

Updated guidelines for enhancing the Committee's post-visit follow-up, including shortening timelines for drafting and reviewing reports

(Adopted on 8 October 2018)

The following updated guidelines on substance and procedure are intended to streamline and enhance the Committee's post-visit follow-up, including by shortening the time frames for drafting and reviewing reports.

A. On substance

(i) Preliminary assessment and observations (PAO)¹

1. The document should include, in a concise form, an analysis of the terrorism threat, trends, concerns, risks and challenges; key factual findings and evaluations; recommendations, in a number of priority areas, regarding measures to enhance the effective implementation of the visited Member State's counter-terrorism measures; and, where applicable, the identification of priority technical assistance needs to be addressed by technical assistance providers and implementing partners in order to enhance the visited State's capacities in countering terrorism in accordance with the relevant Security Council resolutions. The document should also identify effective and good experiences and practices, as well as donor strength and focus, as appropriate;
2. The visit should be planned and conducted so that, during the relevant working sessions (in particular the wrap-up session held at the conclusion of the visit), the visiting delegation has the opportunity to discuss its key factual findings, observations and recommendations with the relevant authorities of the visited State and seek the State's agreement to the prioritized technical assistance needs. With respect to Member States that lack capacity and are in need of technical assistance, the delegation should also seek the visited State's general approval to the initiation of immediate follow-up action;
3. The document should be submitted to the Committee for its consideration and adoption, usually at a formal meeting of the Committee. Under certain expedited circumstances and where deemed appropriate by the Committee, the report may be adopted under the no-objection procedure with the understanding that CTED will deliver a briefing on the report at a subsequent meeting of the Committee and that the PAO will then serve as a guideline for the facilitation of technical assistance delivery, the preparation of the final report, and further work with the visited State; and
4. Following the Committee's consideration of, and action on, the PAO, CTED should immediately initiate follow-up activities in the identified priority areas and keep the Committee informed accordingly.

¹ The "Preliminary assessment and observations" (PAO), replacing the earlier terms *preliminary conclusions* (PC) and *overview*, would include an analysis of terrorism threat, trends, concerns, risks and challenges; the identification and evaluation of Member States' progress, strength, shortfalls and effective and good experience and practices; and comments and recommendations for technical assistance.

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(ii) Committee visit report

5. There are four types of visit report: (i) “comprehensive”; (ii) “focused or regional”, (iii) “follow-up”, or (iv) “advocacy”. These categories may also cover other types of visit endorsed by the Security Council (S/2008/80) or any new type of visit that the Committee may wish to approve. The report should address the issues set forth in paragraph A (i) 1, above.
6. The visit report, including the contributions by participating United Nations bodies and international and regional organizations, should be made more analytical and should include the visited State’s factual observations and responses, as well as technical areas agreed to by the visited State.
7. Reports on focused, regional and advocacy visits and other types of visits should focus on the topics included in the visit agenda;
8. The report on the follow-up visit should focus on the implementation of follow-up activities; the outcome of the recommendations made following previous visits; and any new threats, trends, and measures that are relevant to resolutions adopted by the Council since the previous report;
9. Where applicable, the stocktaking exercise conducted prior to the visit should also assist in the identification of priority areas of concern / technical assistance and the consideration of whether a United Nations entity or international or regional organization is implementing, or plans to implement, activities/projects in those areas.

B. On procedure

(i) Report format and time frame for submission and consideration

10. The time frames outlined in **Annex** shall be applied in relation to the PAO, draft reports, and the visited Member State’s responses thereto. As a matter of courtesy, and in order to ensure accuracy, Member States’ factual observations on the PAO should be considered by CTED during the drafting of the report;
11. Visited Member States should be given 30 days to submit their factual observations on the draft visit report, as well as information concerning any new developments;
12. Upon the submission of a written request by the visited Member State, the Committee may consider extending the deadline for submission of factual observations, provided that the extension does not exceed 30 days from the original deadline.
13. In the event that no response is received within the time limit noted under paragraph 11, above, the Committee may proceed with its consideration and adoption of the draft visit report at the formal meeting of the Committee;
14. Under certain expedited circumstances and where deemed appropriate by the Committee, final visit report may be adopted in accordance with the no-objection procedure, on the understanding that any Committee member may raise any issue for discussion at a formal meeting before the adoption of the Committee;
15. Unless an extension is granted by the Committee in accordance with paragraph 12, above, CTED shall, within one week of the expiry of the deadline set forth in paragraph 11, submit a proposal, for the Committee’s consideration, on the best way to proceed. The proposal shall indicate the reasons for the delay, including exceptional situations, such as States in transition or conflict.
16. In the event that the Committee does not agree to proceed with the consideration of the draft visit report, in accordance with paragraph 14 above, the Committee Vice-Chair responsible for the relevant subcommittee should schedule a meeting with its representatives, either alone, or in the presence of subcommittee members, to identify the best way to proceed.

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17. Once the visit report has been adopted by the Committee, the visited State should submit its response on steps taken to implement the recommendations contained in the report within six months of the date on which it receives the final report from the Committee Chair;
 18. In the case of PAOs and draft reports written in French, the Committee shall circulate the documents in French, for the Committee's consideration. The English translation shall follow. The time frames set forth in **Annex** will be associated with the approved French documents, not with the English translation.
 19. If the visited Member State's official language is a United Nations official language other than the Secretariat's two working languages (English and French), the six-month period noted in paragraph 17, above, shall commence on the date on which the report is transmitted, together with its translation into the other official language.
 20. CTED shall report to the Committee, within 12 months of the Committee's adoption of the initial assessment report, on steps taken by the visited Member State to implement the recommendations contained in the assessment, bearing in mind the available capacities, resources, and needs for technical assistance in the implementation of some of the recommendations, in accordance with paragraph 10 of resolution 2395 (2017).
 21. In the event of a three-month delay in the visited State's submission of information concerning steps taken or to be taken to implement the recommendations contained in the visit report, the relevant Committee Vice-Chair should schedule a meeting with the State's representatives, with the assistance of the Committee Secretariat. The Committee should be informed of the outcome of such meetings.
 22. Following the visited State's submission of information concerning steps taken or to be taken to implement the recommendations contained in the visit report, and following CTED's briefing to the Committee on its findings (paragraph 20, above), CTED shall send to the Committee the relevant Overview of Implementation Assessment (OIA) and Detailed Implementation Survey (DIS) (the two assessment tools currently in use), in accordance with the current stocktaking procedures.
- (ii) Enhanced communications tools**
23. Member States should be encouraged to make greater use of electronic means of communication, including email or other secure means, as appropriate, to submit their responses to the PAO and/or the draft visit report;
 24. CTED should engage with the focal points of visited States, whether in New York or in Member States' capitals, concerning the finalization of the draft visit report;
 25. The Office of the United Nations Resident Coordinator concerned, Special Representatives of the Secretary-General, and other available and relevant United Nations Field Offices should be involved in country visits, as appropriate, to assist with, inter alia, follow-up to the visit;
 26. Pursuant to paragraphs 18 and 19 of Security Council resolution 2395 (2017), a representative of the Office of Counter-Terrorism shall be invited to participate in meetings of the Committee, as an observer, whenever the PAO and final draft visit reports are presented by CTED, immediately followed by the Committee consideration and action without the presence of such representative;
 27. Where a Member State has submitted comments on, and responded to the recommendations made in the visit report, it should be restored to the standard OIA/DIS stocktaking cycle, and emphasis should be placed on its implementation of the Committee's recommendations.

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Annex

2018 Updated timeline for follow-up to Counter-Terrorism Committee country visits

No.	Action	Action by	Deadline	Time from conclusion of visit
1.	Submission of preliminary assessment and observations (PAO) to Committee ²	CTED	two weeks	Two weeks
2.	Submission of draft visit report to Member State for comments	CTED + CTC	30 days	45 days
3.	Response of visited Member State to draft visit report/recommendations	Visited Member State	30 days	2 1/2months
4.	Submission of draft final visit report to Committee	CTED + CTC	15 days	3 months
5.	Submission by Member State of response to visit report recommendations	CTC/CTED + Member State	6 months	Within 12 months of the visit as per resolution 2395 (2017)

² United Nations entities, international and regional organizations, which participate at the visit, will be requested to provide their full contributions to the draft report during the process of finalizing the PAO.