate which documents required no revision and which documents have been revised by CTED.
6. During the silence procedure any member of a subcommittee may at any time above request that a specific document be discussed, in whole or in part, at the next subcommittee meeting. Members of the subcommittee will be, however, encouraged to limit such requests to documents on which amendments have already been proposed.
7. Documents that have been approved by the subcommittees, will be circulated by the Chairman of the Committee to members for their **consideration**.