

Guidelines of the Counter-Terrorism Committee for post-visit follow-up

(adopted on 11 December 2012)

The Committee's Framework Document for Committee visits continues to serve as the basis for handling visit procedures. Additionally, the Committee has decided to provide the following guidelines concerning both substance and procedures, aimed at streamlining and enhancing the efficiency of the post-visit follow-up work of the Executive Directorate.

A. On substance

(i) Preliminary conclusions

1. Preliminary conclusions (usually up to five pages) should continue to include key factual findings in a concise form and focus on recommendations in a number of priority areas regarding measures to enhance capacity and implementation, needs for technical assistance, or good experience and practices as well as donor strength and focus, as appropriate;
2. During the relevant working sessions and in particularly in wrap-up session held at the conclusion of country visits, the visiting delegation should endeavour to discuss with the relevant authorities of the visited State its key factual findings and recommendations regarding technical assistance in priority areas and seek the visited State's general consent to the initiation of early follow-up activities after the visit in that regard;
3. The preliminary conclusions will be submitted to the Committee for consideration and adoption, and after such consideration and adoption, the preliminary conclusions will serve as a guideline for preparation of the final report and further work with the visited State; and
4. CTED, after the Committee's consideration and action on the preliminary conclusions, should immediately initiate follow-up activities in those priority areas and keep the Committee informed accordingly.

(ii) Committee visit report

5. Visit reports, in addition to preliminary conclusions, are generally categorised into three: comprehensive, focused or regional and follow-up visit. The reports may include not only the results of the visit but also subsequent information on measures (if any) taken by the visited State after the visit, as well as status of facilitation of technical assistance as identified and generally consented to by the visited States. They are usually limited to no more than 20 pages;
6. The comprehensive visit report should be made more analytical and should include the visited State's factual observations and responses while keeping within the 20 page limit;
7. The report for the focused or regional visits should concentrate on the topics included in the agenda of the visit;
8. The report on the follow up visit should focus on the implementation of the follow-up activities of recommendations of previous visit; and
9. The stock-taking exercise before the visit should also assist in identifying priority areas of concern/ technical assistance and exploring whether an international or regional organization has activities/projects planned or on-going in those areas.

B. On procedure

1. *Report format and timeline for submission and consideration*

10. For the purposes of accuracy and courtesy, in the case of focused or regional visits, where there is no sufficient time for a wrap-up, the visited Member State should convey its initial factual observations on the draft preliminary conclusions within two weeks of the conclusion of the visit;
11. Visited Member States should be given two months to respond to the draft visit report with their factual observations;
12. In case no response is received within the time limit as mentioned in sub-paragraphs 10, and 11 above, the Committee, as proposed by CTED, may proceed with its consideration of the preliminary conclusions or draft visit report, as the case may be;
13. For the purposes of expedition, the Committee may wish to consider adopting the final visit report in accordance with the silence procedure, on the understanding that any Committee member may raise any issue for discussion by the Committee's plenary;
14. Once the visit report is adopted, the visited State should submit its response on steps taken to implement the recommendations contained in the report within four months;
15. The Committee will be informed when the completion of the final report is delayed indicating the reasons for the delay, including exceptional situations such as States in transition or conflict;
16. Visited States' requests for an extension of the deadline for submitting its comments on the preliminary conclusions or draft visit report should be submitted in writing to the Committee for its decision; and
17. In case of a delay of three or more months in the submission by a visited State of information concerning steps taken or to be taken to implement the recommendations contained in the visit report, the Committee Vice-Chair responsible for matters concerning the State in question should schedule a meeting with its representatives.

2. *Enhanced communication tools*

18. Member States should be encouraged to make greater use of electronic means of communication, including e-mail or other secure means, as appropriate, for conveying their responses to the preliminary conclusions or the draft visit report;
19. CTED should engage with the focal points of visited States, whether in New York or in the capitals, concerning finalization of the draft visit report;
20. The Office of the United Nations Resident Coordinator concerned should be involved in country visits, as appropriate, to assist with, inter alia, follow-up to the visit; and
21. Where a Member State has submitted comments and responded to the recommendations made in the visit report, the Member State should be restored to the standard OIA/DIS stocktaking cycle, with an emphasis on implementation of the recommendations.

Counter-Terrorism Committee Executive Directorate (CTED)

Annex I

Timeline for follow-up to Counter-Terrorism Committee country visits

No.	Action	Action by	Deadline	Time from conclusion of visit
1.	Submission of preliminary conclusions to Committee	CTED	30 days	1 month
2.	Submission of draft visit report to Member State for comments	CTED + CTC	30 days	2 months
3.	Response of visited Member State to draft visit report/recommendations	Visited Member State	60 days	4 months
4.	Submission of draft final visit report to Committee	CTED + CTC	30 days	5 months
5.	Submission by Member State of response to visit report recommendations	CTC/CTED + Member State	120 days	9 months