



UNTOC

REVIEW
MECHANISM

REVMOD

MANUAL FOR FOCAL POINTS



UNODC

United Nations Office on Drugs and Crime

English - Version 1.2
January 2022

Overview

The Mechanism for the Review of the Implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto, established by the Conference of the Parties to the United Nations Convention against Transnational Organized Crime (UNTOC-COP) through the adoption of the resolution 9/1 at its ninth session held on 15-19 October 2018, will use as its primary platform, REVMOD – a browser based secure module of SHERLOC.

REVMOD, in line with resolution 9/1 and the annexed Procedures and rules for the functioning of the Mechanism for the Review of the Implementation of UNTOC and the Protocols thereto (referred to as Procedures and rules hereafter), enables and facilitates most of the review process that is carried out online. It further supports a State party under review and its reviewing State parties to maintain a constant dialogue in most stages of the review process – from filling in the self-assessment questionnaires to drafting the summary of the list of observations.

This manual was developed as a practical tool to assist focal points nominated by States parties to coordinate their participation in the review process in using the REVMOD. REVMOD was designed to work on all the most used web-browsers. However, it was tested on Google Chrome and Mozilla Firefox. If you are experiencing browser problems in accessing REVMOD, you may want to consider using one of the above browsers.

You can contact the Secretariat at:

unodc-REVMOD@un.org (REVMOD technical support)

untoc.review@un.org (substantive requests for support)

Disclaimer: Please note that the manual contains screenshots with different reviews randomly selected to serve as examples. The screenshots do not imply the expression of any opinion whatsoever on the part of the United Nations concerning the legal status or political situation of any country. Please further note that screenshots were taken during the testing phase of REVMOD. The information contained in the screenshots does not reflect the real status of the review process.



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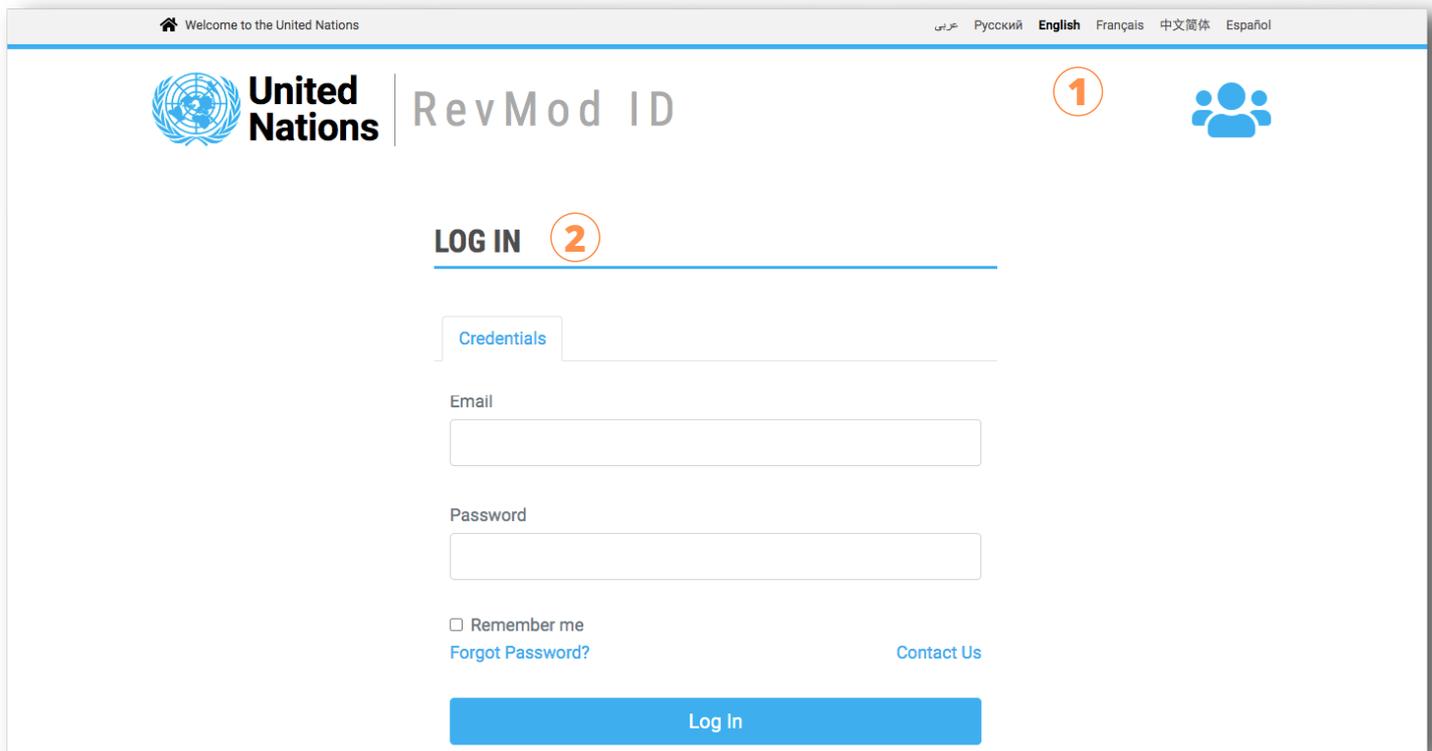


1 - First Access

First of all, in order to access to REVMOD, your State shall send to the Secretariat a Note Verbale specifying your role as focal point in the review process and your email.

Once the Secretariat has received such information it will create an account for you, and you will receive an email requesting to set-up your password. The email will also contain a link to REVMOD.

After your password is setup, you can login into the platform for your first access. The screenshot below shows the login page.



The screenshot shows the REVMOD login interface. At the top, there is a navigation bar with the United Nations logo and the text 'United Nations | RevMod ID'. To the right of the header, there is a language selection menu with options: العربية, Русский, English, Français, 中文简体, and Español. A circled '1' is placed over the 'English' option. Below the header, the 'LOG IN' section is highlighted with a circled '2'. The login form consists of a 'Credentials' tab, an 'Email' input field, a 'Password' input field, a checkbox for 'Remember me', a 'Forgot Password?' link, and a 'Contact Us' link. At the bottom of the form is a blue 'Log In' button.

You can select the language (1)* for REVMOD. Please note that this is not the language of the review process but the language in which you will visualize REVMOD. This selection can be changed anytime when navigating. You can login using your email and the password you setup (2).

[*] The light-blue numbers in the text correspond to the numbers marked in the screenshots.



1.1 - Your profile

After your first log-in, you will be redirected to “YOUR PROFILE” page.

The screenshot shows the 'Your Profile' page in the REVMOD system. The page is titled 'Your Profile' and includes a navigation menu on the left with options like 'Reviews', 'Experts', 'Resumes', 'Guidelines', and 'My Profile'. The main content area is divided into several sections: 'Workflow' (1), 'User Identity' (2), 'Registration' (3), 'Additional Information' (4), and 'Chat Box' (5). The 'User Identity' section includes fields for Username, Email, First Name, and Last Name. The 'Registration' section includes a dropdown for Country and a dropdown for Role. The 'Additional Information' section includes checkboxes for Thematic Area (UNTOC, Trafficking in persons, Smuggling of migrants, Research) and Other Interests. The 'Chat Box' is on the right side of the page.

Please, select your “COUNTRY” (1) and your “ROLE” (2) – Focal Point.

You can also select additional information which are not mandatory pursuant to the Procedures and rules but may be helpful for further communication, such as your language preference or your area of expertise. These details will be visible to the Secretariat and, in future versions of REVMOD, to other users through the database of experts*.

Then click “SAVE” first (3) and then “SUBMIT FOR APPROVAL” (4). You cannot submit your profile if you have not saved first.

Your profile will not work until it is approved by the Secretariat (it usually takes between 24 and 48 hours). Please note that the Secretariat will check your details against the ones contained in the above-mentioned note verbale.

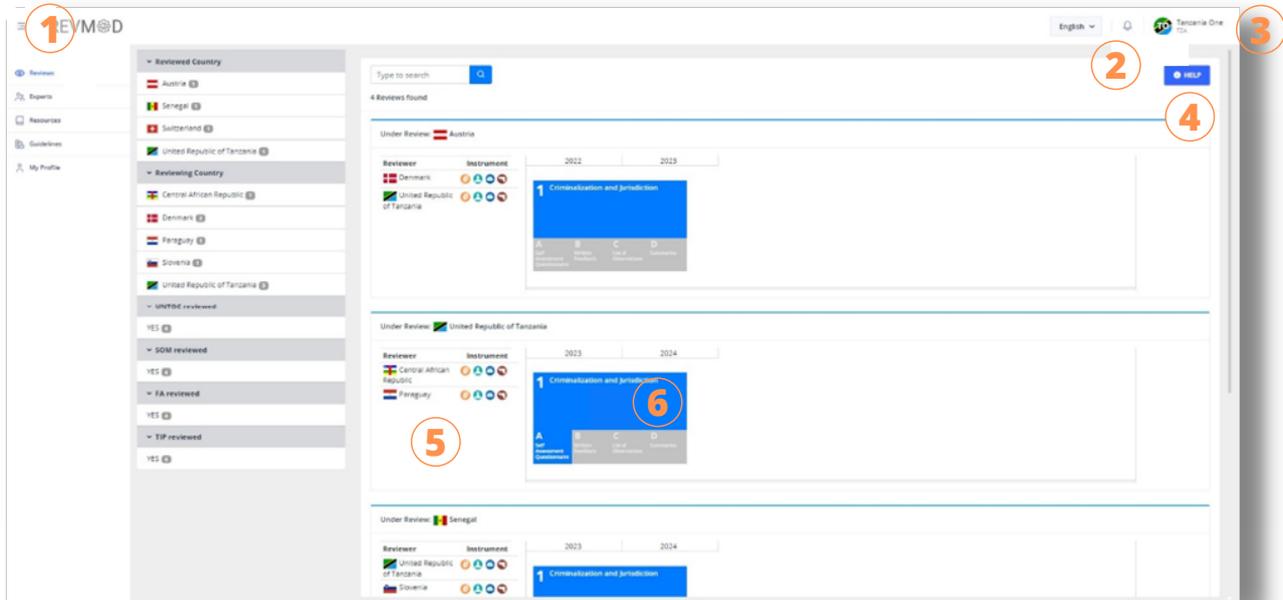
If needed, you can use the “CHAT BOX” (5) on the right side of the screen to contact the Secretariat.

* Please note that at the time of drafting this manual only the email will be visible to other users. In future versions, all the information will be made available to the other approved users of the platform.



1.2 - Homepage

Once you log-in and after the approval of your profile, you can access the home page containing all the reviewers to which your country was assigned, both as a reviewer and as the State under Review.



The “LEFT SIDEBAR” (1) contains five items: Reviews; (Governmental) Experts; Resources; Guidelines; My Profile.

- Clicking on “Experts” will open the user database, where you can find the contact information of all users registered in REVMOD.
- “Resources” opens a page containing useful tools that experts can be used throughout the review process.
- “Guidelines” opens a page dedicated to the General guidance for replying to the questionnaire.

On the top right of the page, you can find the link to the “NOTIFICATION SECTION” (2). When you receive a new notification, a red icon will be displayed. You can click to read the notification. Notifications are generally issued by the system when something important happens in a review process in which you are involved, e.g. another focal point requesting to close a step, modifications being made after a request for closure was issued, etc.

The icon (3) represents your “USER INFORMATION”. By clicking on the flag, you can select “My Profile” or “Logout”. You can add or remove details to your profile anytime. However, when you make a change to your profile your user status is suspended until the Secretariat approves your profile again. This means that while your profile is pending approval you will not be able to access any review.

The “HELP” button (4) is available on all pages and provides useful information on the page you are using.

In the area (5), the “REVIEWS” in which your country participates are displayed. The icons next to the name of each State represent the instruments (the Convention and/or Protocols) that are being reviewed in that specific review. Clicking on “CRIMINALIZATION AND JURISDICTION” (6) opens the review of the implementation of the first cluster of articles. As a focal point you will be automatically redirected to the preliminary consultation step.



2- A few words about the steps of the review

The review process for a State party under review consists of four review phases corresponding to four thematic clusters of articles of UNTOC and its Protocols. The whole review process lasts eight years as the completion of each cluster of articles is expected to last two years.

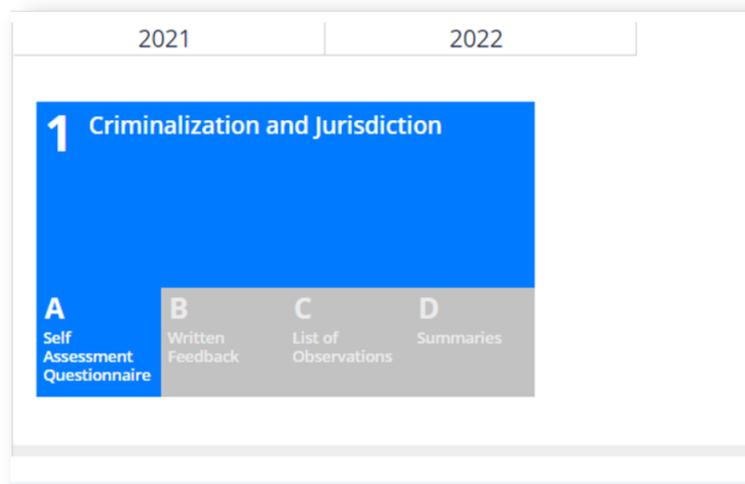
The review of the implementation of each cluster consists of four substantive steps, in addition to a preliminary consultation step that is available to focal points only.

What you see on your review page is only the first thematic cluster that is currently being reviewed in the first cycle of review , i.e. "Criminalization and Jurisdiction".

The four steps are:

- A- Self-assessment questionnaire
- B- Written feedback
- C- List of Observations
- D- Summaries

To open each step (with the exception of step A that is available only to authorized users of the State party under review from the beginning of the process) the previous one must be completed.



As a focal point, when you click on a review you will be redirected automatically to the preliminary consultation step. In this step you can discuss and agree with the other focal points in your review group which languages will be used in the review and the deadline to complete each step, bearing in mind the indicative timetable for the review contained in the Guidelines for the conducting the country reviews. This step stays open throughout the whole review as deadlines can change due to external circumstances. However, the deadlines you establish will influence a clock that will be displayed on each review in your homepage and will help monitoring the progressing of the review process.



Step A will be open from the start of the review, even before the completion of the preliminary step. Step A allows users from the State under review – and only from the State party under review- to reply to the self-assessment questionnaire which was embedded in REVMOD. The users from the reviewing State parties do not have access to step A and must wait until the State under review has completed and submitted the self-assessment questionnaire before progressing with the review.

As the focal point of the State under review, once the questionnaire is filled in, you are the only user of your country authorized to certify the filled in questionnaire and submit it to your reviewers. When you believe that the questionnaire is ready to be submitted, you can vote to close the step.

In step B, users from the reviewing States parties will review the implementation of the Convention and its Protocols by reviewing the completed questionnaire, seeking clarification or additional information, as appropriate, to the users of the State party under review.

Users of the State under review have only access to the questionnaire discussion section – where experts from the reviewing States can ask clarifications on the questionnaire.

In the same step, reviewers will draft the written feedback on the measures taken in the implementation of UNTOC and its Protocols, as well as on successes and challenges of the implementation. The written feedback will become available to the State under review once the reviewers agree on its content.

Once step B is completed, users participating in the review will get access to step C. In this step reviewers will work together, in close cooperation and coordination with the country under review, to draft the list of observations, one of the outcomes of the review process. Experts and focal points of the three States involved in the review can discuss and divide tasks through the chat and decide who drafts the list (or which parts) of observations. The list follows a pre-approved blueprint that was adopted through UNTOC COP resolution 10/1 and that was embedded in REVMOD. The step can only be closed when all focal points agree on the content of the list of observations*.

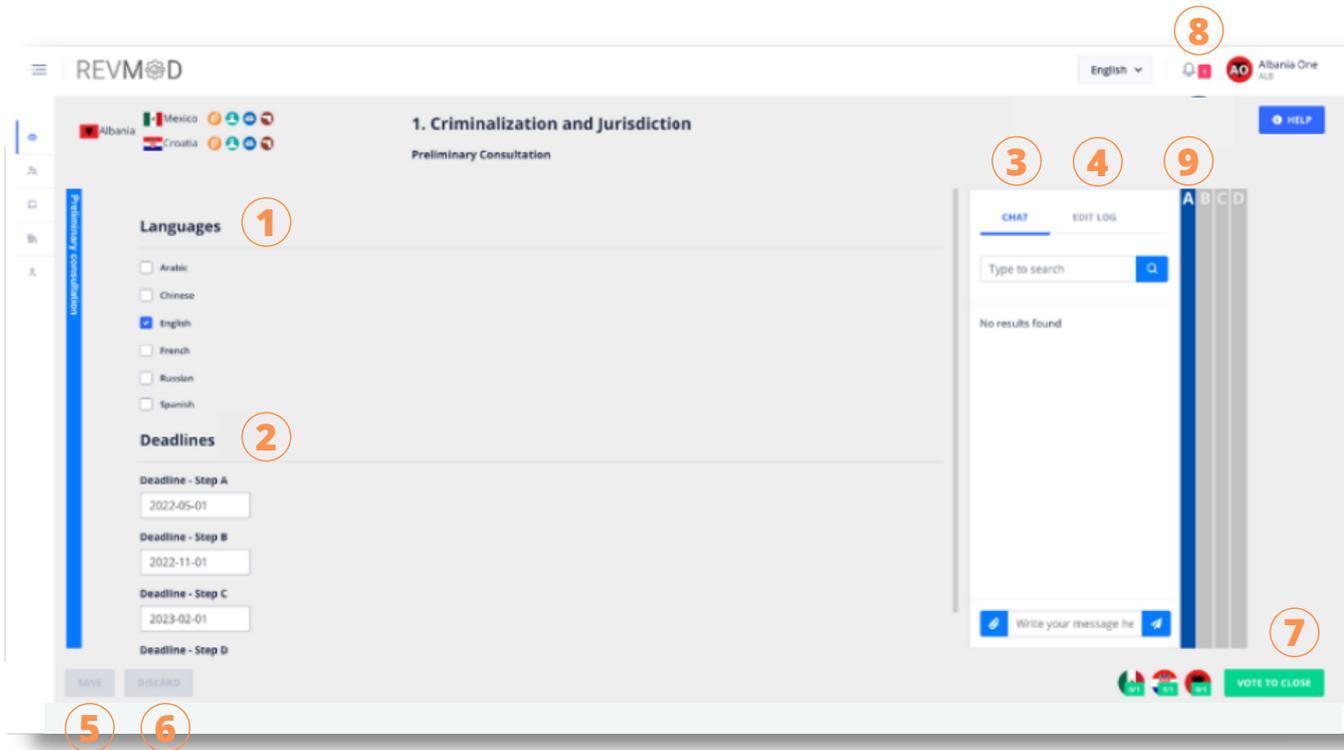
Finally, you will get access to step D. In this step you shall work together with the other focal points and governmental experts participating in the review (both from the State under review and reviewing State) to draft the summary, one of the outcomes of the review process. Users can discuss and divide tasks through the chat and decide who drafts what (or which parts). The summary follows a pre-approved blueprint that was adopted through UNTOC COP resolution 10/1 and that was embedded in REVMOD. The step can only be closed when all focal points from the State party under review and its reviewers agree on the same text.

* Please note that some States have decided to appoint a focal point for the only purpose of coordinating the review. In such cases the focal points will not participate in the drafting exercise. However, REVMOD is designed in a manner that allows focal points to perform the same tasks that governmental experts can perform (i.e. answering the questionnaire, drafting the feedback, the list of observations or the summaries). Whether or not focal points will take on the role of governmental experts or not depends only on the internal instructions received at national level.



3 - Review

3.1 - Preliminary Consultation



This step is accessible **only to focal points** of reviewed and reviewing States. In this step, focal points should agree on the deadlines and working languages of the review.

In this section (1) you can select the “LANGUAGE(s)” of the review process and decide the expected “DEADLINES” (2) of each step of the review phase. As adjustments might be needed, this preliminary step can be changed throughout the process.

The “CHAT” (3) can be used to have discussions among focal points of the reviewed and reviewing States. This chat shall be used only to discuss “preliminary consultation” related issues, e.g. deadlines and languages.

All changes made are tracked through an “EDIT LOG” (4) that can be accessed by clicking on the button placed on the top of the chat. The edit log records who made which change.

Every time you modify one of the fields under “Languages” or “Deadline” **please remember to “SAVE” (5)**. If you do not want to keep the change, you can click on “DISCARD” (6).



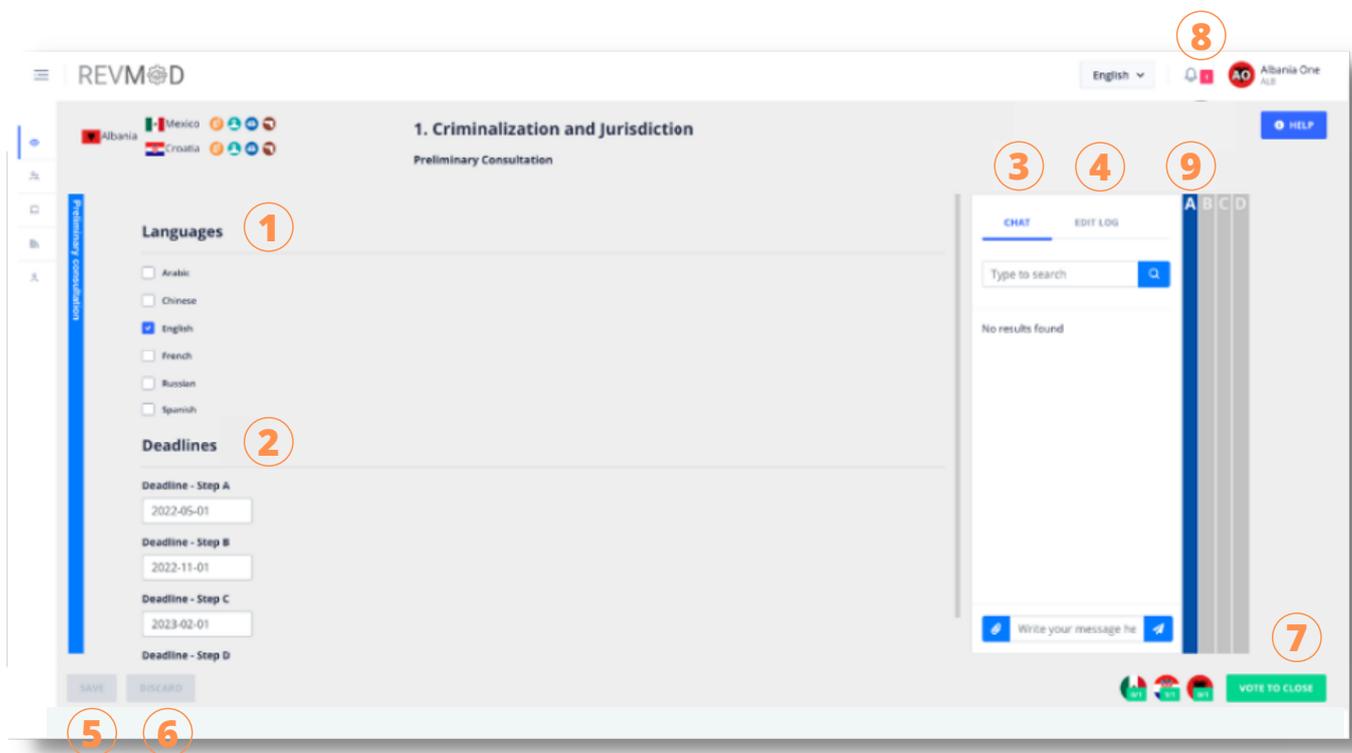
Once you believe that a final decision on languages and deadlines can be reached, you can click “VOTE TO CLOSE” (7). By clicking on “VOTE TO CLOSE” the other focal points will receive a notification and need to confirm whether they agree with the selection of languages and deadlines. If the other focal points agree, they will click “VOTE TO CLOSE”. After all focal points take the same action in the voting system, the issues under consultation are decided.

Important: in case another focal point (or yourself) changes a selection under languages or deadlines, you will be notified accordingly (8), and the voting system will reset. This ensures that all focal points have to agree and vote exactly on the same selections.

If you wish to accept the changes made by other focal points, click again on “VOTE TO CLOSE” (7) and confirm that changes are agreeable to you. In case you do not agree with the changes, you can modify, save, and vote to close. As mentioned above, this would reset the voting system and other users will get a notification for further action.

Important: note that whenever a selection in the “Languages” or “Deadlines” fields is changed, the voting system is reset and a notification is sent to all the focal points involved in the review. This can happen also after all focal points have already agreed*.

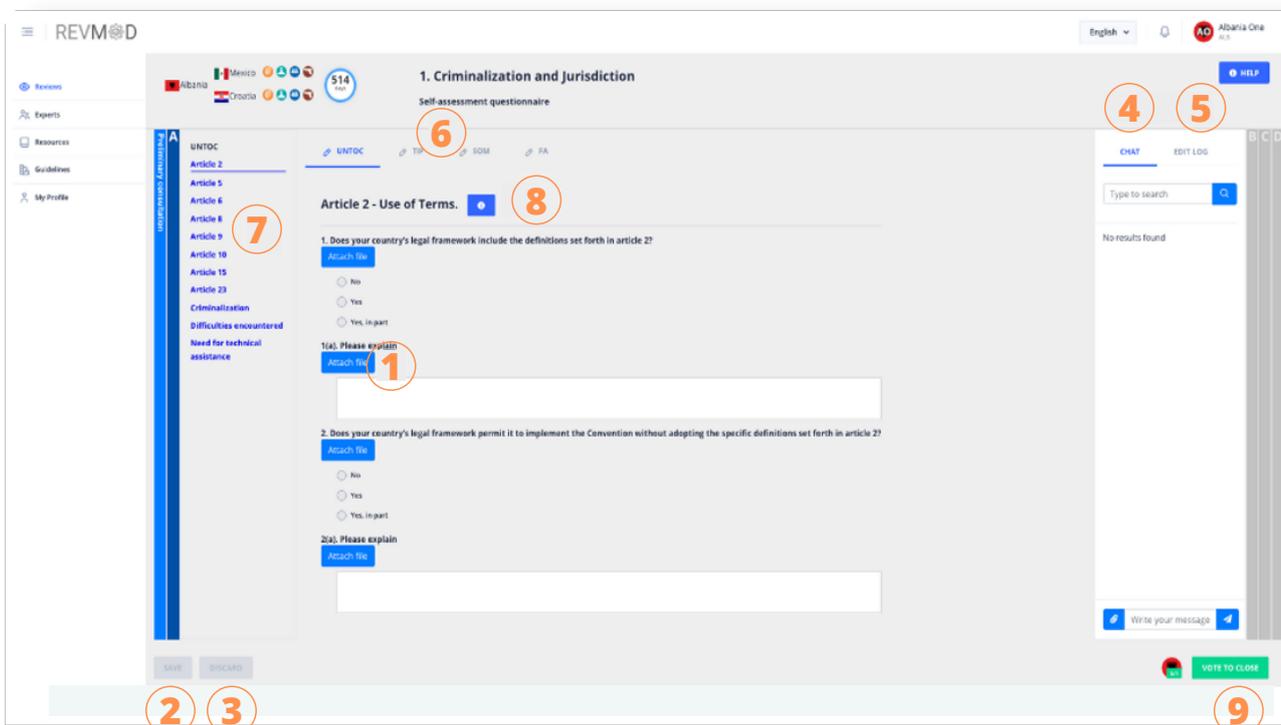
If you are the focal point of the State under review and you wish to open the self-assessment questionnaire, click on “A” (9). If you are the focal point of one of the two reviewing States you will not be able to open the self-assessment questionnaire and you will have to wait that the State under review has completed it.



3.2 - Step A (Self-assessment questionnaire)

In Step A the State party under review can reply to the self-assessment questionnaire.

Important: the information below applies only to focal points of the State under review. The questionnaire will become available to reviewers once finalized and submitted by the State under review. Users of the reviewing States will receive a notification when the questionnaire becomes available to them in step B.



In step “A”, the questionnaire is presented in four “SECTIONS” (6), one per each instrument (UNTOC, TIP, SOM, FA). If the country under review is not being reviewed on one of the instruments, users will not have access to that section. Please note that, at this stage, the questionnaire is confidential – only the users of the State under review have access to it.

When navigating the questionnaires (6&7), remember that questions are grouped based on the “ARTICLE” (7) of the Convention or Protocols they belong to. When you switch from one article to the other, only the questions belonging to that article will be displayed. For instance, in the screenshot above you can see the questions belonging to Article 2 of the Convention on Use of Terms.

By clicking on “INFO” (8) you will open the text of the respective article.



In replying, you can also “ATTACH FILES” (1) to support the answer (e.g. legislation, case law, etc.). There is an overall limit of 200 MB of files that can be attached to each review. It is strongly recommended that only parts/sections of a material relevant to the individual question is uploaded. For instance, if article 5 of the Convention is being reviewed, please upload the relevant provisions of your penal code rather than the entire penal code. As an alternative, please provide clear indication on where to find this information in the attached file(s). This helps reviewers staying focused only on the relevant provisions in performing the review.

As an alternative, you can also include links to provisions that are present on the public database of SHERLOC in line with the General guidance for replying to the questionnaires.

IMPORTANT: If as focal point you are also contributing to the answers to the questionnaire together with the governmental experts, remember to click on “SAVE” (2) button whenever you want to save the current responses and continue later. **Save frequently and always before switching to a new set of questions.**

Click on “DISCARD” (3) if you do not wish to save the changes.

Through the “CHAT” (4) you can discuss the answers to the questionnaire or divide tasks among experts. The chat changes based on the questions under discussion. Questions are divided based on the articles and on the instruments they refer to. Each group of question (7) has a separate chat. This should help keeping the discussion focused. If the users switch from one article to another the chat will also change.

All changes made are tracked through an “EDIT LOG” (5) that can be accessed by clicking on the button placed on the top of your chat. The edit log keeps record of all the changes made and of the user who made them.

As the focal point, **you are tasked with coordinating the participation of your country in the review.** It means that, if you are the focal point of a State under review, once the questionnaire is finalized and ready for submission, you have to submit it to the reviewing States on behalf of your country. Before submitting the questionnaire, please be sure that all experts have concluded their work. When ready, you can click on “VOTE TO CLOSE” (9).

IMPORTANT: Differently from the preliminary step, this step is only available to the reviewed State party until the questionnaire is formally submitted. **Once submitted, it will not be open for changes throughout the process.**

After the focal point of the State under review voted to close the step, the answers are submitted to the reviewers (Step B).



3.3 - Step B (Written feedback)

Step B is divided into two sub-steps.

In the first sub-step reviewing States parties can visualize the responses to the self-assessment questionnaires and can ask clarifications on the responses provided by the State party under review. Please note that at this point the questionnaire is not editable and the clarifications have to be provided through the chat box. As in step A, the chat changes based on the questions under discussion.

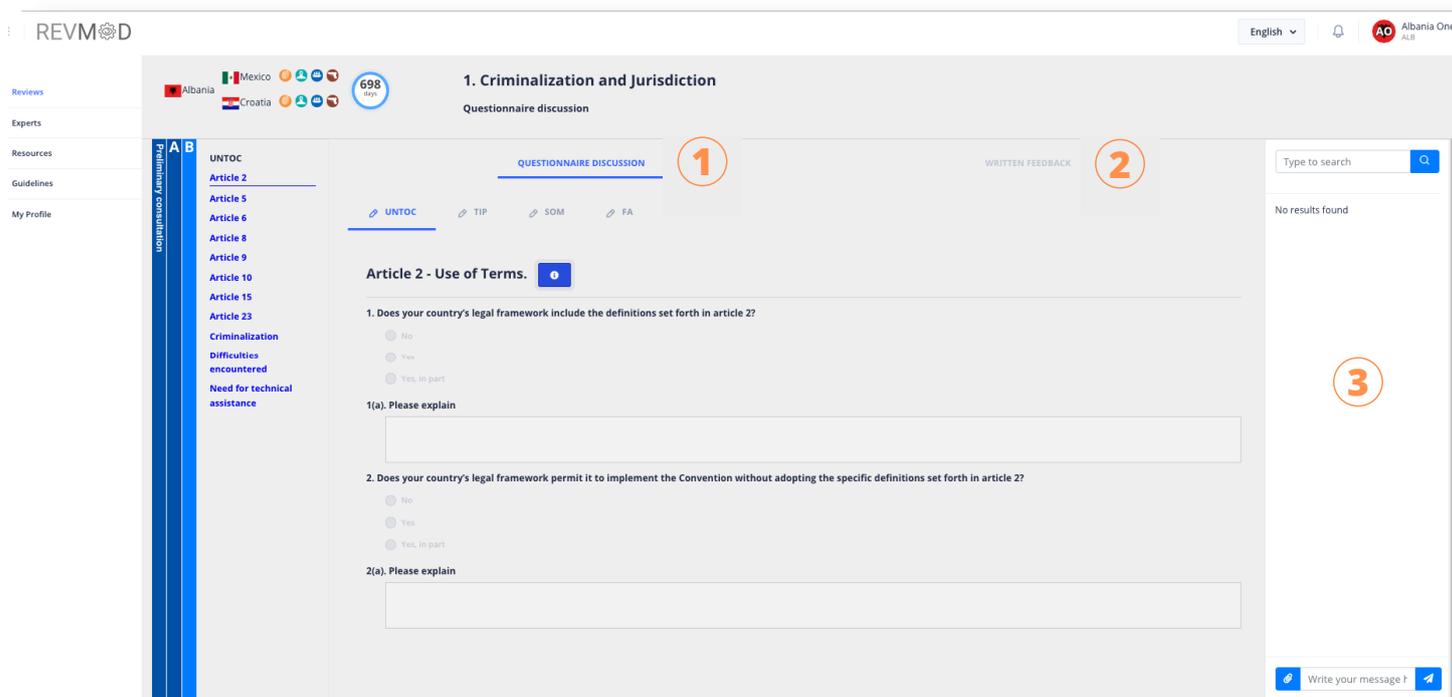
Step B is only available when the State party under review has submitted the self-assessment questionnaire. The questionnaire can be visualized under “QUESTIONNAIRE DISCUSSION” (1) as indicated in the screenshot in the next page.

Please note that the internal chat between the focal point and governmental experts of the State under review will not be made available.

The second sub-step allows reviewers to draft and provide a written feedback on the measures taken in the implementation of the Convention and its Protocols, as well as on successes and challenges of the implementation. This sub-step is not available to the State party under review.



3.3.1 - Questionnaire discussion



Once the State under review has completed and submitted the self-assessment questionnaire, reviewers will be able to visualize it under “QUESTIONNAIRE DISCUSSION” (1). Please note that the internal chat from focal points and experts of the State under review will not be made available. At this stage, the questionnaire is no longer editable.

“QUESTIONNAIRE DISCUSSION” (1) is available to all users of the State under review and of the reviewing States. Through the “CHAT” (3), focal points and experts from the reviewing States can ask questions and clarifications that can help them in better understanding the responses to the questions and drafting the feedback.

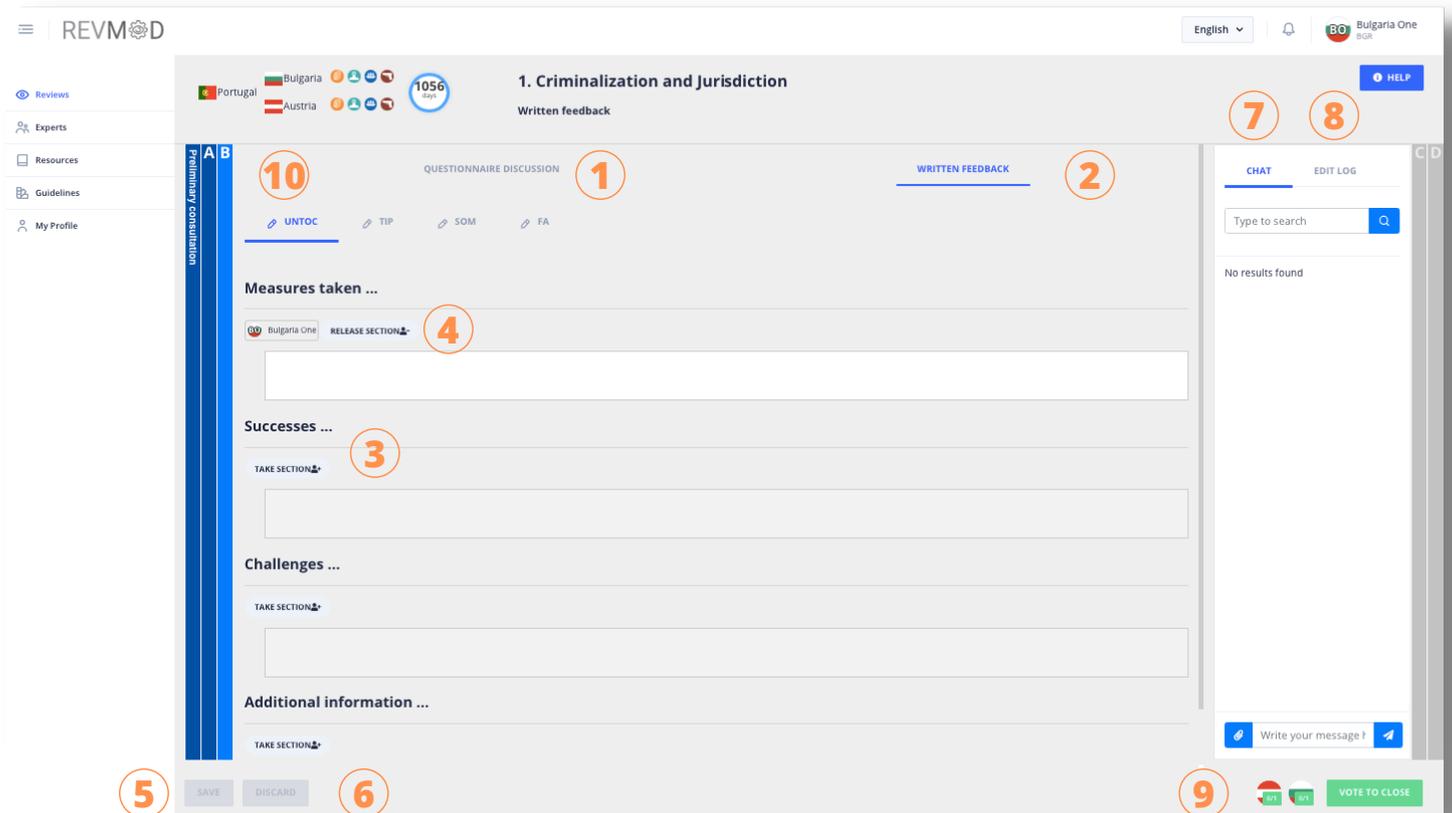
Note that the “WRITTEN FEEDBACK” (2) will not be available to the country under review until it has been completed by the reviewers.

Users from the State party under review can provide the clarifications needed there. Supporting documents can also be attached.



3.3.2 - Written feedback

Important: The information below applies only to the focal points and experts of the reviewing States. Users from the State party under review do not have access to the written feedback until it is finalized by the reviewers.



Only reviewers can click on Step B “WRITTEN FEEDBACK” (2) in order to open the page dedicated to drafting the feedback.

Clicking on “QUESTIONNAIRE DISCUSSION” (1) opens the answers to the self-assessment questionnaire and the platform where additional clarifications can be provided.

The Written Feedback will be presented in four “SECTIONS” (10), one per each instrument (UNTOC, TIP, SOM, FA).

As many users will be contributing to the feedback, it is advisable to use the “CHAT” to distribute the tasks (7) and divide the work. The chat changes based on the section (UNTOC, TIP, SOM, FA) under discussion: each instrument has a separate chat. This should help keeping the discussion focused.



As soon as the division of work is established, authorized users can select to which sections they want to contribute, by clicking on “TAKE SECTION” (3). Users will only be able to draft the written feedback after clicking on “TAKE SECTION”. When one of the users takes the section, other users will be able to see that someone is drafting that part of the feedback as the username will appear on the top of the relevant field.

More than one user can draft the same field at the same time as REVMOD is designed to integrate the changes automatically. **However, it is advisable to give each section to one user at a time, to avoid that the feedback is wrongly merged.**

By clicking on “RELEASE SECTION” (4) users will not be able to continue drafting. After releasing, other users will know that nobody is currently drafting and can take over the task.

Users can click on “SAVE” (5) whenever they want to save the current responses for continuing later or on “DISCARD” (6) should they wish to reset the responses.

All changes made are tracked through an “EDIT LOG” (8) that records who made which change.

Once you, as a focal point of a reviewing State, think that the written feedback is ready for submission after consultation with the experts involved in the review, you can click “VOTE TO CLOSE” (9). By clicking on “VOTE TO CLOSE” the focal point of the other reviewing State will receive a notification.

Important: in case another user changes the text after you voted to close, you will be notified accordingly, and the voting system will reset. This ensures that all focal points from the reviewing States in a review group have to agree (and vote) exactly on the same text.

If you wish to accept the changes made by other users, click again on “VOTE TO CLOSE” and confirm that the changes are agreeable to you. In case you do not agree with the changes, you can modify, save, and vote to close. This would reset the voting system and other focal points will be notified accordingly.

Upon the conclusion of the drafting of the feedback, users from the State under review will receive a notification, and step C will be open.



3.3 - Step C (Lists of observations)

According to paragraph 38 of resolution 9/1, “at the final stage of each review phase for each State party, the reviewing States, in close cooperation and coordination with the State party under review, and with the assistance of the Secretariat, shall prepare a list of observations indicating any gaps and challenges in the implementation of the provisions under review, best practices, suggestions and any technical assistance needs identified to improve implementation of the Convention and its Protocols”.

In step C the list of observations can be drafted, following a blueprint pre-approved by the Conference of the parties embedded in the module. This step will be used by focal points and experts from the reviewing State to work together in close cooperation and coordination with the country under review in order to draft the list of observations. Therefore, the Step C is available to all users of reviewed and reviewing States.

Every time one of the authorized users modifies one of the fields under "DATA ENTRY" (1), changes are automatically reflected under "PREVIEW"(2).

As many users will be contributing to the list of observations, it is advisable to use the “CHAT” to distribute the tasks (5) and divide the work. The chat changes based on the instrument (UNTOC, TIP, SOM, FA) under discussion: each instrument has a separate chat. This should help keeping the discussion focused.



As soon as the division of work is established, in case you have been assigned a specific drafting task, you can select to which sections you want to contribute, by clicking on TAKE SECTION (3). You will only be able to draft the list of observations after clicking on “TAKE SECTION”. Once you took the section other users will be able to see that you are drafting that part of the list of observations as your username will appear on the top of the relevant section.

More than one user can draft the same section at the same time as REVMOD is designed to integrate the changes automatically. **However, it is advisable to give each section to one user at a time, to avoid that the feedback is wrongly merged.**

By clicking on “RELEASE SECTION” (4) you will not be able to continue drafting. After releasing, other users will know that you are no longer drafting and can take over the task.

Lists of observations are divided by instrument - the Convention and its Protocols. You can switch from one instrument to the other and draft the observations on the Convention or Protocol as appropriate. Changing instrument will also change the chat. Each instrument has a dedicated chat that should help keeping the discussion focused.

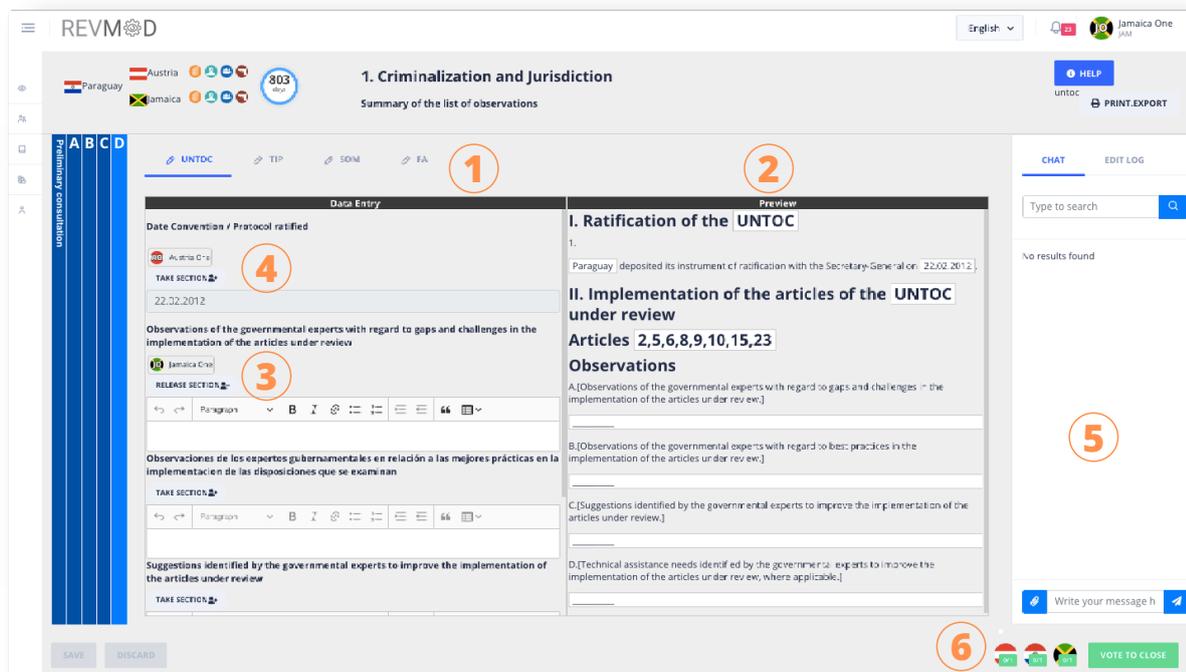
Once you - as focal point - think that the list of observations is finalized and is agreeable to the other countries after consultation (that can be carried out through the chat), you can click “VOTE TO CLOSE” (6). By clicking on “VOTE TO CLOSE”, the other focal points will receive a notification. Please, note that once all focal points click “VOTE TO CLOSE”, meaning that they agree upon the submission of the list of observations, the lists of observations will no longer be editable.

If any other user makes a change to the list of observations after your vote was cast (but before all the other focal points have voted), the voting system resets, and all focal points have to vote again. The step will only close when all focal points have voted exactly on the same text. This ensure that the final output is agreeable to all parties.

Changes are tracked through the edit log on the top of your chat. All changes are reflected there.



3.3 - Step D (Summary of the list of observations)



Further pursuant to paragraph 38 of resolution 9/1 “At the end of each phase, a summary of the lists of observations, not exceeding 1,500 words and based on the same blueprint, shall be translated into the six official languages of the United Nations and be made available to the Conference and its working groups”.

In step D, focal points and experts from reviewers can work together in close cooperation and coordination with the country under review in order to draft the summary of the list of observations. This step works similarly to the Step C.

Every time you modify one of the fields under "DATA ENTRY" (1), changes are automatically reflected under "PREVIEW"(2).

You can always access the list of observations by clicking on step C.

As many users will be contributing to the summaries, it is advisable to use the “CHAT” to distribute the tasks (5) and divide the work. The chat changes based on the instrument (UNTOC, TIP, SOM, FA) under discussion: each instrument has a separate chat. This should help keeping the discussion focused.

As soon as the division of work is established, in case you have been assigned a specific drafting task, you can select to which sections you want to contribute, by clicking on TAKE SECTION (3). You will only be able to draft the summary after clicking on “TAKE SECTION”.



Once you took the section other users will be able to see that you are drafting that part of the summary as your username will appear on the top of the relevant section.

More than one user can draft the same section at the same time as REVMOD is designed to integrate the changes automatically. **However, it is advisable to give each section to one user at a time, to avoid that the feedback is wrongly merged.**

By clicking on “RELEASE SECTION” (4) you will not be able to continue drafting. After releasing, other users will know that you are no longer drafting and can take over the task.

Summaries are divided by instrument- the Convention and its Protocols. You can switch from one instrument to the other and draft summaries of the observations on the Convention or Protocol as appropriate. Changing instrument will also change the chat. Each instrument has a dedicated chat that should help keeping the discussion focused.

Once you -as focal point- think that the summary is finalized and is agreeable to the other countries after consultation (that can be carried out through the chat), you can click “VOTE TO CLOSE” (6). By clicking on “VOTE TO CLOSE”, the other focal points will receive a notification. Please, note that once all focal points click “VOTE TO CLOSE”, meaning that they agree upon the submission of the summary, the summary will no longer be editable.

If any other user make a change to the summary after your vote was cast (but before all the other focal points have voted), the voting system resets, and all focal points have to vote again. The step will only close when all focal points have voted exactly on the same text. This ensure that the final output is agreeable to all parties.

Changes are tracked through the edit log on the top of your chat. All changes are reflected there.

With the completion of step D, the review process of the phase one which can be carried out in REVMOD is finished! Please note that during the whole process, the Secretariat is reachable via email at untoc.review@un.org.

The Secretariat will be ready to provide the assistance on the running of the review process.





UNTOC REVIEW MECHANISM

unodc-revmod@un.org