

PROCEDURES FOR CTC VISITS TO MEMBER STATES

1. *Preparation*

- a). The Counter-Terrorism Executive Directorate (CTED)¹ prepares proposals on visits to Member States (hereafter visits) to the CTC Plenary in accordance with the Committee Report on its revitalization (S/2004/124) and the provisions of the UNSCR 1535 (2004). These proposals will contain preliminary assessments outlining the rationale for the visit and the list of international, regional and sub-regional organizations (I/ROs) as well as the United Nations bodies, including UNODC when appropriate, that could assist in monitoring and could provide technical assistance to enhance that Member State's implementation of its obligations of the UNSCR 1373 (2001). The CTC Plenary will make its decisions on visits based on the proposals submitted by the CTED.
- b). Following the CTC Plenary's decision the CTED will secure the consent of that State for the visit to take place.
- c). The Executive Director of the CTED will consider the composition of the visit team, and in consultation with the host country invite I/ROs and UN bodies to provide an expert, as appropriate. The I/RO experts will provide technical advice on the international standards and best practices in the areas of the UNSCR 1373 (2001) that are covered by this I/RO or UN body. Their role will include assisting in the preparation for the visit, providing technical advice during the visit, and preparing appropriate inputs to the visit report.
- d). The CTED will consult appropriate officials of the State to be visited on the key details of the visit. These should include, *inter alia*:
 - i. The dates for the visit;

¹ As the work of the CTC experts will soon be taken over by the CTED, this document will henceforth refer only to the CTED. It is understood, however that until the CTED becomes operational, the activities in question are to be carried out by the experts of the CTC.

- ii. The scope of the visit (i.e. which aspects of the UNSCR 1373 (2001) the visiting team will focus on);
- iii. The preparation of the program for the visit;
- iv. The list of the State agencies and the appropriate level of officials with whom the visiting team should meet;
- v. The logistical arrangements such as interpretation and translation. In case UN facilities are not available, the State may be requested to provide office facilities, local transportation, etc.

2. *Conduct of Visit:*

- a). In accordance with the CTC's practice of equal treatment, and in order for visits to be based on a uniform standard, the CTED will prepare and conduct visits according to a common set of guidelines for the use of visit teams. These guidelines will be prepared by the CTED.
- b). To ensure transparency and clarity, the visiting teams will hold wrap-up sessions with the State at the conclusion of the visit.

3. *Mission Follow-up:*

- a). Each visiting team shall prepare a report within 30 days of the conclusion of the visit. The report should contain the factual findings of the mission agreed to by the visited state.
- b). The report should also contain conclusions reached by the visiting team regarding:
 - i. Areas of concern in the implementation of the provisions of the UNSCR 1373 (2001) identified by the visiting team;
 - ii. The capacity of the State to implement its obligations under the UNSCR 1373 (2001);
 - iii. The priority assistance needs of the visited State, as appropriate;

c). Based on the above conclusions, the report should further contain the CTED's recommendations as to the steps the visited State should take in order to fulfill its obligations under UNSCR 1373 (2001).

d). The full draft report, containing conclusions and recommendations, is first shared with the visited State. That State has 30 days in which to review the report and make observations to the CTED.

e). Upon the expiry of the above 30 day period, the CTED shall have 15 days in which to finalize the visit report and submit it to the CTC Plenary for its consideration and endorsement.

f). Upon the endorsement by the CTC Plenary, the report is officially forwarded to the visited State. That State is requested to provide a report to the CTC within 90 days of the steps it is taking to meet recommendations contained in the visit report in order to fulfill its obligations under the UNSCR 1373 (2001). Other than the official communication with the State in question, the visit report remains confidential unless that State decides otherwise.² The CTC, including through the CTED, will encourage the State in question to allow parts of the report concerning assessments of technical assistance needs to be shared with relevant assistance providers if the CTC believes that this might facilitate the provision of assistance to that State.

g). Upon the endorsement of the visit report by the CTC Plenary, the CTC will issue an information document for the public domain which will refer to the visit in question in general terms. The text of this document will be prepared by the CTED for the consideration and endorsement of the CTC Plenary.

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