

COUNTER-TERRORISM COMMITTEE'S UPDATED

Preparation of a Cover Note

1.2 For initial discussion in the Sub-Committees, and subsequently in the Committee, CTED will accompany the PIA with a cover note containing at a minimum:

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Preparation of a Cover Letter

1.5 For initial discussion in the Sub-Committees, and subsequently in the Committee, CTED will, if appropriate, accompany the PIA and cover note with a draft cover letter (for approval by the Committee and eventual signature by the Committee Chairman) containing at a minimum the following elements:

- Notify the Member State about the Committee's assessment of its implementation of the obligations and provisions of resolution 1373 (2001) recommend concrete steps for addressing any limitation in that implementation and invite possible comments;
- Remind the Member State of its obligations to fully implement resolution 1373(2001), and that such implementation is an ongoing process, which requires continued and consistent focus on the part of all relevant authorities;
- Inform the State that the Committee intends to take stock of the State's implementation of the obligations and provisions of resolution 1373 (2001) within a given period of time (such as a year or two), invite the State to keep the Committee informed of any development in its implementation of resolution 1373 (2001);
- Request the Member State to respond formally to the Committee's assessment at least three months in advance of the Committee's next stock-taking of the status of the State's implementation.

1.6 Notwithstanding provisions of paragraph 1.5., the draft cover letter may, as appropriate, draw upon the following non-exhaustive list of recommendations/options:

- Indicate possible shortfalls (prioritised) in the State's implementation of the resolution so far;
- Request further information, if so decided under 1.3 a), with an indication of a deadline for providing such information (usually three months, unless there are particular reasons to stipulate another deadline);
- Invite the Member State to engage in dialogue with the Committee and its CTED, in line with the methodology decided upon under 1.3 a). A deadline for providing feedback will be indicated (usually three months, unless there are particular reasons to stipulate another deadline);
- Recommend – if the Committee is of the view that these shortfalls in implementation are due to limited capacity – that the Member State seek technical assistance to address priority shortfalls, and indicate that the Committee is willing to facilitate the provision of assistance in these areas;

- Seek the agreement of the State for the Committee to share these identified technical assistance needs with potential donors/providers and invite the State to forward any further updated information on technical assistance to be provided by any donor/provider;
- Request the Member State to indicate when it expects, with the provision of technical assistance if appropriate, to be able to fill the identified shortfalls in implementation -- possibly through developing an action plan.
- Recommend other prioritised solutions for addressing these shortfalls

2. Decision-Making Phase: Consideration and approval in the Sub-Committee and Committee

2.1 The Sub-Committees will consider the PIA, accompanying cover note and draft cover letter, and discuss the proposed action. CTED will update the material if and as necessary. Once the Sub-Committee has concluded its consideration of the PIA, then the cover note, the proposed course of action and the approved draft cover letter, if appropriate, will be forwarded to the Committee.

2.2 The Committee will consider the PIA, the cover note and the proposed course of action, and will approve the cover letter if appropriate, before forwarding the factual part of the PIA and cover letter to the State in question.

3. Subsequent actions

3.1 Until CTC again takes stock of the level of implementation, as indicated above, CTC and its CTED will collaborate actively with the Member State in question to facilitate enhanced implementation.

3.2 At the time when the CTC again takes stock of a Member State's implementation, as indicated above, the Committee will assess progress made by the Member State.

3.3 CTED will develop a tool, which will enable the CTC to track the sequence in which it will review the status of Member States' implementation of resolution 1373 (2001).