

**PROCEDURES OF THE SUB-COMMITTEES OF THE COUNTER-TERRORISM  
COMMITTEE (CTC) REGARDING THE PRELIMINARY IMPLEMENTATION  
ASSESSMENTS (PIA)**

- After receipt of a Preliminary Implementation Assessment (PIA) from the Counter-Terrorism Executive Directorate (CTED) the Chairman of a Sub-Committee will distribute it to members of the relevant Sub-Committee under silence procedure of minimum 30 days.
- Delegations may at any time during the silence procedure request that a PIA should be discussed, in whole or part, in a meeting of a Sub-Committee in which case the PIA would be inserted on the agenda and discussed at a meeting to be convened as soon as possible.
- In instances where a delegation breaks silence to effect technical or factual amendments to a PIA that are not of a substantive nature, the Chairman of a Sub-Committee may, after informal consultations with other members of the Sub-Committee and without convening a meeting, request the CTED to amend the affected PIA and distribute it – with track changes - under a shortened silence procedure of 5 days, i.e. after the expiry of the first silence procedure of 30 days. For amendments that are of a substantive nature, the PIA will be placed on the Sub-Committee's agenda.
- If silence is maintained during the 30-day period, a PIA would be deemed to have been approved by a Sub-Committee.
- After approval of a PIA the Chairman of a Sub-Committee will convene a meeting to discuss the draft letter and cover note. Following the meeting, the documents, revised as discussed, will be circulated under a silence procedure of 5 days for approval by members of the relevant Sub-Committee.
- After approval of a PIA, draft letter and cover note, the Chairman of a Sub-Committee will forward these to the Chairman of the Counter-Terrorism Committee (CTC) in accordance with the updated working methods of the Committee.
- In order to facilitate the consideration of the documents, Sub-Committee chairmen are encouraged to inform members of the Sub-Committee as well as CTED and the Secretariat as much in advance as possible about the planning and the agenda of the meetings.