

A GUIDE TO THE

PRELIMINARY CONSULTATION

UNTOC Review Mechanism



WELCOME

Dear Focal Point,

Welcome to the UNTOC Review Mechanism. We are happy to have you on board!

As you know, the Preliminary Consultation meeting marks the beginning of the journey, as it is the moment that establishes the contact among Focal Points. Prior to this meeting, we would like to share with you some important information, included in this guide. More information and additional resources can be found on the UNTOC Review mechanism website, [accessible here](#).



**"What you
need to know
about the
UNTOC
review
mechanism"**



THE MEETING



What is the purpose of the preliminary consultation?

The purpose of the preliminary consultation is to provide the opportunity for focal points to meet, discuss and agree on the following:

- establishment of time frames,
- working language(s) and
- division of labour for each step of the country review.



Who will participate in the preliminary consultation?

The three Focal Points involved, and if they so wish the Secretariat, who may moderate the meeting and be available for any questions that may arise.

Please note that governmental experts are also welcomed to join. Should you wish to have them attending, you are welcome to directly share the meeting link with them. Decision-making, however, would be left for the Focal Points.



How can I prepare for the preliminary consultation?

As one of the objectives of this meeting is to jointly agree on aspects relative to each Parties' involvement in the review, we advise you to conduct the necessary internal/domestic consultations (if needed) so as to be in a position to take decisions during the meeting. Moreover, to better prepare yourself for the meeting, we kindly recommend you to consult the following materials :

- Resolution 9/1 and its annex (Procedures and rules for the functioning of the Mechanism), [available here](#)
- Resolution 10/1 and its annexes (Guidelines for conducting the country reviews, blueprint for the list of observations for country reviews and self-assessment questionnaires), [available here](#)
- Infographic on the UNTOC Review Mechanism (available as Annex to this document)
- E-learning module on the review mechanism and REVMOD, [available here](#) (currently in English and French)
- Manuals for Focal Points Experts, [available here](#) .



MAIN AGENDA ITEMS

1) How many languages can we agree upon?

According to operative paragraph 50 of the [Procedures and rules](#), the review process may be conducted in one or two of the working languages of the Mechanism (Arabic, Chinese, English, French, Russian and Spanish). The States parties are encouraged to conduct the review in one or two of the working languages of the Mechanism. In exceptional circumstances, the review process may be conducted in three working languages.

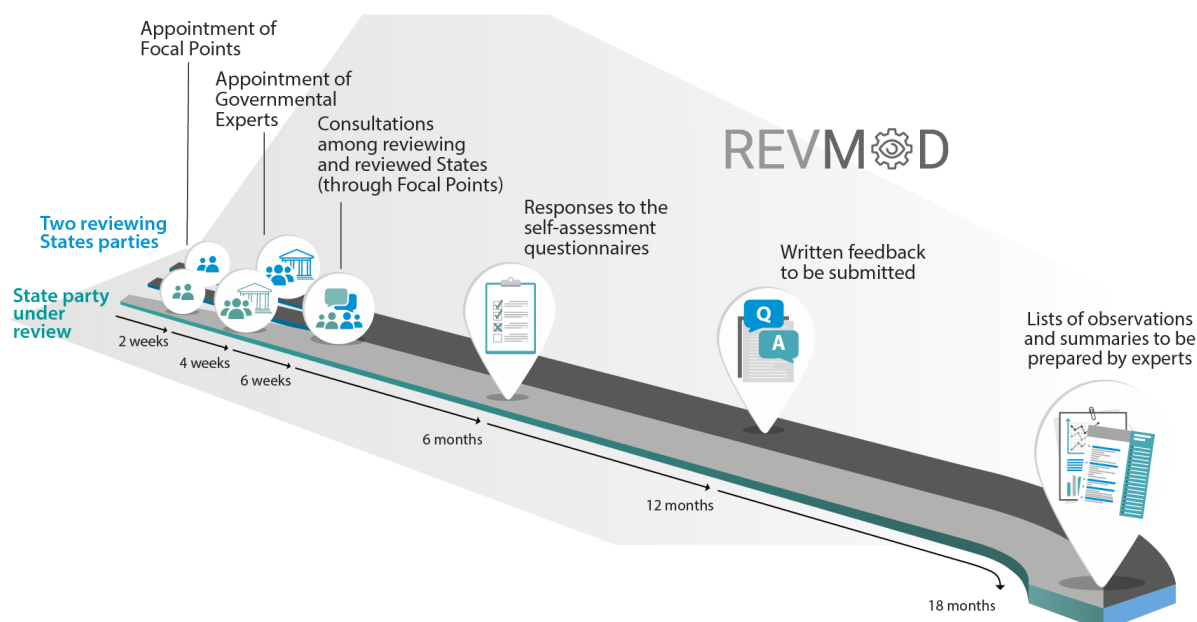
Please also note that, the Secretariat currently does not have resources for the translation services indicated in paragraph 50. Henceforth, in case countries decide to have more than one working languages, they would also need to discuss the responsibility for translations that are deemed necessary. The only document that is translated in the six official languages by the Secretariat with existing resources is the summary of the list of observations, pursuant to paragraphs 38 and 39 of the Procedures and rules.

2) What should I know about the establishment of the time frame and related deadlines?

The review process comprises 4 main steps:

1. Self-assessment Questionnaire (to be completed by the State Party under review),
2. Written Feedback (to be drafted by the reviewing States),
3. List of Observations (to be drafted by the reviewing States, in close cooperation and coordination with the State party under review, and with the assistance of the Secretariat subject to the availability of resources),
4. Summaries of the List of Observations (to be finalized upon agreement between the reviewing States and the State Party under review and with the assistance of the Secretariat)

We encourage you to familiarize yourself with the timeframes established in the [Guidelines for conducting the country reviews](#), included in Annex I to resolution 10/1:



3) What should I know with regard to the division of labour?

During the preliminary consultation, reviewing States may wish to consider agreeing on the division of labour for preparing the written feedback (step B in RevMod), drafting the list of observations (Step C) and the summary of the list of observations (Step D).

Step B - Written Feedback

According to the [Procedures and rules of the Mechanism](#):

35. Within a reasonable time frame, not exceeding six months, of the receipt of the responses to the self-assessment questionnaires from the State party under review, the reviewing States parties shall submit to the State party under review written feedback on the measures taken in the implementation of the Convention and the relevant Protocols, as well as on successes and challenges of such implementation. (...)

Hence, kindly note that reviewing Parties will work together to draft one single document/feedback.

As the written feedback consists of 4 sections ["Measures taken", "Successes", "Challenges" and "Additional information"] Parties have the possibility to jointly work on all sections, or, alternatively, to divide the work and only work on specific articles or sections, and review each other's work.

For your reference, the articles under review for thematic cluster 1 are the ones related to criminalization and jurisdiction, namely:

- UNTOC: Articles 2, 5, 6, 8, 9, 10, 15 and 23
- Protocol on Trafficking in Persons: Articles 3 and 5 (only for States parties to this Protocol)
- Protocol on the Smuggling of Migrants: Articles 3, 5 and 6 (only for States parties to this Protocol)
- Firearms Protocol: Articles 3, 5 and 8 (only for States parties to this Protocol)

During the preliminary consultation, Focal Points of reviewing States are welcomed to present their proposals on the preferred division of labour.

Contact

We look forward to meeting you at the preliminary consultation and, should you have any questions in the meanwhile, do not hesitate to contact us at untoc.review@un.org.





The UNTOC review mechanism

What is the objective?

The UNTOC Review Mechanism is a peer review process that will:



Support the States parties in the effective implementation of the UNTOC and Protocols thereto



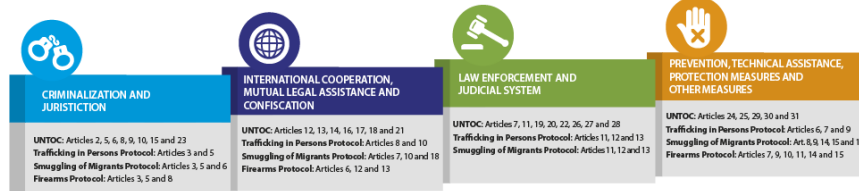
Help States parties to identify and substantiate specific needs for technical assistance



Promote international cooperation

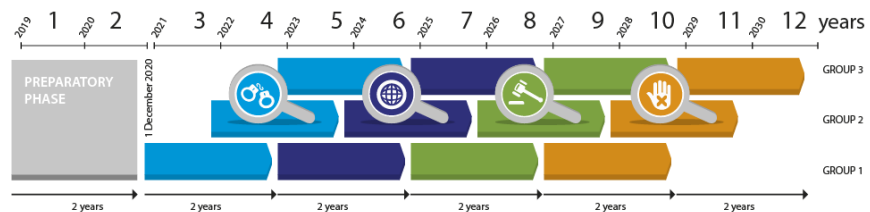
How?

Each State is reviewed for each instrument to which it is party by two other States. Hence, all articles of the Organized Crime Convention and its Protocols have been divided into four thematic clusters.



When?

The review process



What is the expected timeline for each cluster?

