

Scenario for the test phase of RevMod of the SHERLOC knowledge management portal – UNTOC Review Mechanism

Introduction

Pursuant to the operative paragraph 8 of resolution 9/1 of the Conference of the Parties to UNTOC, RevMod of SHERLOC was developed in close consultation with States parties. At the present stage, as required by the Conference in the resolution, the Secretariat is organizing a test phase **with the main objective** of verifying whether the components of RevMod are working correctly and are understandable to users, in line with the requirements contained in the Procedures and rules for the functioning of the mechanism for the review of the implementation of UNTOC and its Protocols.

Through the test phase the Secretariat aims at collecting feedback to enhance user experience and to correct possible errors that the online platform may still be experiencing at this stage of development.

Due to the complex development process and impact of the COVID-19 pandemic, some functionalities may still not be available. However, all the main features have been implemented and users will be able to perform a complete review of the Cluster one of articles the implementation of which will be carried out in review phase one.

The final version of RevMod is expected to be completed in the following month and be briefed to the Conference for consideration at its tenth session to be held from 12 to 16 October 2020.

Call for volunteers

States are hereby invited to appoint one or more delegates to participate in the test phase of RevMod as volunteers by **COB Monday, 17 August 2020**. The test will simulate one country review process where one State party is reviewed by two other State Parties. **Nine** volunteers will be selected on a first come, first serve basis to serve as the role of focal points, one per Party, the roles of two governmental experts of the Party under review, and the roles of two governmental experts of each reviewing State Party. Please note that this a hypothetical test, and volunteers will not be assigned their roles based on their States.

Volunteers will simulate the review of cluster I of articles on criminalization and jurisdiction¹. As mentioned above, users will be given different roles. Governmental experts will contribute to replying the questionnaires, drafting the feedback, the lists of observations and their summaries. The focal points will validate each sub-step allowing the review process to move forward.

Format:

The test scenario will be carried out in an in person workshop format held at a meeting room at VIC on 24 and 25 August. The test will be carried out in several sessions of approximately two hours each. The specific calendar for the workshop will be agreed with the volunteers as not all users are expected to attend every session. Each session will be designed to carry out specific tasks in one of the four steps in which each review phase is divided (please see below).

Volunteers will be divided in two groups (reviewed and reviewers) and will be supported by the Secretariat staff in performing their tasks.

Volunteers shall bear in mind that the test will need approximately four sessions within two days to go through all the steps of the review as described below.

The observation of the simulation via MS Team is being considered

Review process

Step 0 – Preliminary consultations

This step will be available to focal points only. In this section focal points will have to agree on the timeline and on the languages to be used during the review process. However, it must be noted that for the test phase the only available language will be English.

Through a voting system, all focal points shall agree on one or more languages and on the timeline to submit each step (questionnaires, written feedback, lists of observations and summaries).

¹ The version of the questionnaire that was used for the scenario is not the most up to date as uploading the questionnaire in the module is a time-consuming exercise and as per the development schedule of the RevMod, the questionnaire in the module was uploaded before the round of informal consultations on the harmonization of the self-assessment questionnaires held in April 2020.

Step A – Completing the self-assessment questionnaires

This step will be available to users of the country under review only. A chat-box will allow volunteers to divide their tasks and discuss the answers. Once the questions are answered, the focal point of the country under review will be able to submit the finalized questionnaires and close the step.

This step will be available even if Step 0 has not been finalized to allow experts to start preparing the answers.

The attach functionality will not be available for the test phase, but it will be developed for the final version of the module.

Once submitted, the questionnaire will not be modifiable by users.

Step B: providing feedback

This step consists of two sub-steps. In the first sub-step, all users representing reviewing and reviewed States will be able to discuss the answers provided to the questionnaire in step A and ask for clarifications. The discussion will happen through the chat and will represent the opportunity for the State under review to provide additional information and to establish a dialogue with its reviewers.

In the second sub-step, accessible only to reviewers, the preliminary feedback will be drafted. Experts will be able to divide task through self-assigning specific sections of the feedback to be provided². More than one user will be able to contribute to the same section.

Once the output is deemed satisfactory, all the reviewing States will have to agree on closing step B through their focal points. RevMod will ask all focal points to agree on the content. The feedback will then become available to the country under review where it can be further discussed in preparing the lists of observations.

Step C: lists of observations

Users will be able to draft the lists of observations based on the blueprint adopted by the Open-ended intergovernmental expert group, established in accordance with resolution 9/1(IEG) and embedded in RevMod. Users can divide task through self-assigning specific sections of the lists of observations and can discuss their content

² Each editable text field will have a “take and release” functionality. Users can take the responsibility of a specific text field and release it when they think that their inputs are completed. This allows to manage tasks and responsibilities in the module and to keep track of which user is responsible for what.

through the chat. As this is meant to be a collaborative effort, all States will have to agree on the outcome through their focal points.

The Secretariat will be able to assist in drafting the lists of observations if required to do so.

Step D: summaries

As in Step C, volunteers will be able to draft the summaries of the lists of observations based on the blueprint adopted by the IEG that was embedded in RevMod. Users will be able to divide task through self-assigning specific sections of the summaries and to discuss their content through the chat. As this is meant to be a collaborative effort, all States will have to agree on the outcome through their focal points.

The Secretariat will be able to assist in drafting the summaries if required to do so.

The role of the Secretariat

For the test phase the Secretariat will be able to provide assistance throughout the process as it will be able to intervene in all steps to support users in performing their task.