



UNODC

United Nations Office on Drugs and Crime

**Regional Centre for
East Asia and the Pacific**

Regional Programme for East Asia and the Pacific
Sub-programme on Counter-Terrorism

Concept Document

EAST AND SOUTHEAST ASIA Partnership on Criminal Justice Responses to TERRORISM

Phase I: 2011-2013



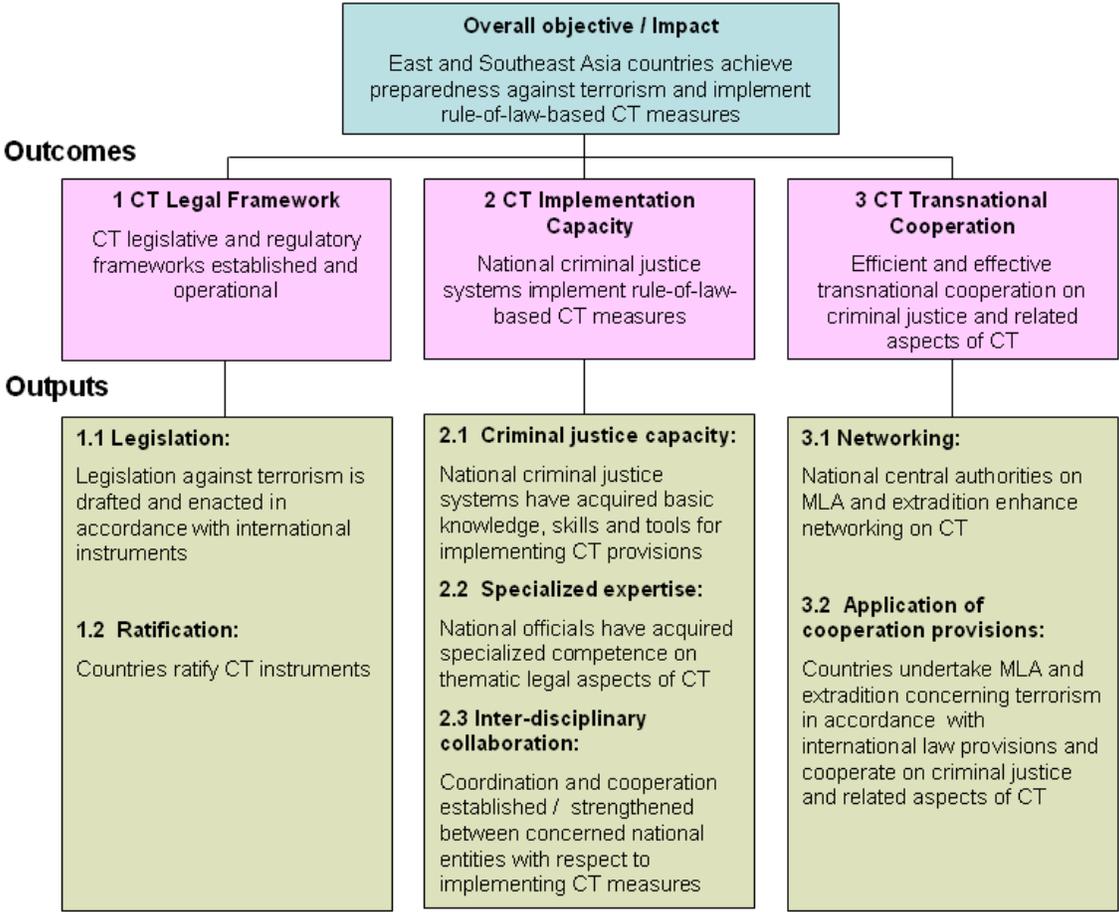
**Brunei Darussalam
Cambodia
China
Indonesia
Lao PDR
Malaysia
Mongolia
Myanmar
Philippines
Thailand
Viet Nam**

March 2011

This document is a UNODC secretariat programming tool.

It sets out the substantive objectives, thematic coverage, types of activities and proposed implementation modalities of UNODC's specialized counter-terrorism assistance delivery to the concerned partner countries in East and Southeast Asia, in pursuance of and conformity with UNODC mandates.

REGIONAL PROGRAMME FOR EAST ASIA AND THE PACIFIC
Sub-programme on Counter-Terrorism:
“East and Southeast Asia Partnership on Criminal Justice Responses to Terrorism”



List of abbreviations

ADB	Asian Development Bank
ACPF	Asian Crime Prevention Foundation
ASEAN	Association of Southeast Asian Nations
ASEANAPOL	Association of Southeast Asian Nations (ASEAN) Chiefs of Police
CJS	Criminal Justice System
CT	Counter-Terrorism
CTC	Counter Terrorism Committee (of the United Nations Security Council)
CTED	Counter Terrorism Committee Executive Directorate
CTITF	Counter-Terrorism Implementation Task Force
GPML	Global Programme against Money Laundering (of UNODC)
ICAO	International Civil Aviation Organization
IEU	Independent Evaluation Unit (of UNODC)
ILEA	International Law Enforcement Academy (Bangkok)
IMF	International Monetary Fund
IMO	International Maritime Organisation
INTERPOL	International Criminal Police Organisation
IOM	International Organization for Migration
JCLEC	Jakarta Centre for Law Enforcement Cooperation
KIC	Korean Institute of Criminology
MLA	Mutual Legal Assistance
OECD	Organisation for Economic Cooperation and Development
RCEAP	Regional Centre for East Asia and the Pacific (of UNODC)
SEARCCT	Southeast Asia Regional Centre for Counter Terrorism (Kuala Lumpur)
TPB	Terrorism Prevention Branch (of UNODC)
UNAFEI	United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders
UNDP	United Nations Development Programme
UNHCHR	(Office of the) United Nations High Commissioner on Human Rights
UNHCR	United Nations Higher Commissioner for Refugees
UNODC	United Nations Office on Drugs and Crime

UNODC REGIONAL PROGRAMME FOR EAST ASIA AND THE PACIFIC
 Sub-programme on Counter-Terrorism:
 “East and Southeast Asia Partnership on Criminal Justice Responses to Terrorism”

SUB-PROGRAMME CONCEPT DOCUMENT

Sub-Programme Number & Title	XAPX37 Sub-programme on Counter-Terrorism: East and Southeast Asia Partnership on Criminal Justice Responses to Terrorism			
Duration	Phase 1: 2 years and 9 months			
Start Date	1 April 2011			
Geographic focus	Potentially 11 East and Southeast Asian countries: Brunei Darussalam, Cambodia, China, Indonesia, Lao PDR, Malaysia, Mongolia, Myanmar, the Philippines, Thailand and Viet Nam			
Link to UNODC Medium Term Strategy	<u>Rule of law</u> <ul style="list-style-type: none"> • Result area 1.1. Ratification and implementation of the conventions and protocols • Result area 1.2. International cooperation in criminal justice matters. • Result area 1.4. Terrorism Prevention 			
UNODC/RCEAP Regional Programme outcomes	3.1 Ratification by countries of conventions & international instruments 3.2 Legislative and regulatory frameworks established and operational 3.4 Transnational organised justice – effective cooperation on CJ matters			
Key governmental partners	Ministries/Departments of Foreign Affairs, Justice, Public Security, interior; the judiciary, prosecutorial and law enforcement agencies			
Other key partners	<ul style="list-style-type: none"> • UN Entities: One-UN Initiative; CTITF and its member entities (especially UNHCHR, UNHCR, ICAO, IMO, IMF); CTC/CTED and other Security Council bodies; UNAFEI • Donor agencies • International, Regional and professional organizations: INTERPOL, International Association of Prosecutors, Jakarta Centre for Law Enforcement Cooperation (JCLEC), Southeast Asia Regional Centre for Counter Terrorism (SEARCCT), International Law Enforcement Academy (ILEA), Korean Institute of Criminology (KIC). 			
Overall target funding	2011(US\$)	2012 (US\$)	2013 (US\$)	Total (US\$)
	2,863,116	4,232,832	4,264,432	11,360,380
Brief Description	<p>The CT sub-programme – of the Regional Programme for East Asia and the Pacific – seeks to enable countries in the region to achieve effective implementation of rule-of-law based criminal justice responses to terrorism. For this purpose, it provides assistance to requesting countries to: (i) establish national CT legal framework in accordance with international instruments; (ii) improve capacity of national criminal justice system to implement rule-of-law-based CT measures; and (iii) undertake transnational cooperation in criminal justice and related aspects of CT. Sub-programme implementation is undertaken through country-specific programmes of activities for interested partner countries in the region.</p>			

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1 Situation Analysis and Justification (Why)

1.1 The problem and challenges addressed

Terrorism: a global threat requiring a global response by all countries

1. Terrorism poses fundamental challenges to the international community and risks undermining the core values of the United Nations – the rule of law, respect for human rights, protection of civilians, tolerance among people and nations and the peaceful resolution of conflict. It threatens the security of persons. It undermines economic activities and overall development. Terrorism thus poses serious challenges to countries and the community of nations globally.

2. Experience has shown that no country is immune to terrorism and that in a globalized world no country can effectively deal with terrorism alone. Terrorists are adept at exploiting countries with weak counter-terrorism capabilities. Therefore, even those countries which do not currently encounter terrorism threats need to achieve adequate counter-terrorism preparedness. National action and international cooperation are key elements for addressing terrorism effectively.

3. In 2006, the United Nations General Assembly adopted the **Global Counter-Terrorism Strategy** (General Assembly resolution A/RES/60/288). In 2008 and 2010, the Assembly reaffirmed the Strategy. It sets out a plan of action for the international community based on four pillars:

- measures to address the **conditions conducive** to the spread of terrorism
- measures to **prevent and combat** terrorism
- measures to build **States' capacity** to prevent and combat terrorism and to strengthen the role of the United Nations system in this regard
- measures to ensure respect for **human rights** for all and the rule of law as the fundamental basis of the fight against terrorism.

4. The Security Council, in its resolution 1373 (2001) and in a series of preceding and subsequent resolutions¹, declared acts, methods and practices of terrorism contrary to the purposes and principles of the United Nations; emphasized the need for enhanced coordination of national and international efforts; and called for joint efforts to prevent the financing, planning and inciting of terrorist acts.

Centrality of rule of law in counter-terrorism

5. A central element of the decades-long global efforts to address the threat of terrorism has been the creation of an international legal framework (or legal regime) against terrorism, currently consisting of sixteen international treaties² related to the prevention and suppression of terrorism, and several Security Council resolutions.

¹ Other Security Council Resolutions relevant to counter terrorism include resolutions 1267 (1999), 1390 (2002), 1455 (2003), 1456 (2003), 1526 (2004), 1535 (2004), 1540 (2004), 1566 (2004) 1617 (2005), 1627 (2006), 1730 (2006), 1735 (2006) and 1904 (2009).

² Convention on Offences and Certain Other Acts Committed on Board Aircraft (1963); Convention for the Suppression of Unlawful Seizure of Aircraft (1970); Convention for the Suppression of Unlawful Acts against the Safety of Civil Aviation (1971); Convention on the Prevention and Punishment of Crimes

6. This international legal framework against terrorism provides for a criminal justice-based approach and requires that all countries bring perpetrators of terrorist acts to justice. It also calls for the establishment of effective prevention mechanisms (such as the criminalization of financing of terrorism), with built-in measures for safeguarding human rights. The criminal justice approach deals with terrorists as criminals, based upon a non-political and clear legal determination of the acts of terrorism.

7. Ensuring the protection of human rights is a central dimension of the rule of law-based criminal justice responses to terrorism and counter-terrorism measures must be in compliance with international law, in particular human rights law, refugee law and international humanitarian law.

8. Countering 21st century terrorism successfully will thus heavily depend on the ability of national criminal justice systems to administer fair and effective justice for perpetrators of terrorist crimes and to undertake effective preventive measures in accordance with rule of law. The centrality of criminal justice responses to terrorism is underpinned by several reasons.

- First, by affording terrorist suspects due process in criminal proceedings (from investigation through to conviction), clear legal frameworks on counter-terrorism and their adequate application ensure that the State both complies with its international obligations and retains the moral high ground.
- Second, legal frameworks on counter-terrorism enable the prevention of terrorist acts by establishing national laws criminalizing preparatory and support conduct and thus creating a rule-of-law-based milieu for officials to intervene and operate prior to the commission of terrorist acts.
- Third, legal frameworks on counter-terrorism help to strengthen the social contract and cooperation between the State and the citizenry in dealing with terrorism and help to avoid the pitfall of enabling terrorists to cast themselves as ‘warriors’ of justified causes.

Link between counter-terrorism and other crime and justice challenges

9. First of all, rule of law-based criminal justice underpins the four pillars of the United Nations Global Counter-Terrorism Strategy.

10. Furthermore, it is critical that there be synergy of effort and coordination between national-level criminal justice responses to counter-terrorism and other crime and justice challenges. Foremost, a functional criminal justice system at the national level is the necessary foundation on which specialized counter-terrorism responses can be undertaken. Moreover, various manifestations of transnational organized crime, especially illicit trafficking, as well as corruption

against Internationally Protected Persons, Including Diplomatic Agents (1973); International Convention against the Taking of Hostages (1979); Convention on the Physical Protection of Nuclear Material (1979); Protocol for the Suppression of Unlawful Acts of Violence at Airports Serving International Civil Aviation (1988), Supplementary to the Convention for the Suppression of Unlawful Acts against the Safety of Civil Aviation; Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation (1988); Protocol for the Suppression of Unlawful Acts against the Safety of Fixed Platforms Located on the Continental Shelf (1988); Convention on the Marking of Plastic Explosives for the Purpose of Identification (1991); International Convention for the Suppression of Terrorist Bombings (1997); International Convention for the Suppression of the Financing of Terrorism (1999); International Convention for the Suppression of Acts of Nuclear Terrorism (2005); Amendment to the Convention on the Physical Protection of Nuclear Material (2005); Protocol of 2005 to the Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation; Protocol of 2005 to the Protocol for the Suppression of Unlawful Acts against the Safety of Fixed Platforms Located on the Continental Shelf (1988).

and money-laundering, may often have linkages with terrorism and therefore necessitate well coordinated response measures.

11. In addition, countries which face significant resource constraints need external technical assistance to help them build CT capacities. At the same time, they face technical assistance 'absorption' constraints. They can be effectively assisted through integrated service packages covering various interlinked criminal justice challenges.

1.2 Need for assistance delivery to East and Southeast Asian nations

12. Countries in East and Southeast Asia face varying levels of terrorism-related challenges.

Their leaders have made clear counter-terrorism policy pronouncements. The Southeast Asian leaders have adopted the ASEAN Convention on Counter Terrorism and the Treaty on Mutual Legal Assistance in Criminal Matters among Like-Minded ASEAN Member Countries. The governments of the East and Southeast Asian countries have actively participated in the global and regional efforts against terrorism.

13. At the national level, many of them have taken extensive counter-terrorism measures and have achieved varying levels of progress in their counter-terrorism preparedness and implementation capacity.

14. Annex I provides brief country-specific overview of the status with respect to establishing national CT legal frameworks in line with the 16 international CT instruments.

15. Steady progress is being achieved regarding the ratification of these international instruments, with some countries having already ratified up to 13 instruments. Most of the countries have counter-terrorism legislative provisions in place. However, many of them need to undertake/complete a review of their counter-terrorism legislative provisions and adopt legislative modifications for establishing full compliance with the provisions of all 16 instruments. These gaps in the counter-terrorism legal frameworks need to be addressed.

16. Annex I contains a brief country-specific overview of the status with respect to establishing national CT legal frameworks in line with the 16 international CT instruments.

17. In addition to establishing fully compliant CT legal framework, the capacity of criminal justice system entities (especially prosecutorial services, the judiciary and law enforcement agencies) to implement the CT legal provisions in accordance with rule of law needs to be strengthened.

18. Most of the countries will also benefit from assistance for regional level networking with authorities for international cooperation in criminal matters (mutual legal assistance and extradition), both generally and in the specific context of terrorism.

19. Counter-terrorism efforts need to be planned and implemented in synergy with other crime and justice challenges. These include: criminal justice reform (especially criminal procedural issues) and strengthening human resources in criminal justice system; building independent national judicial system; and addressing corruption, transnational organized crime, illicit trafficking and money-laundering.

20. Common constraints faced include:

- Limited availability of expertise for: (i) review and amendment of domestic CT legislation; (ii) investigation and prosecution of terrorist preparatory and support acts, such as financing; (iii) freezing and seizure of terrorist assets; (iv) undertaking mutual legal assistance and extradition; and (v) dealing with the legal aspects of complex thematic areas.

- Inadequately developed and/or documented procedural guidelines for the implementation of the legal provisions.
- Inadequate understanding among working level officials of the requirements created by the relevant Security Council resolutions and corresponding responsibilities.
- Weaknesses in inter-agency coordination and communication mechanisms (within countries), such as between law enforcement agencies, prosecutorial services and the judiciary.
- Weaknesses in the ability to effectively participate in international cooperation matters.

21. These problems are sometimes further aggravated by the lack of adequate equipment, financial resources and personnel required to establish, coordinate and implement action/work plans for remedying them.

22. These constraints to effective implementation of CT measures can often be a reflection of broader institutional capacity constraints of the national criminal justice system. Because of this, any work on supporting CT capacity building must be placed in the context of broader criminal justice system capacity building.

23. In view of these needs and constraints, the East and Southeast Asian countries would benefit from assistance in their efforts for, in particular:

- Establishing counter-terrorism legal frameworks in conformity with international requirements,
- Building national level capacity for implementing the CT legal provisions,
- Building national level capacity for undertaking mutual legal assistance and extradition,
- Building national level expertise in specific counter-terrorism thematic areas of direct concern,
- Intra-regional and inter-regional collaboration and networking with respect to criminal justice responses to terrorism and related crime threats and challenges in the region as a whole.

1.3 Key stakeholders

24. The key stakeholders in an East and Southeast Asia partnership for criminal justice responses to terrorism are the Governments of the East and Southeast Asian countries.

25. As noted, counter-terrorism requires holistic response measures. With respect to the criminal-justice responses, the most important national level stakeholders include:

- Officials in relevant national government agencies (e.g. ministries/departments of foreign affairs, public security, interior, justice, etc.) who are in charge of coordinating, elaborating and implementing national measures and contributing to international efforts against terrorism.
- Judicial authorities, prosecutorial services, senior law enforcement officials, other relevant criminal justice officials and authorities overseeing financial transactions.
- Policy makers in the government.
- Legislators.
- National counter-terrorism coordination agencies and focal points.

- Legal practitioners, academic institutions and other relevant civil society entities concerned with rule of law issues, government accountability and human rights.
26. Other key stakeholders in supporting CT capacity building initiatives in the region include:
- ***Association of Southeast Asian Nations (ASEAN)***: Nine of the eleven countries covered under this partnership proposal are ASEAN Member States.
 - ***Bilateral and multilateral development partners***: There are many ongoing ‘donor-supported’ initiatives in the region aimed at building the capacity of criminal justice systems, both at the national and regional levels. A number of donor countries and institutions are actively engaged in the region, including Australia, Austria, Canada, Denmark, Finland, France, Germany, Italy, Japan, Netherlands, New Zealand, Norway, Republic of Korea, Sweden, Switzerland, the United Kingdom and the United States of America. Additionally, the European Union is actively engaged in supporting the South and Southeast Asian countries. The Asian Development Bank, the World Bank and the IMF are also engaged in a broad range of initiatives aimed at improving rule of law and institutional capacities in these countries.
 - ***United Nations entities and Security Council organs***: Other UN agencies/entities working in East and Southeast Asian countries (with an active interest in building the capacity of criminal justice systems) include the United Nations Development Program (UNDP), International Organization for Migration (IOM), the International Maritime Organisation (IMO), the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders (UNAFEI), the Office of the High Commissioner on Human Rights (OHCHR) and the United Nations High Commissioner for Refugees (UNHCR). UNODC must effectively coordinate with such agencies/entities, including through the ‘One UN’ framework at the national level. At the global level, UNODC’s work on CT must be linked to the Counter-Terrorism Implementation Task Force (CTITF), the Counter Terrorism Committee Executive Directorate (CTED), the Analytical Support and Sanctions Monitoring Team of the 1267 Committee and the Expert Group of the 1540 Committee.
 - ***Other global and regional organizations***. There are a range of other organizations with an active interest in and/or responsibility for strengthening criminal justice systems in the East and Southern Asian countries. Among the regional entities, highly relevant are: the Jakarta Centre for Law Enforcement Cooperation (JCLEC), the Southeast Asia Regional Centre for Counter Terrorism (SEARCCT) in Kuala Lumpur and the International Law Enforcement Academy (ILEA) in Bangkok. INTERPOL, the International Association of Prosecutors (IAP) and the Asia Crime Prevention Foundation (ACPF) are also important players in the region.
27. The work undertaken by UNODC on strengthening the capacity of the East and Southeast Asian countries regarding counter-terrorism must take cognizance of the role and actions of these other stakeholders.

1.4 Justification for UNODC involvement

28. The **Global Counter-Terrorism Strategy** recognizes that capacity-building in all countries is a core element of the global counter-terrorism effort. It encourages UNODC to enhance its technical assistance and it encourages Member States to resort to the technical assistance delivered by UNODC.

29. Pursuant to its mandates from the General Assembly, UNODC has for many years been providing technical assistance to requesting countries in the legal and criminal justice aspects of counter-terrorism, with a focus on: (i) ratifying the international legal instruments against terrorism; (ii) incorporating their provisions into national legislation; and (iii) strengthening the capacity of the national criminal justice systems to implement their provisions in compliance with the principles of the rule of law. This has been done mainly under the framework of a global project on “strengthening the legal regime against terrorism”, implemented jointly by the Terrorism Prevention Branch and the regional and country offices of UNODC. Assistance provided over the past several years has resulted in measurable outcomes in terms of new ratifications, legislation and trained officials in numerous countries around the world. UNODC has also been working closely with and rendering specialized input for the counter-terrorism initiatives of other United Nations system entities, such as CTITF and CTC/CTED.

30. Since 2003, UNODC’s CT assistance delivery under the global project has also covered the East and Southeast Asian countries, initially through experts based in headquarters and subsequently, since 2006, enhanced through experts placed in the UNODC Regional Centre for East Asia and the Pacific. Working level contacts and collaboration are well established between UNODC/RCEAP and officials of the countries.

31. UNODC is actively engaged in partnerships with the East and Southeast Asian countries for delivering technical assistance for addressing various transnational crime and justice challenges. In addition to the expertise hub at its Regional Centre in Bangkok, it has field level presence in several of these countries.

32. Overall, UNODC has extensive in-house expertise and operational capacity, at headquarters and the regional and country offices, pertaining to counter-terrorism and related criminal justice areas. In addition, it draws on an extensive network of national experts, built up over the years. Moreover, it benefits from well-established operational partnerships and collaboration with numerous international and regional organizations and national institutions.

33. UNODC is thus well placed to continue and expand its programme of technical support for counter-terrorism and related criminal justice capacity building initiatives in East and Southeast Asia. UNODC continues to stand ready, in close collaboration with partner organizations, to meet related requests for assistance from governments in East and Southeast Asia.

1.5 UNODC programme context

34. The sub-programme on counter-terrorism, entitled “East and Southeast Asia Partnership on Criminal Justice Responses to Terrorism” (also referred to as the “E&SE Asia CT sub-programme”), is a component of the “rule of law” thematic area of UNODC’s Regional Programme Framework for East Asia and the Pacific. It is therefore one part of a broader programme of UNODC technical assistance aimed at countering threats to human security in East and Southeast Asia.

35. It is based on UNODC’s thematic programme on terrorism prevention and the UNODC Medium Term Strategy. The sub-programme mirrors, draws inputs from and builds upon the work already carried out under UNODC’s ongoing global project on “strengthening the legal regime against terrorism”.

36. The E&SE Asia CT sub-programme seeks to enable countries in the region to achieve effective implementation of rule-of-law based criminal justice responses to terrorism. For this purpose, it seeks to provide assistance to requesting countries to: (i) establish national CT legal framework in accordance with international instruments; (ii) improve capacity of national

criminal justice system to implement rule-of-law-based CT measures; and (iii) undertake transnational cooperation in criminal justice and related aspects of CT.

37. Sub-programme implementation is undertaken through country-specific programmes of activities for interested partner countries in the region.

38. This sub-programme concept document - a UNODC secretariat document - sets out the sub-programme's substantive objectives, thematic coverage, types of activities and proposed implementation modalities, in pursuance of and conformity with UNODC mandates. It serves as the basis for elaborating country-specific programmes of activities, jointly by interested partner countries and UNODC, in partnership with other stakeholders.

1.6 UNODC's approach to providing assistance

39. UNODC's CT assistance delivery to the East and Southeast Asian countries will be guided by its overall approach to providing support services to member states:

- **Based on partnerships.** As a service organisation for member states, UNODC cannot act alone. Its services are based on partnership arrangements that clearly articulate mutual responsibilities and accountability for results.
- **Founded on demonstrated need and country ownership.** UNODC services will be based on a clearly articulated need from member states (demand-driven). Specific areas for national capacity development will be determined/decided by national officials, based on each country's specific requirements, drawing on expert input by UNODC and other partners (especially CTED) as relevant.
- **Built on experience, reinforcing progress and complementary.** The proposed sub-programme will build upon the work already carried out by UNODC in East and Southeast Asia, reinforce progress and achievements of the countries in the region and complement related initiatives.
- **Holistic:** UNODC seeks to foster synergy between counter-terrorism measures and other crime and justice challenges, especially with respect to the various areas of UNODC's mandated work. Every effort will be made to provide integrated service packages covering various related areas and needs.
- **Aligned with Paris Declaration principles on aid effectiveness.** UNODC is committed to making its support services more effective, in line with the commitments made by member states through the Paris Declaration. UNODC therefore aims to promote partner ownership, align its support with national policies and priorities, effectively coordinate with other donors / development agencies, and support mutual accountability for results over the medium to long-term.
- **Results-focused.** UNODC seeks to pursue a strong results-focussed approach in its programmes.
- **Sustainable capacity building.** While it may sometimes be necessary for countries to rely on external assistance to fill capacity gaps, UNODC aims to support sustainable capacity building of national institutions and officials whenever possible. Capacity building is viewed in a holistic sense and can include work on improving: legislation and policy frameworks; systems and procedures; knowledge and skills (including access to information); and attitudes and behaviours.

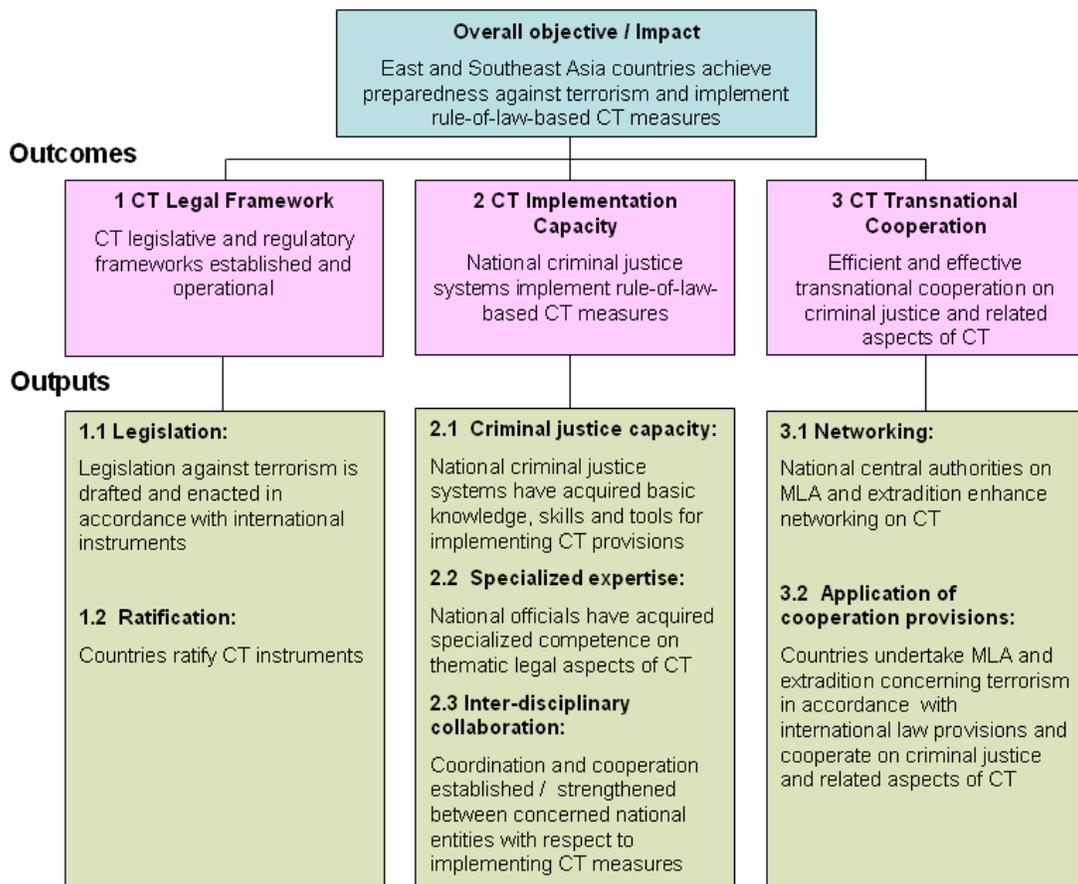
2 Programme Description (What)

2.1 Overall objective, outcomes, outputs

40. The overall objective/impact, outcomes and outputs of the sub-programme are summarised in an ‘objective tree’ presented below as Figure 1.

Figure 1 – Objective tree

Sub-programme on Counter-Terrorism: Partnership on criminal justice responses to terrorism



41. With respect to the structure of objectives shown above, it is important to note the following:

- The overall **objective/impact** and the **outcomes** are long-term development results to which UNODC seeks to contribute. Responsibility and authority for achieving these results lie with national governments and their institutions. As an ‘external’ provider of specialised technical assistance and advice, UNODC can only be responsible for facilitating their achievement.

- Nevertheless, UNODC must clearly demonstrate that its assistance/services make a positive contribution to outcome achievement. In this respect, UNODC is responsible and accountable for providing effective services in support of output delivery.

42. Annex 2 contains the sub-programme's Results and Monitoring Matrix, with proposed indicators and information sources for monitoring and evaluating progress in achieving the overall objective, outcomes and outputs. Primary responsibility for monitoring / evaluating progress towards outcome and impact achievement rests with national government authorities, who are the primary 'owners' of these objectives. As an implementing partner and service provider, UNODC's role is to support national authorities in this task and monitor the quality of the services it provides to ensure their ongoing relevance and effectiveness.

2.2 Geographic coverage and duration

43. Subject to confirmation of participation by the respective governments, the East and Southeast Asia partnership on criminal justice responses to terrorism would cover the following 11 countries in the region (nine Member States of ASEAN plus China and Mongolia):

- | | |
|------------------------------------|----------------------------------|
| • Brunei Darussalam | • Mongolia |
| • Kingdom of Cambodia | • Union of Myanmar |
| • People's Republic of China | • The Philippines |
| • Republic of Indonesia | • Kingdom of Thailand |
| • Lao People's Democratic Republic | • Socialist Republic of Viet Nam |
| • Malaysia | |

44. The duration of the sub-programme's first phase is two years and nine months, from 1 April 2011 to December 2013.

2.3 Country programme of activities

45. The sub-programme will be implemented through country-specific programme of activities for achieving the outcomes and outputs stated in the objective tree. As relevant, country programmes will entail elements for sub-regional initiatives.

46. The programme of activities for each country is to be fully owned and decided by the respective Government. It is elaborated and implemented in sequential phases: (i) initial outline of indicative thematic areas and activities, prepared by UNODC based on information from work contacts with national officials and CTED assessments; (ii) elaboration/refinement of a draft country programme jointly by country officials and UNODC, through "whole-of-Government" consultations and decisions of national authorities, with budgetary details and performance indicators; (iii) formal endorsement of the country programme of activities by the Government; and (iv) preparation and regular updating of flexible periodic implementation work plans, jointly by UNODC and country officials, for implementing the programme activities (or elements thereof) for which funding is available. The formal endorsement of the country programme of activities by the respective Government attests to each country's ownership and policy level commitment to implement the proposed activities.

2.4 Primary national partners (target groups)

47. UNODC's primary national partners in CT capacity building will include:

- Government officials. The sub-programme seeks to enhance the counter-terrorism expertise and implementation capacity of officials in various entities in the national government (especially ministries/departments of foreign affairs, interior, public security, justice; national counter-terrorism coordination agencies; etc.) who are in charge of coordinating, elaborating and implementing national counter-terrorism measures and participating in related international efforts.
- Judiciary authorities, senior law enforcement officials, other relevant criminal justice officials and authorities overseeing financial transactions. The sub-programme seeks to enhance the counter-terrorism expertise and implementation capacity of investigators, prosecutors, judges, senior law enforcement officials and other relevant criminal justice officials and financial authorities. It also seeks to extend assistance to the professional associations of criminal justice officials, such as those of judges and prosecutors.
- Policy makers at national level. The sub-programme seeks to enhance the knowledge, support, commitment and capacity for counter-terrorism measures among relevant policy makers at the national level, especially with respect to the value and importance of rule of law and criminal justice-based approaches and measures against counter-terrorism.
- Legislators and officials in charge of legislative processes. The sub-programme seeks to enhance the counter-terrorism expertise and capacity of officials responsible for the drafting and enactment of legislation, within both the executive and legislative branches of government.
- Legal practitioners and academic institutions. Where appropriate, the sub-programme seeks to enhance the counter-terrorism expertise of legal practitioners such as defense attorneys, academics and legal experts. It may also assist law schools and other academic institutions to incorporate relevant counter-terrorism aspects in academic curricula and legal practice.

48. When requested, the sub-programme may provide assistance to concerned regional and other organizations for facilitating development of counter-terrorism knowledge among their officials.

2.5 Gender mainstreaming

49. Although the sub-programme does not specifically deal with gender and advancement of women issues, it will promote and take into account gender mainstreaming aspects wherever applicable. For example, governments will be encouraged to facilitate participation of women in all programme activities and pay special attention to nominating women participants. Data will also be collected on the participation of women in UNODC supported activities and will be specified in relevant performance indicators.

2.6 Substantive and operational focus

50. The main substantive focus will be on facilitating national implementation capacity building, in the broader context of efforts to strengthen overall criminal justice capacity.

51. As needed, assistance will also be provided for completing the establishment of effective counter-terrorism legal frameworks at the national level.

52. In all phases and aspects of assistance delivery, special attention will be given to ensure that the legal measures taken to counter terrorism comply with the obligations of Member States under international law, in particular human rights law, refugee law and international humanitarian law.

53. Specific thematic areas for national expertise development will be determined by national officials, based on each country's specific requirements. These will be specified in the country programme of activities. Thematic areas may include:

- investigation, prosecution and adjudication of terrorist acts and related serious crimes
- compliance with rule of law and ensuring protection of human rights
- international cooperation in criminal matters
- counter-financing of terrorism
- maritime terrorism and maritime security
- nuclear, chemical and biological terrorism
- use of the internet for terrorist purposes
- criminal justice responses concerning victims of terrorism
- Incarceration-related challenges

54. Whenever appropriate, a “train-the-trainer” approach will be pursued, through partnerships with national and regional training institutions, such as judicial schools and prosecution training centres. Self-learning methods will be employed, utilizing information technology, including computer-based training. The knowledge management capacity of the countries will be enhanced by improving the availability of substantive information, through targeted substantive publications, training manuals, implementation guides and other specialized tools.

55. Operationally, the focus is on providing national level assistance, delivered mostly on-site but also relying on remote communication technology when feasible, complemented by a few pertinent regional level activities.

56. As much practically feasible, assistance measures will be integrated into service packages covering various crime and justice areas of UNODC support to the countries, thus fostering substantive and operational synergy.

2.7 Indicative activities

57. The following tables provide an overview of the indicative activities that the sub-programme would undertake in collaboration with partners to support output delivery.

58. At the sub-programme level, the proposed activities and substantive areas are ‘indicative’ because, within these broad scopes, they will obviously vary at the country level in terms of coverage and extent, in accordance with current and evolving country-specific needs, absorption capacity and funding.

59. As noted, detailed country-specific programme of activities and implementation work plans will be prepared, executed and monitored on an ongoing basis in close collaboration with national and regional partners, as the necessary partnership arrangements are worked out and resources to implement are confirmed.

60. Two sets of indicative activities at the sub-programme level are described, the first being focused on national level CT legal framework and capacity building needs, and the second on regional level activities which complement the former and focus on learning from shared challenges, networking and collaborative efforts among the countries.

Country level

Substantive area/type of assistance at national level
OUTCOME 1. CT LEGAL FRAMEWORK
CT legislative and regulatory frameworks established and operational
Output 1.1 <u>Legislation:</u>
Legislation against terrorism is drafted and enacted in accordance with international instruments
Indicative activities
<p>1.1.1. Assistance for reviewing CT legislation, identifying legal gaps and drafting amendments necessary to give effect to all CT instruments</p> <p><i>Main areas and countries likely to be covered include:</i></p> <ul style="list-style-type: none"> - <i>CT legislation review/enhancement</i> <ul style="list-style-type: none"> - <i>Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Thailand, Viet Nam</i> - <i>Rule-of-law based criminal procedure</i> <ul style="list-style-type: none"> - <i>Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Viet Nam</i> - <i>Mutual legal assistance and extradition</i> <ul style="list-style-type: none"> - <i>Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Thailand, Viet Nam</i> - <i>Counter-financing of terrorism</i> <ul style="list-style-type: none"> - <i>Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Thailand, Viet Nam</i> <p><i>Target: at least 6 countries assisted each year</i></p>
Scope of UNODC support services
<p>Support to national officials for:</p> <ul style="list-style-type: none"> • The development of a national implementation strategy and action plan for counter-terrorism legal reform, criminal justice capacity-building and participation in international criminal justice cooperation. • The analysis and review of national legislation and identification of existing gaps and needed changes for achieving conformity with the provisions of the international legal instruments against terrorism. Provided through various means such as working on-site with the officials, preparation of papers and other advisory services. • Drafting needed legislation for achieving conformity with the international instruments and synergy with legislative measures in related crime and justice challenges. Support would cover various substantive and procedural areas, such as counter-financing of terrorism, extradition and mutual legal assistance, criminal procedures, aviation and maritime security/terrorism and nuclear, chemical and biological terrorism. Provided through various means such as working on-site with officials, preparation of draft legislation, related briefing papers and other advisory services.

Substantive area/type of assistance at national level
<ul style="list-style-type: none"> • Undertaking required legislative processes pertaining to the speedy adoption of new/revised legislation. Provided through various means such as working on-site with officials, preparation of briefing/cabinet papers, participation in briefings to legislative review bodies and other advisory services.
Output 1.2 <u>Ratification:</u> Countries ratify counter-terrorism instruments
Indicative activities
1.2.1 Assistance for undertaking the processes of ratifying the remaining CT instruments <i>Potentially all countries.</i> <i>Target: 6 countries assisted each year</i>
Scope of UNODC support services <ul style="list-style-type: none"> • Assistance to national officials for advancing the processes of ratification, provided through various means such as working on-site with the officials, preparation of analytical papers, briefing notes and other advisory services. • Assistance for enhanced awareness of policy makers and legislators of the need to accomplish full ratification of all CT legal instruments, provided through various means such as the preparation of advisory notes, other advisory services and substantive briefing sessions/workshops.
OUTCOME 2. CT IMPLEMENTATION CAPACITY:
National criminal justice systems implement rule-of-law-based CT measures
Output 2.1 <u>Criminal justice capacity:</u> National criminal justice systems have acquired basic knowledge, skills and tools for implementing CT legal provisions
Indicative activities
2.1.1. Assistance to enhance basic criminal justice implementation capacities and incorporation of CT aspects, in concert with other related initiatives and efforts <i>Countries likely to be covered include:</i> <ul style="list-style-type: none"> - <i>Cambodia, Lao PDR, Mongolia, Myanmar, Viet Nam</i> <i>Target: at least 4 countries assisted each year</i>
2.1.2. Training on investigation and prosecution of terrorist acts and related complex criminal cases <ul style="list-style-type: none"> - <i>Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Thailand, Viet Nam</i> <i>Target: at least 6 countries assisted each year</i>
2.1.3. Development of manual/guidelines on special investigative techniques tailored to country-specific requirements <ul style="list-style-type: none"> - <i>Brunei Darussalam, Indonesia, the Philippines, Thailand, Viet Nam</i> <i>Target: at least 2 countries assisted each year</i>

Substantive area/type of assistance at national level
<p>Scope of UNODC services</p> <p>Support to criminal justice institutions and their officials for:</p> <ul style="list-style-type: none"> • National programming, implementation and assessment of CT legal capacity building and its integration and synergy with related efforts in other criminal justice areas • Rule of law and human rights protection related to criminal procedure • Compliance of national CT measures with international law, especially human rights law, refugee law and international humanitarian law • Implementation of Security Council resolutions relating to terrorism, especially 1267, 1373, 1540 and 1627 • Practical application of the overall counter-terrorism legal provisions in accordance with rule of law and their potential linkages to other crime and justice areas • Developing competencies in special investigative techniques, evidence gathering, and multi-disciplinary collaboration concerning terrorist acts • Addressing policy challenges pertaining to the implementation of the legal regime against terrorism and participation in related policy dialogue <p>Support will be provided through various means, including:</p> <ul style="list-style-type: none"> • Designing and delivering training • Identifying and familiarizing officials with relevant good practices • Delivering specialized tools, such as guides and basic documents, in required language(s) • Facilitating incorporation and delivery of components on CT legal provisions in curricula of relevant national and regional training institutions, including through training of trainers • Facilitating continuous learning and skills enhancement of officials by making available self-learning/training tools and opportunities, especially utilizing information technology (computer-based training) and inter-active training based on real case scenarios and case studies
<p>Output 2.2 <u>Specialized expertise:</u></p> <p>National officials have acquired specialized competence on thematic legal aspects of CT.</p>
<p>Indicative activities</p>
<p>2.2.1. Training and other forms of assistance for enhancing expertise in international cooperation (MLA and extradition) with focus on counter-terrorism dimensions</p> <p><i>Mainly: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Thailand, Viet Nam</i></p> <p><i>Target: at least 6 countries assisted each year</i></p>
<p>2.2.2. Training and other forms of assistance for enhancing expertise in counter-financing of terrorism, in synergy with efforts in anti-money laundering</p> <p><i>Mainly: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Thailand, Viet Nam</i></p> <p><i>Target: at least 4 countries assisted each year</i></p>

Substantive area/type of assistance at national level
<p>2.2.3. Training and other forms of assistance for enhancing expertise in the legal/criminal justice dimensions of cross-border and maritime terrorism/security</p> <p><i>Mainly: Brunei Darussalam, Cambodia, Indonesia, the Philippines, Thailand, Viet Nam</i></p> <p><i>Target: at least 4 countries assisted each year</i></p>
<p>2.2.4. Training and other forms of assistance for enhancing expertise in the legal/criminal justice dimensions of nuclear, chemical and biological terrorism</p> <p><i>Potentially all countries, upon determination of need:</i></p> <p><i>Target: at least 2 countries assisted each year</i></p>
<p>2.2.5. Training and other forms of assistance for enhancing expertise in the legal/criminal justice dimensions pertaining to the use of the internet for terrorist purposes</p> <p><i>Mainly: Brunei Darussalam, Indonesia, Mongolia, the Philippines, Thailand, Viet Nam</i></p> <p><i>Target: at least 2 countries assisted each year</i></p>
<p>2.2.6. Training and other forms of assistance for enhancing expertise concerning the criminal justice responses to victims of terrorism</p> <p><i>Mainly: Indonesia, the Philippines, Thailand</i></p> <p><i>Target: at least 2 countries assisted each year</i></p>
<p>2.2.7 Training and other forms of assistance for enhancing expertise in addressing incarceration-related issues</p> <p><i>Mainly: Indonesia, the Philippines, Thailand</i></p> <p><i>Target: at least 2 countries assisted each year</i></p>
<p>Scope of UNODC services</p> <p>Support to criminal justice institutions and their officials for expertise/capacity-building in:</p> <ul style="list-style-type: none"> • Legal/criminal justice dimensions of specific thematic areas <p>Support will be provided through various means, including:</p> <ul style="list-style-type: none"> • Specialized training • Familiarizing officials with international good practices and experiences • Delivering facilitative specialized tools, such as basic documents and manuals/guidelines, in required language(s) and tailored to country-specific requirements and situations • Facilitating incorporation and delivery of CT components in the curricula of relevant national and regional training institutions • Facilitating continuous learning and skills enhancement by making available self-learning/training tools and opportunities, especially utilizing information technology (computer-based training)

Substantive area/type of assistance at national level
<p>Output 2.3 <u>Inter-disciplinary collaboration:</u></p> <p>Coordination and cooperation established / strengthened between concerned national entities with respect to implementing CT measures</p>
Indicative activities
<p>2.3.1. Assistance for enhanced national level collaboration in implementing the legal regime against terrorism in synergy with other crime and justice challenges</p> <p><i>Mainly: Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, the Philippines, Viet Nam</i></p> <p><i>Target: at least 3 countries assisted each year</i></p>
<p>Scope of UNODC services</p> <p>Support to national authorities for:</p> <ul style="list-style-type: none"> • Review of institutional collaboration arrangements • Elaborating collaborative work/action plans to strengthen coordination and communication • Development of effective and collaborative working arrangements <p>Support will be provided through various means, including:</p> <ul style="list-style-type: none"> • Facilitating appropriate joint learning/training for fostering collaborative efforts and familiarizing officials with good practices and experiences • Development of operational procedures/guides (information exchange/communication protocols) • Provision of equipment/infrastructure (for low-income countries) to enhance capacity for adequate communication and information flow among relevant national institutions that lack basic infrastructure capacity • Promoting third-party assistance
OUTCOME 3. CT TRANSNATIONAL COOPERATION
Efficient and effective transnational cooperation on criminal justice and related aspects of CT
<p>Output 3.1 <u>Networking:</u></p> <p>National central authorities on MLA and extradition enhance networking on CT</p>
Indicative activities
<p>3.1.1. Assistance for regional level networking with authorities of other countries for international cooperation on criminal matters regarding counter-terrorism</p> <p><i>Potentially all 11 countries</i></p> <p><i>Target: at least 6 countries assisted each year</i></p>
<p>Scope of UNODC services</p> <p>Support to criminal justice institutions and their officials (specifically the designated central authorities) for:</p> <ul style="list-style-type: none"> • Enhancing understanding of different legal systems and requirements in different countries with respect to CT

Substantive area/type of assistance at national level
<ul style="list-style-type: none"> • Establishment of networks of experts specialized in MLA and extradition, such as “judicial platforms” and virtual/on-line platforms • The participation of officials of low income countries in pertinent professional networks <p>Support will be provided through various means, including:</p> <ul style="list-style-type: none"> • Facilitating study visits of officials to other countries with pertinent competence and experience in MLA and extradition • Facilitating exchange programmes of officials among countries for enhanced familiarization with differing legal systems and requirements • Facilitating exchange of information, including best practice examples • Providing expert advice as required/requested
<p>Output 3.2 <u>Application of cooperation provisions:</u></p> <p>Countries undertake MLA and extradition concerning terrorism in accordance with international law provisions and cooperate on criminal justice and related aspects of counter-terrorism</p>
<p>Indicative activities</p>
<p>3.2.1. Assistance to national authorities and other concerned officials for facilitating MLA and extradition</p> <p><i>Potentially all 11 countries</i></p> <p><i>Target: at least 6 countries assisted each year</i></p>
<p>Scope of UNODC services</p> <p>UNODC will support:</p> <ul style="list-style-type: none"> • Provision of ad hoc advisory services in formulating and responding to requests for MLA and extradition • Familiarizing officials with good practices and experiences • Familiarizing officials with specificities and requirements of differing legal systems • Delivering specialized tools, such as guides, compilation of treaties and other documents, in required language(s) and establishing/servicing virtual on-line platforms • Conducting operational working sessions which bring together officials of concerned countries and facilitate informal consultations on specific cases. • Assistance to central authorities of low income countries for enhancing communication and information flow with central authorities of other countries, through such means as promoting third-party assistance and providing interim basic communication material and equipment to overcome immediate constraints.

Regional level

Substantive area/type of assistance at the regional level
OUTCOME 1. CT LEGAL FRAMEWORK
CT legislative and regulatory frameworks established and operational
Output 1.1 <u>Legislation:</u>
Legislation against terrorism is drafted and enacted in accordance with international instruments
Indicative activities
1.1.2. Workshop on comparative experience and lessons learned in designing legislation to implement the 16 instruments
OUTCOME 2. CT IMPLEMENTATION CAPACITY:
National criminal justice systems implement rule-of-law-based CT measures
Output 2.1 <u>Criminal justice capacity:</u>
National criminal justice systems have acquired basic knowledge, skills and tools for implementing CT legal provisions
Indicative activities
2.1.4. Workshop on effective collaboration and coordination between law enforcement and prosecution in countering terrorism
Outcome 3. CT TRANSNATIONAL COOPERATION
Efficient and effective transnational cooperation on criminal justice and related aspects of CT
Output 3.1 <u>Networking:</u>
National central and competent authorities enhance networking on CT
Indicative activities
3.1.2. Workshop on facilitating international cooperation in criminal matters focusing on sharing information with enhanced trust and information security for law enforcement and criminal justice authorities
3.1.3. Workshop for officials of financial intelligence units and law enforcement on international cooperation for preventive freezing pursuant to the provisions of UNSCR 1373
Output 3.2 <u>Application of cooperation provisions:</u>
Countries undertake MLA and extradition concerning terrorism in accordance with international law provisions and cooperate on criminal justice and related aspects of counter-terrorism
Indicative activities
3.2.2. Operational working sessions for criminal justice and law enforcement officials of concerned countries on facilitating international cooperation concerning counter-terrorism

3 Partnership and implementation arrangements (How)

3.1 Partnership roles

61. The participants in this East and Southeast Asia Partnership have co-ownership for the sub-programme on criminal justice responses to terrorism. UNODC will nevertheless take lead responsibility for its coordination, implementation and management.

62. The table below summarizes the proposed roles and functions of the various participants in the Partnership:

Partner entity	Roles and functions
The East and Southeast Asian countries	<ul style="list-style-type: none"> • Provision and mobilization of policy support for the partnership and the sub-programme • Participation in the partnership and in sub-programme consultation/review processes • Ownership for respective country programme of activities • Substantive and operational collaboration and logistical provisions for implementation of country activities • Collaboration and substantive input for regional activities • Designation of the sub-programme’s national focal point(s) • Designation of national programme steering committee member entities and chair
Donor countries and Donor institutions	<ul style="list-style-type: none"> • Provision and mobilization of policy and funding support for the partnership and the sub-programme • Participation in the partnership and in sub-programme consultation/review processes • Provision of substantive and operational support for implementation
UNODC	<ul style="list-style-type: none"> • Partnership coordination • Sub-programme implementation and management • Specialized expertise in CT, crime prevention and criminal justice • Mobilization of funds
Other UN entities	Policy guidance, programme facilitation and substantive input.
<ul style="list-style-type: none"> • One-UN Initiative 	<ul style="list-style-type: none"> • Country level policy/programme support and integration in One-UN Initiative

Partner entity	Roles and functions
<ul style="list-style-type: none"> • CTITF: <i>CTITF Office and CTITF entities, especially UNHCHR, UNHCR, IMO, IMF, ICAO</i> 	CTITF Office: <ul style="list-style-type: none"> • Coordination/facilitation of collective UN system-wide input • Global level policy guidance, programme facilitation and resource mobilization support CTITF entities: <ul style="list-style-type: none"> • Relevant substantive expertise/input
<ul style="list-style-type: none"> • CTED/CTC • Other Security Council Bodies 	<ul style="list-style-type: none"> • Global level policy guidance and substantive input • Global level programme facilitation and resource mobilization support
International, regional and national organizations/entities	<ul style="list-style-type: none"> • Support for and participation in the partnership and the programme consultation/review processes • Substantive expertise for implementation • Operational support for implementation • Networking support

3.2 Partnership consultations

63. In fulfilment of its partnership coordination role, the UNODC Regional Centre for East Asia and the Pacific (RCEAP) will pursue periodic partnership consultations, to the degree feasible through regular communications and virtual conferences using communication technology. The main purpose of the consultations will be to obtain input for reviewing and monitoring pertinent aspects of the partnership and programme implementation and recommendations for refinements.

3.3 National Programme Steering Committees

64. Each partner country covered under the sub-programme will be encouraged and assisted to establish a national programme steering committee, to guide implementation of the country specific programme of activities. The steering committee is to be chaired by the Government, with broad participation of relevant entities (whole-of-government) and entailing participation of UNODC, locally based donor representations and other relevant assistance providers. UNODC will be accountable to the national steering committee for implementation of the country programme of activities and other relevant aspects of the sub-programme.

3.4 Coordination and management

65. The national programme steering committees and the periodic partnership consultations at the broader sub-programme level will serve as the key mechanisms for sub-programme coordination. Together, they will informally fulfil the functions of a sub-programme level steering committee.

66. The sub-programme will be managed and implemented by UNODC under the leadership of its RCEAP in Bangkok.

3.5 Resource requirements

67. The level of resources required for the sub-programme depends on the volume of its evolving country programmes of activities. The table below provides an initial indicative estimate of the resource requirements. This indicative estimate needs to be regularly updated as programme activities evolve and their details are determined with the partner countries.

Initial indicative estimate of resource requirements (in US dollars)				
<i>Year</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>Total</i>
<i>Total</i>	2,863,116	4,232,832	4,264,432	11,360,380

68. An indicative costed work plan is made available for UNODC and donor purposes, as Annex 3. A summary of the proposed initial indicative budget is contained in Annex 4.

69. These figures, as indicative estimates of resource requirements, reflect only the funding targets for the sub-programme. The actual budget for sub-programme implementation will be determined by and adjusted to the actual level of funding made available.

70. Subject to funding and the scope of finalized country programmes of activities, the sub-programme's core personnel resources will consist of:

(a) programme personnel based at RCEAP in Bangkok, in charge of and accountable for overall management of the sub-programme and leading implementation of several of its segments (country programmes): a senior programme manager, two programme officers (counter-terrorism/legal expert) (or equivalent national officers) and two programme assistants/associates;

(b) programme personnel based in other countries covered (determined on the basis of country programme volume and funding), in charge of and accountable for leading implementation of several segments (country programmes) and contributing to overall programme management. It is expected that programme personnel will be placed initially in Jakarta and Manila and would consist of: a programme officer (counter-terrorism/legal expert), a national programme officer and two programme assistants/associates.

71. Annex 6 contains a table indicating the personnel resources required for sub-programme implementation and the terms of reference for key programme personnel.

72. As required, the programme team will be supported by other UNODC personnel from the RCEAP, the country offices and Headquarters in Vienna, especially TPB and the Global Programme against Money Laundering (GPML). Headquarters entities, especially TPB and GPML, will also provide input for substantive quality assurance and global level policy coordination.

73. Collectively, the programme personnel will bring specialized expertise in the following key areas:

- Counter-terrorism policy and programme coordination and management
- Legal aspects of counter-terrorism
- Criminal justice and crime prevention, especially investigation, prosecution and judiciary
- Counter-financing of terrorism
- Mutual legal assistance and extradition

74. Additional specialized expertise for the implementation of activities may be drawn from national experts through consultancy services.

3.6 Monitoring, reporting and evaluation

75. UNODC will undertake monitoring, reporting and evaluation as key elements of programme management and as on-going processes, in consultation with the partners.

Monitoring

76. Monitoring will be carried out based on the sub-programme's Results and Monitoring Matrix contained in Annex 2, incorporating indicators and means of verification for each outcome and output. As noted, periodic work plans tailored to achieve effective implementation of country programme of activities will be prepared by the sub-programme personnel in close collaboration with partners and will be reviewed and updated regularly.

77. Monitoring will focus on outcomes and outputs, rather than activities, and thus on results and changes being achieved through programme activities. It will rely on a combination of information to be obtained from the sub-programme's primary partners (officials in the partner countries), including through feedback questionnaires and surveys (in particular to solicit structured qualitative feedback from stakeholders on their perceptions of programme performance and their satisfaction with the technical support being provided) and information available to UNODC as part of programme implementation.

78. As much as possible, required data collection will be integrated into ongoing programme activities. Attention will be given to limit the burden of additional data collection on programme partners and UNODC.

79. Monitoring will enable UNODC management and programme partners, especially the government partners and donor countries, to ascertain that the sub-programme is making progress towards achievement of the mutually agreed objective, outcomes and outputs; make decisions on required strategic and programmatic adjustments; and ensure that the programme content continues to be tailored to the evolving needs and thus maintains continued relevance.

80. Monitoring will also produce the results-oriented data and information for programme reporting. Information thus gained will also help to enhance transparency and accountability regarding programme resources and identify lessons learned and good practices.

Reporting

81. Formal reporting is carried out in accordance with established UNODC reporting procedures, consisting of semi-annual and annual implementation progress reports made available through UNODC's PROFI system. A financial report will be issued annually for the sub-programme as a whole by the Financial Resources Management Services of UNODC. In addition to these formal reports, UNODC will also regularly disseminate periodic informal implementation notes containing details on activities and results. As required, implementation reports and briefings will also be provided regularly to all Member States collectively and to donors.

Evaluation

82. A mid-term evaluation, with limited coverage, and a comprehensive final evaluation, with full coverage, of the sub-programme will be undertaken and are budgeted for in the work plan. They will be conducted under the lead of UNODC's Independent Evaluation Unit (IEU) and will build upon related previous evaluations of UNODC's global project on "strengthening the legal regime against terrorism". The focus will be on promoting collaborative learning among all key partners.

83. In addition, UNODC will conduct regular self-assessments of the activities of the sub-programme, in combination with monitoring, using simple feedback questionnaires.

3.7 Assumptions, risks and risk mitigation

84. Key assumptions of the sub-programme are:

- There is readiness among the Governments of the recipient countries to participate in the programme partnership and draw on the services of UNODC. They have the required level of capacity and are ready to devote required resources to work with UNODC and take ownership for the formulation, coordination and implementation of assistance activities.
- There is readiness among the Governments of the donor countries and donor institutions to participate in the programme partnership and provide the required level of funding through voluntary contributions.
- There is readiness among the relevant regional and international actors to participate in the programme partnership and provide the required level of collaboration and input, especially for achieving effective coordination and avoidance of duplication.
- There is willingness among the concerned countries to strengthen their criminal justice-related cooperation for counter-terrorism and to collaborate with each other in this regard.

85. These assumptions have been tested through discussions with partners and are considered to hold true.

86. Nevertheless, there are still related risks for the implementation period. Some of those likely risks, and the risk mitigation strategies that UNODC will implement, are profiled below:

- ***Inadequate or decrease in the political and/or institutional commitment of a partner country to pursue and effectively implement national measures on terrorism preparedness, especially criminal justice responses.*** This risk is considered of medium likelihood notwithstanding the high priority assigned by the international community and the commitment of the countries to counter terrorism. The impact of this risk would be high as the programme objective and specific outcomes can be achieved only through the full commitment of the legislative, executive and judiciary branches of the recipient countries. UNODC seeks to mitigate this potential risk through on-going efforts to mobilize and sustain the commitment of relevant policy-makers in the partner countries and through UNODC participation in the related efforts of CTITF, CTED, other Security Council bodies and concerned regional entities.
- ***Lack of an adequate level of communication, information exchange and coordination among some national officials within recipient countries.*** The impact of this risk is high but its likelihood is considered to be relatively low, due to the mitigation measures being taken by UNODC, such as the close consultation, coordination and other preparatory work with the beneficiary country officials for programme development and implementation. A key long-term mitigation measure is the national programme steering committee, with broad participation of relevant national entities and bilateral and multi-lateral assistance providers.
- ***Inadequate institutional capacity and resources of some key national entities of low-income countries for participation in programme activities*** (for example for related communications, operating costs and attendance in coordination and networking). The likelihood of this risk is medium in some of the target countries and its impact will be high. UNODC seeks to mitigate this risk through the partnership with other entities and donors who can render assistance in this regard and, on a case-by-case basis, provision of support for basic institutional capacity to national focal point for the sub-programme.
- ***Lack of needed level of long-term funding through voluntary donor contributions, especially due to changing donor priorities.*** The likelihood of this risk, which will have a high impact, is considered to be moderate. UNODC will work closely with the officials of donor countries

and donor institutions to emphasize the importance of providing adequate sustained funding for the sub-programme over the medium term. UNODC will further mitigate this risk by providing high quality information/reports on implementation progress, thus helping to sustain (and galvanize more) financial support from donors.

- ***Inefficient nomination of participants to programme activities by national governments.*** UNODC will mitigate this risk by providing specific guidance and criteria for nominations and subsequently engaging in close consultations with the relevant entities.
- ***High turn-over of officials in general and those who have participated in programme activities.*** UNODC will seek to mitigate this risk through (a) developing/providing basic initial training programme packages, (b) a strong train-the-trainer approach and (c) soliciting a government commitment that trained officials remain in the relevant position for a suitable amount of time.
- ***Inadequate level of coordination among various technical assistance providers.*** UNODC seeks to mitigate this risk through (a) seeking the participation of relevant assistance providers in the national programme steering committee and (b) engaging in on-going informal consultations with other assistance providers, especially those based locally, drawing on UNODC's field presence.

3.8 Sustainability of benefits and follow-up

87. The sub-programme will pursue a multi-faceted approach for achieving sustainability of its results and impact, which will include:

- Initial multi-year assistance plan, centred on multi-year national programme of activities elaborated jointly with the concerned national officials.
- Emphasis on capacity-building and expertise development at the national level, pursuing a “train-the-trainer” approach in delivering capacity building assistance, reinforced through partnerships with national training institutions such as judicial and magistrate schools and prosecution training centres. National level knowledge development in specialized thematic areas will enhance sustainability. Trainers and training institutes will be provided with material relevant for long-term training and assisted in incorporating relevant elements into curricula. Specialized publications and tools will contribute to sustainability by placing valuable instruments at the disposal of officials responsible for achieving long-term national implementation and capacity building.
- Promoting commitment on the part of national governments to keep the trained officials in their respective functions for at least some time, so as to serve as catalysts for further transfer of expertise.
- Emphasis on fostering networking and cooperation among countries, including through virtual on-line networking and learning platforms, leading to sustained efforts beyond the assistance delivery period.
- Partnership with other relevant actors for fostering long-term institutional capacity, infrastructure requirements and coherence with other areas of counter-terrorism efforts, especially with CTITF, CTED, other Security Council bodies, regional entities and donor countries.

88. The relevance of follow-up to this first phase of the sub-programme will be examined towards the end of this phase, based on the findings of its monitoring and evaluation outcomes.

Annex 1 – Overview of National Counter-Terrorism Legal Framework

A. RATIFICATION STATUS												
Counter-Terrorism Conventions and Protocols	ASEAN Countries										Other Countries	
	Brunei Darussalam	Cambodia	Indonesia	Lao PDR	Malaysia	Myanmar	Philippines	Singapore	Thailand	Viet Nam	China	Mongolia
1. Convention on Offences and Certain Other Acts Committed On Board Aircraft (1963)	23/05/86	22/10/96	07/09/76	23/10/72	05/03/85	23/05/96	26/11/65	01/03/71	06/03/72	10/10/79	14/11/78	24/07/90
2. Convention for the Suppression of Unlawful Seizure of Aircraft (1970)	16/04/86	08/11/96	27/08/76	06/04/89	04/05/85	22/05/96	26/03/73	12/04/78	16/05/78	17/09/79	10/09/80	08/10/71
3. Convention for the Suppression of Unlawful Acts against the Safety of Civil Aviation (1971)	16/04/86	08/11/96	27/08/76	06/04/89	04/05/85	22/05/96	26/03/73	12/04/78	16/05/78	17/09/79	10/09/80	14/09/72
4. Convention on the Prevention and Punishment of Crimes against Internationally Protected Persons, including Diplomatic Agents (1973)	13/11/97	27/07/06		22/08/02	24/09/03	04/06/04	26/11/76	02/05/08	23/02/07	02/05/02	05/08/87	08/08/75
5. International Convention against the Taking of Hostages (1979)	18/10/88	27/07/06		22/08/02	29/05/07	04/06/04	14/10/80	22/10/10	02/10/07		26/01/93	09/06/92
6. Convention on the Physical Protection of Nuclear Material (1980)		04/08/06	05/11/86	29/09/10			22/09/81				10/01/89	28/05/86
7. Protocol for the Suppression of Unlawful Acts of Violence at Airports Serving International Civil Aviation (1988)	20/12/00	08/11/96		07/10/02	08/09/06	22/05/96	17/12/03	22/11/96	14/05/96	25/08/99	06/03/99	22/09/99
8. Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation (1988)	08/12/03	18/08/06				19/09/03	06/01/04	03/02/04		12/07/02	20/08/91	22/11/05
9. Protocol for the Suppression of Unlawful Acts Against the Safety of Fixed Platforms Located on the Continental Shelf (1988)	08/12/03	18/08/06				19/09/03	06/01/04			12/07/02	20/08/91	22/11/05
10. Convention on the Marking of Plastic Explosives for the Purpose of Detection (1991)	09/07/09				27/11/07	01/09/04	17/12/03	20/01/03	25/01/06			22/09/99
11. International Convention for the Suppression of Terrorist Bombings (1997)	14/03/02	31/07/06	29/06/06	22/08/02	24/09/03	12/11/01	07/01/04	31/12/07	12/06/07		13/11/01	07/09/00
12. International Convention for the Suppression of the Financing of Terrorism (1999)	04/12/02	12/12/05	29/06/06	29/09/08	29/06/07	16/08/06	07/01/04	30/12/02	29/09/04	25/09/02	19/04/06	25/02/04
13. International Convention for the Suppression of Acts of Nuclear Terrorism (2005)											08/11/10	06/10/06
14. Amendment to the Convention on the Physical Protection of Nuclear Material (2005)			27/05/10								14/09/09	
15. Protocol of 2005 to the Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation (2005)												
16. Protocol of 2005 to the Protocol for the Suppression of Unlawful Acts Against the Safety of Fixed Platforms Located on the Continental Shelf (2005)												
Total Ratifications:	11	11	7	9	9	11	12	10	9	8	13	13

B. NATIONAL LEGISLATION STATUS	
COUNTRIES	<p>BRUNEI DARUSSALAM</p> <p>Legislations implementing counter-terrorism treaties include the Internationally Protected Persons Act (1982), the Emergency (Hijacking & Protection of Aircraft) Order (2000), the Civil Aviation Order (2006) and the Maritime Offences (Ships and Fixed Platforms) Order (2007). The Mutual Assistance in Criminal Matters Order (2005) and the Extradition Order (2006) are quite well written.</p> <p>The Anti-Terrorism Act (Financial and Other Measures) does not criminalize financing each specific crime as listed under the Counter Financing of Terrorism Convention. It is being reviewed with a view to developing a comprehensive law on counter-terrorism.</p>
	<p>CAMBODIA</p> <p>The Law on Counter-Terrorism (2007) and the Law on Anti-Money Laundering and Combating the Financing of Terrorism are primary legislation to implement the international law requirements, including extradition and mutual legal assistance in relation to terrorist offences.</p>
	<p>CHINA</p> <p>The Penal Code and the Criminal Procedure Code (CPC) are the primary legislation on counter-terrorism. The Criminal Procedure Code has some provisions on mutual legal assistance. The Extradition Law, enacted in 2002, provides for extradition based on reciprocity principle. The Anti-Money Laundering Law (2006) and the CPC are applicable to counter financing of terrorism.</p>
	<p>INDONESIA</p> <p>Law Number 1/2003 “Combating Criminal Acts of Terrorism” is the primary legislation on counter-terrorism. Law Number 1/1979 is the national law on extradition. Law Number 1/2006 is the national law on mutual legal assistance in criminal matters.</p> <p>A national legislation on counter financing of terrorism is being drafted/finalized. Other areas of attention include ratification of CT treaties, especially those related to maritime security.</p>
	<p>LAO PDR</p> <p>The legislative implementation on counter-terrorism in the Lao People’s Democratic Republic is at early stages. The Penal Code contains certain provisions on terrorist offences and there is no national legislation on counter financing of terrorism (CFT). The country has initiated steps to draft national legislation on mutual legal assistance and extradition.</p>
	<p>MALAYSIA</p> <p>The Penal Code and the Internal Security Act 1960 are the primary legislation on counter-terrorism and there are also other specific laws to implement the CT treaties, such as the Aviation Offences Act (1984 as amended in 2005). The Mutual Assistance in Criminal Matters Act (2002) and the Extradition Act (1992) are comprehensive. Legislations on counter financing of terrorism include the Anti-Money Laundering and Anti-Terrorist Financing Act (2001), the Banking and Financial Institutions Act (1989) and the Offshore Banking Act (1990).</p>
	<p>MONGOLIA</p> <p>The Law on Combating Terrorism is primary legislation on counter-terrorism, while there are certain provisions applicable to acts of terrorism in the Criminal Code (amended in 2004 and 2008). There are also specific laws to implement the CT treaties, such as the Aviation Offences Act (1984 as amended in 2005). The Criminal Procedure Law has some provisions on international cooperation in criminal matters, including extradition. Law on Combating Money Laundering and Terrorism Financing was enacted in 2006.</p>
	<p>MYANMAR</p> <p>Myanmar has not yet criminalized terrorist acts or terrorist financing. The Penal Code is the primary law applicable to activities deemed to be “acts of terrorism”. The Mutual Assistance in Criminal Matters Law was enacted in 2004, while the extradition law is the outdated Extradition Act of 1901.</p>
	<p>PHILIPPINES</p> <p>Human Security Act 2007 is the primary legislation on counter-terrorism. Issues pertaining to this law include principle of legality, human rights and law enforcement accountabilities. Extradition law and practice needs improvement through amendment of the Presidential Decree No. 1069, which has been in place since 1977. There is no specific legislation on mutual legal assistance.</p> <p>The Anti-Money Laundering Act of 2001 was amended in 2003. The country’s current legal framework and capacity appears as inadequate to implement the legal regime on counter financing of terrorism (CFT).</p>
	<p>THAILAND</p> <p>The Criminal Code was amended in 2003 to include some terrorism offences. The extradition law was amended in 2008 with provisions to implement international law requirements. Consultations are on-going regarding amendment to the national law on mutual legal assistance for taking international law requirements into account.</p> <p>The Anti-Money Laundering Act was amended in 2003 to include terrorist offence as predicate offence. However, terrorism financing offence does not extend to the financing of the acts set forth in the CT treaties.</p>
<p>VIETNAM</p> <p>The Criminal Code was amended in 2009 with provisions criminalizing certain acts of terrorism. The Law on Mutual Legal Assistance (MLA) was enacted in 2007 and came into effect on 1 July 2008. This MLA law limitedly contains certain provisions on extradition.</p> <p>Viet Nam has yet not criminalized the financing of terrorism in accordance with the requirement of the CFT Convention and lacks proper legal framework to implement the UN Security Council Resolutions 1267 and 1373.</p>	

Annex 2 – Results and Monitoring Matrix

Project Description	Performance indicators	Source of information
<p>Overall objective / impact The East and Southeast Asia countries achieve preparedness against terrorism and implement rule-of-law-based counter-terrorism (CT) measures</p>	<ul style="list-style-type: none"> • Number/percentage and name of assisted countries which have: <ul style="list-style-type: none"> (i) ratified <u>all</u> 16 CT instruments; (ii) enacted CT legislation meeting <u>full compliance</u> with 16 CT instruments and relevant Security Council resolutions; (iii) acquired adequate CJS capacity to implement CT legal provisions and participate in related international cooperation 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Mid-term and final evaluation reports
<p>Outcome 1: CT Legal Framework CT legislative and regulatory frameworks established and operational</p>	<ul style="list-style-type: none"> • Number/percentage of assisted countries which have: <ul style="list-style-type: none"> (i) enacted needed legislative modifications for full compliance with CT instruments and SC resolutions (ii) ratified all 16 CT instruments 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Mid-term and final evaluation reports
<p>Output 1.1 <u>Legislation:</u> Legislation against terrorism is drafted and enacted in accordance with international instruments</p>	<ul style="list-style-type: none"> • Number/percentage and name of assisted countries which have enacted <u>new legislative modifications</u> for compliance with the CT instruments and SC resolutions • Number and name of countries which have drafted new legislation in compliance with the CT instruments and other international law obligations 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Qualitative assessment of client satisfaction with UNODC support, using structured assessment tool • Mid-term and final evaluation reports

Project Description	Performance indicators	Source of information
	<ul style="list-style-type: none"> • Number and name of countries which have received specific advice/support from UNODC for legislative review and drafting, and percentage of recipient countries indicating full satisfaction with UNODC support 	
<p>Output 1.2 <u>Ratification:</u> Countries ratify CT instruments</p>	<ul style="list-style-type: none"> • Number and name of assisted countries which have completed <u>new ratifications</u> of the CT instruments • Cumulative total number of new ratifications completed by assisted countries • Number and name of countries which have initiated concrete actions to advance the process of ratification • Number and name of countries which have received specific advice/support from UNODC on ratification, and percentage of recipient countries indicating full satisfaction with UNODC support 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Qualitative assessment of client satisfaction with UNODC support, using structured assessment tool • Mid-term and final evaluation reports
<p>Outcome 2: CT Implementation Capacity National criminal justice systems implement rule-of-law-based CT measures</p>	<ul style="list-style-type: none"> • Number/percentage and name of assisted countries which have: <ul style="list-style-type: none"> (i) acquired or further enhanced CJS capacity to implement CT legal provisions and participate in related international cooperation (ii) evidenced their CT legal regime implementation capacity in cases concerning terrorist or related crimes (investigation, prosecution, adjudication) 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Mid-term and final evaluation reports

Project Description	Performance indicators	Source of information
<p>Output 2.1 <u>Criminal justice capacity:</u> National criminal justice systems have acquired basic knowledge/skills and tools for implementing CT legal provisions</p>	<ul style="list-style-type: none"> • Number and type of general training activities supported by UNODC, including number of beneficiaries (M/F) by CJS entity and country • Percentage of training participants indicating (in assessment questionnaire) acquirement of enhanced knowledge/competence • Percentage of training participants indicating (in assessment questionnaire) usefulness of tools delivered by UNODC • Satisfaction of partners with quality of UNODC training and related support services 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation reports • Qualitative assessment on training, tools and overall client satisfaction on UNODC services using structured assessment tools • Mid-term and final evaluation reports
<p>Output 2.2 <u>Specialized expertise:</u> National officials have acquired specialized competence on thematic legal aspects of CT</p>	<ul style="list-style-type: none"> • Number and type of specialised training activities supported by UNODC, including number of beneficiaries (M/F) by CJS entity and country • Percentage of training participants indicating (in assessment questionnaire) acquirement of enhanced knowledge/competence • Percentage of training participants indicating (in assessment questionnaire) usefulness of tools delivered by UNODC • Satisfaction of partners with quality of UNODC training and related support services 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation reports • Qualitative assessment on training, tools and overall client satisfaction on UNODC services using structured assessment tools • Mid-term and final evaluation reports
<p>Output 2.3 <u>Interdisciplinary collaboration:</u> Coordination and cooperation established / strengthened between concerned national entities with respect to implementing CT measures</p>	<ul style="list-style-type: none"> • Number/percentage and name of assisted countries which have established/strengthened measures for inter-disciplinary collaboration • Number and type of support services provided by UNODC by country • Satisfaction of partners with quality of related UNODC support services 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation reports • Qualitative assessment on UNODC services using structured assessment tools • Mid-term and final evaluation reports

Project Description	Performance indicators	Source of information
<p>Outcome 3: CT Transnational Cooperation Efficient and effective transnational cooperation on criminal justice and related aspects of CT</p>	<ul style="list-style-type: none"> • Number/percentage and names of assisted countries which have undertaken measures for/participated in cooperation on criminal justice aspects of CT 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Mid-term and final evaluation reports
<p>Output 3.1 <u>Networking:</u> National central authorities on MLA and extradition enhance networking on CT</p>	<ul style="list-style-type: none"> • Number/percentage and name of assisted countries whose designated central authorities are actively engaged in regional networking on CT measures, through <i>inter alia</i> participation in relevant events and communications • Satisfaction of partners with quality of related UNODC support services 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Qualitative assessment on UNODC services using structured assessment tools • Mid-term and final evaluation reports
<p>Output 3.2 <u>Application of cooperation provisions:</u> Countries undertake MLA and extradition concerning terrorism in accordance with international law provisions and cooperate on criminal justice and related aspects of CT</p>	<ul style="list-style-type: none"> • Number/percentage and names of assisted countries applying MLA and extradition provisions with respect to CT measures • Number of instances in which assisted countries applied MLA and extradition provisions in terrorist and/or related serious crime cases • Satisfaction of partners with quality of related UNODC support services 	<ul style="list-style-type: none"> • Partner country records and reports • UNODC programme implementation and situation analysis reports • CTED assessments and reports • Qualitative assessment on UNODC services using structured assessment tools • Mid-term and final evaluation reports

Annex 3 – Costed work plan

Periodically updated indicative costed work plan is made available separately for UNODC and donor purposes.

Annex 4 – Budget summary

The table below provides a summary of the proposed initial indicative budget.

UNODC Budget line	Description	2011	2012	2013	Total
1100	International Experts	577,957	855,632	855,632	2,289,221
1150	Short-term International Consultants	216,000	216,000	204,000	636,000
1300	Administrative Support Personnel	182,917	300,000	300,000	782,917
1700	National project staff and consultant	168,442	237,800	237,800	644,042
	Total Personnel	1,145,316	1,609,432	1,597,432	4,352,180
1500	Travel in projects	136,400	136,400	136,400	409,200
	Total Travel	136,400	136,400	136,400	409,200
2100	Sub-Contracts	50,000	250,000	200,000	500,000
	Total Subcontracts	50,000	250,000	200,000	500,000
3100	Training	620,000	990,000	990,000	2,600,000
3500	Meetings	435,000	575,000	575,000	1,585,000
	Total Training	1,055,000	1,565,000	1,565,000	4,185,000
4100	Expendable equipment	22,000	10,000	0	32,000
4300	Premises	50,000	50,000	50,000	150,000
	Total Equipments	72,000	60,000	50,000	182,000
5200	Reporting costs	25,000	75,000	175,000	275,000
5400	General Operating Expenses	50,000	50,000	50,000	150,000
	Total Miscellaneous	75,000	125,000	225,000	425,000
	Project Net Total	2,533,716	3,745,832	3,773,832	10,053,380
5602	Mandatory UN Program Support Cost (PSC)	329,400	487,000	490,600	1,307,000
	Project Support Costs Total	329,400	487,000	490,600	1,307,000
	Project Grand Total (Net Total + PSC)	2,863,116	4,232,832	4,264,432	11,360,380

Annex 5 – Legal Context

Standard agreements with Governments. The relationship between UNODC and any Government involved in any initiatives (such as field-based activities, regional seminars and/or missions) under this sub-programme shall be governed:

- (i) With respect to those countries which have signed it, by the Standard Basic Agreement (SBAA) with the United Nations Development Programme (UNDP), applied *mutatis mutandis*;
- (ii) With respect to those countries which have not signed the SBAA, by the Standard Supplemental Provisions to the UNODC Project Document, applied *mutatis mutandis*.

Non-liability/compensation clause. UNODC is not liable for any damage, injury, illness or death resulting from the actions of employees of the Government(s) or consultants or other persons contracted by or on behalf of the Government in relation to the implementation of the present sub-programme. No claim for compensation may be made against UNODC for any such damage, injury, illness or death, nor for any reimbursement of amounts that may have been paid by the Government as compensation in such event. The Government shall ensure and confirm that adequate compensation coverage for such eventualities exists, and applies to all persons employed by them or engaged by them or on their behalf in relation to this sub-programme.

Equipment-related clauses. The Governments will defray any customs duties and other charges related to the import of equipment, its transport, handling, storage and related expenses within their respective territories. UNODC-funded equipment remains UNODC property, until formally transferred or otherwise disposed of, irrespective of who undertakes its procurement. UNODC-funded equipment may be transferred, with the consent of UNODC, to any entity, at any time during the present sub-programme for the purposes of implementation of the sub-programme. However, the decision on the final disposal of equipment, including the transfer of ownership, remains with UNODC, who shall endeavour to make such decisions in consultation with the parties and entities concerned. The entity, to which UNODC-funded equipment has been transferred, is responsible for ensuring that such equipment is used strictly for the purposes of the present sub-programme, as agreed with UNODC, and must arrange for and bear costs of its proper maintenance. The entity also must arrange for, and bear the costs of, adequate insurance coverage for such equipment. In the case of non-expendable equipment, the entity shall maintain a detailed inventory of such equipment.

Copyright clause. UNODC retains copyright and related intellectual property rights for all material (documents, reports, studies, publications, etc) that result from activities carried out under the present sub-programme. Upon written request, at the end of the sub-programme, the Government shall be granted a free-of-charge user license over such material.

Opt-out clause. The implementation of UNODC activities under the present sub-programme document is subject to the availability of adequate funding on a yearly basis. Should required funding not be available, UNODC reserves the right to unilaterally terminate its assistance under this document.

Oversight/audit clause. The present sub-programme is subject to oversight/audit by the United Nations Office for Internal Oversight Services and the United Nations Board of Auditors. UNODC will coordinate the implementation of such oversight/audits and will follow up on the implementation of agreed oversight/audit recommendations.

Revision/dispute resolution of the sub-programme document. The present document serves as a UNODC programming tool and may be modified by UNODC as necessary.

Annex 6 – Sub-programme Personnel and Terms of Reference

The table below indicates personnel resources required for the sub-programme implementation.

	<i>Functional title</i>	<i>level</i>	<i>Category</i>
Bangkok, Thailand (<i>UNODC Regional Centre for East Asia and the Pacific</i>)			
1	Senior Programme Manager (Counter-Terrorism)	P-5	International
2	Programme Officer (Counter-Terrorism) (Or equivalent national officer)	P-4	International
3	Programme Officer (Counter-Terrorism)	P-3	International
4	Programme Associate	ICS-7	National
5	Programme Assistant	ICS-5	National
Jakarta, Indonesia (<i>UNODC Programme/Country Office</i>)			
6	Programme Officer (Counter-Terrorism) (Or equivalent national officer)	P-4	International
7	National Programme Officer (Counter-Terrorism)	ICS-9	National
8	Programme Associate	ICS-7	National
9	Programme Assistant	ICS-5	National
Manila, the Philippines			
10	Programme Officer (Counter-Terrorism)	P-4	International
11	National Programme Officer (Counter-Terrorism)	ICS-9	National
12	Programme Associate	ICS-7	National
13	Programme Assistant	ICS-5	National
Vienna, Austria (<i>UNODC/TPB</i>)			
14	Programme Officer (Counter-Terrorism)	P-4	International

Generic terms of reference (abbreviated versions) for the below-listed programme positions are contained in the following pages:

- Senior Programme Manager, P-5
- Programme Officer (Counter-Terrorism), P-4
- Programme Officer (Terrorism Prevention), P-3
- National Programme Officer (B) (Terrorism Prevention), ICS-9
- Programme Associate, ICS-7
- Programme Assistant, ICS-5

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

TERMS OF REFERENCE

Functional Title of Post & classified level: Senior Programme Manager (Counter-Terrorism), P5
Organizational Location: Regional Centre for East Asia and the Pacific (RCEAP)
Division for Operations, UNODC
Duty Station: Bangkok, Thailand

Organizational setting and reporting relationships:

This project position is located in the UNODC Regional Centre for East Asia and the Pacific (RCEAP).

The Senior Programme Manager reports to the UNODC Regional Representative for East Asia and the Pacific.

The focus of the job is to provide managerial and substantive expertise for the implementation, regular refinement, self-evaluation and management of the sub-programme on counter-terrorism, under the rule of law pillar of UNODC's Regional Programme Framework for East Asia and the Pacific. The CT sub-programme focuses on the criminal justice responses to terrorism.

The sub-programme receives substantive guidance from the Chief of the Terrorism Prevention Branch and operates under the overall guidance of the joint directorate of the Division for Treaty Affairs and the Division for Operations.

Responsibilities:

Within the delegated authority, the Senior Programme Manager will be responsible for the following duties:

- Manage and coordinate the design, development, delivery and evaluation of a technical assistance programme for terrorism prevention at regional, sub-regional and national levels in East Asia and the Pacific, in accordance with the UNODC overall programme strategy and as an integral element of the UNODC Regional Programme Framework for East Asia and the Pacific as well as relevant UNODC Country Programme Frameworks
- Ensure that pertinent terrorism prevention elements are incorporated appropriately in UNODC programmes for the region, sub-regions and their countries.
- Provide substantive guidance and oversight for resource mobilization for the programme.
- Establish and maintain substantive contact and liaison with donor countries and donor institutions, in coordination with overall resource mobilization efforts by RCEAP, field offices and UNODC headquarters entities.
- Maintain regular consultations with national counterparts and contribute to defining priorities for technical assistance at national level. Initiate and lead the formulation and establishment of technical assistance cooperation plans and country-specific programmes of activities.
- Provide advisory services and technical guidance on programme related matters in the area of terrorism prevention.
- Manage and coordinate the implementation of technical assistance activities at the regional, sub-regional and country level.
- Maintain and strengthen the visibility of UNODC's terrorism prevention work in the region, sub-regions, and countries through appropriate initiatives and contacts with officials.
- Coordinate and manage the delivery of regional, sub-regional and country-level inputs pertaining to the programme.
- Keep abreast of policy developments at global, regional and national levels. Provide leadership for relevant trend analysis, studies, technical publications and promotional material.
- Manage human and financial resources allocated for the assigned functional and substantive area as required.
- Establish and maintain working relations and, as appropriate, partnerships with relevant UN entities and other international organizations active in the region, sub-regions and country level, as well as with relevant organizations.

- Serve as an effective spokesperson and represent UNODC at terrorism prevention related events in the region, sub-regions and countries.

Work implies frequent interaction with the following:

Counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programmes and other UN specialized agencies.

Representatives and officials in national governments, regional and international organizations, consultants.

Results Expected:

Develops, implements, monitors and evaluates assigned programmes and programme components. Provides direction and sound and innovative advice on a wide range of issues, including development of long-term and large-scale policies and strategies. Delivers thorough, well reasoned contributions and outputs. Implements corrective action with respect to operational issues. Effectively and efficiently manages human and financial resources as and where required.

Competencies:

- **Professionalism:** Sound knowledge of global counter-terrorism issues, the legal regime against terrorism and the challenges pertaining to related technical cooperation. Expertise in technical assistance programme development and management. Knowledge of policies and practices in international drug control, crime prevention and terrorism prevention, as well as the mandates, major developments and challenges in functional and substantive areas covered by the United Nations Office on Drugs and Crime. Knowledge and understanding of theories, concepts and approaches relevant to crime, drug and/or terrorism prevention issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Managerial Competencies

- **Leadership:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.
- **Building Trust:** Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidences in colleagues, staff members and clients; gives proper credit to theirs; follows through on agreed upon actions; treats sensitive or confidential information appropriately.
- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in law, international relations, management or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of ten years of progressively responsible experience in project or programme management related to crime and terrorism prevention or related area.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

TERMS OF REFERENCE

Functional Title of Post & classified level: Programme Officer (Counter-Terrorism), P-4
Organizational Location: Regional Centre for East Asia and the Pacific (RCEAP)
Division for Operations
Duty Station: Multiple posts:
Bangkok, Thailand
Jakarta, Indonesia
Manila, The Philippines

Organizational setting and reporting relationships:

These project positions are located in the UNODC Regional Centre for East Asia and the Pacific (RCEAP).

The Programme Officer reports to the Senior Programme Manager, Counter-Terrorism – East Asia and the Pacific, and works under the overall guidance of the UNODC Regional Representative for East Asia and the Pacific. With respect to country-specific matters, the incumbent also reports to the respective UNODC Country Manager.

The focus of the job is to provide specialized expertise for the implementation, regular refinement, self-evaluation and management of the sub-programme on counter-terrorism, under the rule of law pillar of UNODC's Regional Programme Framework for East Asia and the Pacific. The CT sub-programme focuses on the criminal justice responses to terrorism.

The sub-programme receives substantive guidance from the Chief of the Terrorism Prevention Branch and operates under the overall guidance of the joint directorate of the Division for Treaty Affairs and the Division for Operations.

Responsibilities:

Within delegated authority, the Programme Officer (Counter-Terrorism) will be responsible for several of the following clusters of duties:

- Provide specialized substantive expertise and specialized advice in criminal justice aspects of terrorism prevention, especially with respect to the legislative, judiciary, rule of law, financing of terrorism, other crime prevention and criminal justice dimensions and related international cooperation.
- Assess and identify needs of countries for achieving effective criminal justice responses to terrorism. Formulate programme intervention proposals to meet those needs. Participate in and contribute to programming consultations. Take the lead for the finalization and initiation of country programmes with senior government officials from criminal justice entities. Write, present and promote programme documents.
- Plan, implement, backstop and lead technical assistance activities, especially covering legislative, judiciary, financing of terrorism, rule of law and other pertinent CT aspects. Conceptualize, plan, implement and coordinate a variety of specialized services: expert advice, legislative drafting, expert group meetings, national and regional workshops and specialized training activities.
- Contribute to or lead the design and elaboration of technical publications (such as legislative guides and training manuals) and other products and initiatives in criminal justice aspects of terrorism prevention, aimed at strengthening the criminal justice responses to terrorism, especially legal regime building and implementation capacity building for the national criminal justice system.
- Serve as lead substantive officer for clusters of functions pertaining to substantive issues, clusters of assigned countries and/or policy and programme coordination and management. Identify, elaborate and take lead to implement required programme initiatives and work plans. Identify, coordinate and supervise services of external experts as required.
- Perform substantive coordination of work with Member States. Contribute to mobilizing substantive and funding support for the programme, including extra-budgetary voluntary contributions. Conceptualize and prepare funding proposals. Initiate and coordinate outreach activities.
- Conceptualize, prepare and coordinate substantive and policy papers or inputs for them.

- Contribute to managing human and financial resources by helping to coordinate and supervise work of external experts and carrying out programmatic/administrative tasks, including inputs for budgets, performance parameters and indicators, programme performance reports and results-based budgeting and results-based management. Undertake assigned programme management tasks. Participate in work management and in the selection and supervision of staff and experts.
- Perform other duties as required.

Work implies frequent interaction with the following:

Counterparts, senior officers and technical staff in relevant Secretariat units and UN funds, programmes and other UN specialized agencies; representatives and senior level officials in national governments, international organizations, consultants.

Results Expected:

Delivery of specialized expertise. Conceptualization, elaboration, implementation, self-evaluation, coordination and management of major clusters of programme activities for fulfilling the mandates pertaining to terrorism prevention in accordance with overall objectives and policies. Delivery of specialized technical services to Member States. Effective operational partnerships for programme/project development, implementation and backstopping.

Competencies:

- **Professionalism:** Demonstrated professional competence and expert knowledge of the legal and related aspects of terrorism prevention and closely related crime prevention and criminal justice issues, especially with respect to the legislative, judiciary, rule of law, financing of terrorism and international cooperation aspects. Expertise in programme formulation, coordination and management. Knowledge of policies and practices in terrorism prevention, crime prevention and criminal justice. Knowledge of the mandates of the United Nations Office on Drugs and Crime and of the major initiatives of the international community in terrorism prevention.
- **Communication: Teamwork. Planning& Organizing. Accountability. Client Orientation. Technological Awareness.**
- **Managerial Competencies:** Leadership. Vision. Building Trust. Judgement/Decision-making.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in international law or criminal law is required. Specialization in legal and related aspects of terrorism prevention and their international dimensions is highly desirable.

Experience: At least seven years of progressively responsible and directly relevant professional experience in the legal aspects of terrorism prevention or in crime prevention, criminal justice, rule of law or closely related fields, particularly in legislative, judiciary or prosecutorial matters. Work experience in programme development, programme planning, reporting, coordination and management. Work experience both at the national and international levels highly desirable. Work experience in Asian, especially Southeast Asian, or other developing countries is highly desired. Academic and legal research background an asset.

Language: Fluency in English (both oral and written) is required. Knowledge of French and Chinese is an advantage.

Other skills: Strong skills to provide programme advice on terrorism and related crime issues to governments and senior management. Strong skills to develop and implement specialized technical services concerning terrorism prevention at the national, regional and international levels, including specialized training for senior government officials. Specialized expertise in the legal aspects of counter-terrorism, especially legislation, judiciary, rule of law, financing of terrorism, extradition and mutual legal assistance. Demonstrated ability to conceptualize, coordinate and finalize specialized technical publications on the legal aspects of counter-terrorism. Expertise in programme planning, monitoring and results-based management.

TERMS OF REFERENCE

Functional Title of Post & classified level: Programme Officer (Counter-Terrorism), P-4
Organizational Location: Specialized Terrorism Prevention Unit (STPU)
Terrorism Prevention Branch (TPB)
Division for Treaty Affairs
Duty Station: Austria, Vienna

Organizational Setting and Reporting Relationships:

The post is located in the Specialized Terrorism Prevention Unit, Terrorism Prevention Branch (TPB), Division for Treaty Affairs (DTA). The incumbent will work under the guidance and direct supervision of the Coordinator of the Unit.

Responsibilities:

Within delegated authority, the Programme Officer will be responsible for the following duties:

- Provide expertise on a broad spectrum of complex substantive issues, requiring in-depth knowledge and expertise in multiple substantive fields of terrorism and crime prevention, public international law and criminal justice, especially with respect to thematic areas such as chemical, biological, nuclear and maritime terrorism, international cooperation in criminal matters pertaining to terrorism, countering terrorism financing and support to victims of terrorism, for field based technical assistance delivery;
- Conceptualize, plan and guide implementation of a variety of specialized activities to be accomplished within tight timeframes, in particular draft strategic papers, organize and conduct senior level expert group meetings and seminars, elaborate and test substantive tools, publications and training modules, including online material, as well as other relevant initiatives in the legal and related aspects of terrorism prevention; coordinate and supervise related services of external experts, as required;
- Plan, prepare and coordinate specialized technical documents related to the prevention and suppression of international terrorism; identify and formulate related policy recommendations for consideration by senior management; prepare related funding proposals and technical briefings;
- Identify, conceptualize and guide field experts on implementation of capacity building activities, including training curricula and innovative training methods, to respond to requests based on new specialized technical assistance needs of individual countries and regions;
- Undertake substantive reviews and quality-control of outputs and services, ensure that they have the required high-quality standards and compliance with the relevant mandates, objectives and priorities of the Office;
- Contribute to ensuring that the work programme and the activities of the Specialized Terrorism Prevention Unit are carried out in good coordination with other areas of the Branch and other entities of UNODC and in liaison with relevant organizations of the United Nations system and external entities; arrange to obtain and integrate required substantive inputs from these entities and other sources;
- Provide, as requested, technical assistance to member States and undertake related technical assistance missions; undertake consultations with officials of governments and international organizations and funding institutions; participate in international, regional or national meetings and provide substantive expertise on specific issues;
- Contribute to the overall substantive implementation of the work programme of the Branch;
- Performs other duties as required.

Work implies frequent interaction with the following:

Establish and maintain relationships with counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies;

Representatives and officials in national governments, international organizations, consultants.

Results Expected:

Develops, implements, evaluates, effective leadership and management of major projects and teams; demonstrates timely delivery of outputs in accordance with overall objectives and policies. Plays a lead role in identifying significant issues and develops well-reasoned, innovative approaches to deal with these issues. Serves as an effective spokesperson internally and externally and forms strong partnerships with relevant parties.

Competencies:

- **Professionalism:** Demonstrated professional competence and expert knowledge of the legal and related aspects of terrorism prevention and closely related crime prevention and criminal justice issues, especially with respect to the legislative, judiciary, rule of law, financing of terrorism and international cooperation aspects. Expertise in programme formulation, coordination and management. Knowledge of policies and practices in terrorism prevention, crime prevention and criminal justice. Knowledge of the mandates of the United Nations Office on Drugs and Crime and of the major initiatives of the international community in terrorism prevention.
- **Communication: Teamwork. Planning& Organizing. Accountability. Client Orientation. Technological Awareness.**
- **Managerial Competencies:** Leadership. Vision. Building Trust. Judgement/Decision-making.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in international law or criminal law is required. Specialization in legal and related aspects of terrorism prevention and their international dimensions is highly desirable.

Experience: At least seven years of progressively responsible and directly relevant professional experience in the legal aspects of terrorism prevention or in crime prevention, criminal justice, rule of law or closely related fields, particularly in legislative, judiciary or prosecutorial matters. Work experience in programme development, programme planning, reporting, coordination and management. Work experience both at the national and international levels highly desirable. Work experience in Asian, especially Southeast Asian, or other developing countries is highly desired. Academic and legal research background an asset.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: Strong skills to provide programme advice on terrorism and related crime issues to governments and senior management. Strong skills to develop and implement specialized technical services concerning terrorism prevention at the national, regional and international levels, including specialized training for senior government officials. Specialized expertise in the legal aspects of counter-terrorism, especially legislation, judiciary, rule of law, financing of terrorism, extradition and mutual legal assistance. Demonstrated ability to conceptualize, coordinate and finalize specialized technical publications on the legal aspects of counter-terrorism. Expertise in programme planning, monitoring and results-based management.

TERMS OF REFERENCE

Functional Title of Post & classified level: Programme Officer (Counter-Terrorism), P-3
Organizational Location: Regional Centre for East Asia and the Pacific (RCEAP)
Division for Operations
Duty Station: Bangkok, Thailand

Organizational setting and reporting relationships:

This project position is located in the UNODC Regional Centre for East Asia and the Pacific (RCEAP).

The Programme Officer reports to the Senior Programme Manager, Counter-Terrorism – East Asia and the Pacific, and works under the overall guidance of the UNODC Regional Representative for East Asia and the Pacific.

The focus of the job is to provide a combination of substantive and programme management expertise for the implementation, regular refinement, self-evaluation and management of the sub-programme on counter-terrorism, under the rule of law pillar of UNODC’s Regional Programme Framework for East Asia and the Pacific. The CT sub-programme focuses on the criminal justice responses to terrorism.

The sub-programme receives substantive guidance from the Chief of the Terrorism Prevention Branch and operates under the overall guidance of the joint directorate of the Division for Treaty Affairs and the Division for Operations.

Responsibilities:

Within delegated authority, the Programme Officer (Counter-Terrorism) will be responsible for several of the following clusters of duties:

- Contribute substantive expertise in criminal justice aspects of terrorism prevention, especially with respect to the legislative, judiciary, rule of law, financing of terrorism, other crime prevention and criminal justice dimensions and related international cooperation.
- Contribute to the assessment and identification of needs of countries for achieving effective criminal justice responses to terrorism. Contribute to the formulation of programme intervention proposals to meet those needs. Contribute to programming consultations with government officials from criminal justice entities. Write and present programme documents.
- Contribute to, participate in or undertake technical assistance activities covering legislative, judiciary, financing of terrorism, rule of law and other pertinent CT aspects. Contribute to and participate in the planning, implementation and coordination of a variety of specialized services: expert advice, legislative drafting, expert group meetings, national and regional workshops and specialized training activities.
- Contribute to the design and elaboration of technical publications (such as legislative guides and training manuals) and other products and initiatives in criminal justice aspects of terrorism prevention, aimed at strengthening the criminal justice responses to terrorism, especially legal regime building and implementation capacity building for the national criminal justice system.
- Carry out clusters of substantive, organizational and coordination functions pertaining to substantive issues, assigned countries and/or policy and programme coordination and management. Participate in elaborating programme initiatives and work plans and coordination of services of external experts as required.
- Carry out a variety of programme management, administrative and organizational tasks for the efficient planning, implementation, monitoring and reporting of the sub-programme. Manage the implementation of results-based programme monitoring matrix, ensuring formulation of appropriate indicators and the collection and analysis of required data. Prepare programme budgets in compliance with results-based budgeting, work plans, programme performance reports and other programme management reports and inputs. Participate in work management and in the selection and supervision of staff and experts.
- Perform assigned functions pertaining to the substantive coordination of work with Member States. Contribute to mobilizing substantive and funding support for the programme, including extra-

budgetary voluntary contributions. Prepare funding proposals. Initiate and coordinate outreach activities.

- Carry out tasks for effective coordination of work with other UN and external entities and partners and for achieving operational partnerships and collaborative undertakings.
- Prepare and coordinate substantive inputs for policy and strategy papers.
- Perform other duties as required.

Work implies frequent interaction with the following:

Counterparts, officers and technical staff in relevant Secretariat units and UN funds, programmes and other UN specialized agencies; senior level officers in national governments, international organizations, consultants.

Results expected:

Effective contribution to the elaboration, implementation, self-evaluation, coordination and management of programme activities for fulfilling the mandates pertaining to terrorism prevention in accordance with overall objectives and policies. Delivery of specialized technical services to Member States. Timely fulfillment of programme management support functions. Coordination of work within the UN system and externally. Effective operational partnerships for programme implementation.

Competencies:

- **Professionalism. Communication. Teamwork. Planning & Organizing. Accountability. Creativity. Client Orientation. Commitment to Continuous Learning. Technological Awareness.**

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in international law, criminal law or international relations is required. Specialization in criminal justice issues, the legal and related aspects of terrorism prevention and their international dimensions is highly desirable. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least five years of progressively responsible and directly relevant professional level experience in the criminal justice aspects of terrorism prevention or in crime prevention, criminal justice, rule of law or closely related fields, particularly in legislative, judiciary or prosecutorial matters. Work experience in programme planning, reporting, implementation monitoring, coordination and management. Work experience both at the national and international levels highly desired. Academic and legal research background an asset.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other skills: Strong skills to provide policy and programme advice on terrorism and related crime issues. Strong skills to contribute to the development and implementation of specialized technical services concerning terrorism prevention. Expertise in the legal aspects of counter-terrorism, especially legislation, judiciary, rule of law, extradition and mutual legal assistance. Expertise to formulate policy-documents, technical publications and other relevant inputs as well as excellent presentation skills. Expertise in programme planning and monitoring, results-based management.

I. Position Information	
Job code title & pre-classified grade:	National Programme Officer (B) (Terrorism Prevention), ICS-9
Supervisor:	UNODC/RCEAP Senior Programme Manager, Counter-Terrorism and/or UNODC Country Manager
II. Organizational Context	
<p>UNODC is a global leader in the fight against illicit drugs and international crime, including terrorism. It is a lead provider of specialized assistance to Governments for addressing the legal, criminal justice and rule of law aspects of counter-terrorism. It operates in all regions through an extensive network of field offices.</p> <p>In East/Southeast Asia and the Pacific, UNODC is promoting a “Partnership on Criminal Justice Responses to Terrorism”, through the framework of a sub-programme on counter-terrorism within the UNODC Regional Programme for East Asia and the Pacific. The main work component is the elaboration and implementation of country-specific programmes of activities, in partnership with the respective Governments and other stake-holders.</p> <p>Under the overall guidance of the UNODC/RCEAP Counter-Terrorism Senior Programme Manager and the direct supervision of the UNODC Country Manager or the designated Programme Officer(s), the National Programme Officer provides specialized substantive expertise and manages organizational and coordination functions for developing, delivering and managing assigned programme components and activities, ensuring high quality, efficiency and timeliness of work.</p> <p>The National Programme Officer works in close collaboration with the programme, project and administration staff in UNODC’s relevant country office(s), Regional Centre for East Asia and the Pacific and HQ, as well as UNDP country office(s) and HQ as required to provide and obtain substantive expertise, achieve programme coordination and undertake organization of activities.</p>	
III. Functions / Key Results Expected	
<p>Summary of Key Functions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provision of specialized substantive expertise for formulation and implementation of the regional CT sub-programme and its country programmes of activities <input type="checkbox"/> Delivery and facilitation of the regional CT sub-programme activities, especially those under the country programmes of activities <input type="checkbox"/> Contributions for overall programme management and management of coordination and administrative tasks for assigned segments of the CT sub-programme, especially its country programmes of activities <input type="checkbox"/> Resource mobilization, partnership building and programme advocacy 	
<p>1. Provides specialized substantive input for formulation and implementation of the regional CT sub-programme and its country programmes of activities, focusing on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expert advice, analysis and formulation of substantive concepts, proposals and strategies and other expert input on the criminal justice aspects of terrorism prevention, especially with respect to the legislative, judiciary, rule of law, financing of terrorism and other crime prevention dimensions and related international cooperation. <input type="checkbox"/> Assessment and identification of needs of countries for achieving effective criminal justice responses to terrorism. Formulation of programme intervention proposals to meet those needs. Successful substantive programme consultations with government officials from criminal justice entities. Formulation and presentation of strategically oriented programme proposals. <input type="checkbox"/> Technical publications or segments thereof (such as legislative guides and training manuals) for facilitating implementation of criminal justice aspects of CT 	
<p>2. Delivers and facilitates programme activities, especially those under the country programmes, focusing on the achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient substantive, organizational and logistical planning, preparation and conduct of activities, which address broad range of thematic and functional areas of criminal justice responses to terrorism <input type="checkbox"/> Efficient substantive coordination and liaison with Government counter-parts and other partners <input type="checkbox"/> Preparation and coordination of a variety of written substantive outputs for/concerning the activities, such as background and discussion papers, invitations, presentations, outcome reports, self-evaluation and analysis of evaluation feedbacks <input type="checkbox"/> On-site performance of substantive tasks – such as thematic presentations and leading discussions – and other functions required for the conduct of the activities <input type="checkbox"/> Oversight of on-site performance of organizational, logistical and administrative tasks 	

<p>3. Provides contributions for overall programme management and manages coordination and administration of assigned segments of the CT sub-programme, especially its country programmes of activities, with focus on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Timely delivery of required substantive and other relevant inputs for overall programme management <input type="checkbox"/> Efficient management of coordination, liaison and administrative tasks 	
<p>4. Provides contributions for resource mobilization, partnership building and programme advocacy, focusing on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establishment and maintenance of effective stakeholder relationships <input type="checkbox"/> Efficient communication and programme information flow with potential external partners <input type="checkbox"/> Formulation of funding proposals and implementation reports, with analysis of evidence of progress towards planned outputs and outcomes <input type="checkbox"/> Fulfillment of reporting obligations to donors <input type="checkbox"/> Maintenance of up-to-date programme information in UNODC Website 	
IV. Impact of Results	
<p>Efficient and timely achievement of the results directly affects the quality and efficiency of overall programme conceptualization and implementation. It also direct impacts on relations with Government counterparts and other programme partners. Inefficiency in services and insufficient client orientation will have a significant negative impact on Organization's reputation.</p>	
V. Competencies and Critical Success Factors	
<p>Corporate Competencies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates integrity by modelling the UN's values and ethical standards <input type="checkbox"/> Advocates and promotes the vision, mission and strategic goals of UN. <input type="checkbox"/> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability <input type="checkbox"/> Treats people fairly without favouritism <p>Functional Competencies:</p> <p><u>Knowledge and Learning Management</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Shares knowledge and experience from within and outside the UN Country Team <input type="checkbox"/> Encourages UN staff to share knowledge <input type="checkbox"/> Develops deep understanding in UNDAF, UN system reform and MDGs <p><u>Development and Operational Effectiveness</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to perform a variety of specialized substantive tasks related to criminal justice issues, programme management and implementation including design, planning, and reporting <input type="checkbox"/> Ability to carry out strategic planning, results-based management and reporting <input type="checkbox"/> Ability to build and sustain effective partnerships <p><u>Management and Leadership</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Builds strong relationships with clients, focuses on and ensures impact and result for the client and responds positively to feedback <input type="checkbox"/> Leads teams and tasks effectively and shows conflict resolution skills <input type="checkbox"/> Consistently approaches work with energy and a positive and constructive attitude <input type="checkbox"/> Demonstrates excellent oral and written communication skills <input type="checkbox"/> Remains calm, in control and good humoured even under pressure <input type="checkbox"/> Demonstrates openness to change and ability to manage complexities 	
VI. Recruitment Qualifications	
Education:	Advanced university degree (Masters or equivalent) in international law or criminal law or equivalent academic training
Experience:	At least 5 years relevant professional work experience at the national or international level
Technical requirements:	Good knowledge of broad-based criminal justice issues and expertise in one or more thematic or functional areas of criminal-justice, such as prosecution or judiciary. Knowledge of the field of counter-terrorism and related legal and criminal justice challenges is a major advantage.
Language Requirements:	Fluency in English and national language with good writing and presentation skills are a requirement

I. Position Information	
Job code title & Pre-classified Grade:	Programme Associate, ICS-7
Supervisor:	UNODC/RCEAP Senior Programme Manager, Counter-Terrorism (and/or) UNODC Country Manager (and/or) Programme Officer, Counter-Terrorism
II. Organizational Context	
<p>UNODC is a global leader in the fight against illicit drugs and international crime, including terrorism. It is a lead provider of specialized assistance to Governments for addressing the legal, criminal justice and rule of law aspects of counter-terrorism. It operates in all regions through an extensive network of field offices.</p> <p>In East/Southeast Asia and the Pacific, UNODC is promoting a “Partnership on Criminal Justice Responses to Terrorism”, through the framework of a sub-programme on counter-terrorism within the UNODC Regional Programme for East Asia and the Pacific. The main work component is the elaboration and implementation of country-specific programmes of activities, in partnership with the respective Governments and other stake-holders.</p> <p>Under the overall guidance of the UNODC/RCEAP Counter-Terrorism Senior Programme Manager and the direct supervision of the UNODC Country Manager or the designated Programme Officer(s), the Programme Associate provides and facilitates substantive, organizational and coordination input for developing, delivering and managing assigned programme components and activities, ensuring high quality, efficiency and timeliness of work.</p> <p>The Programme Associate works in close collaboration with the programme, project and administration staff in UNODC’s relevant country office(s), Regional Centre for East Asia and the Pacific and HQ, as well as UNDP country office(s) and HQ as required to provide and obtain substantive expertise, achieve programme coordination and undertake organization of activities.</p>	
III. Functions / Key Results Expected	
Summary of Key Functions:	
<ul style="list-style-type: none"> <input type="checkbox"/> Provision of substantive input for formulation and implementation of the regional CT sub-programme and its country programmes of activities <input type="checkbox"/> Facilitation of and participation in the delivery and conduct of the programme activities <input type="checkbox"/> Leadership for initiation and execution of coordination and administrative tasks for assigned segments of the CT sub-programme <input type="checkbox"/> Support to resource mobilization, partnership building and programme advocacy <input type="checkbox"/> Support to knowledge building and knowledge sharing 	
<p>1. Provides substantive input for formulation and implementation of the regional CT sub-programme and its country programmes of activities, focusing on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal analysis, situation analysis, concept and position papers and other substantive input on the criminal justice aspects of terrorism prevention, especially with respect to the legislative, judiciary, rule of law, financing of terrorism and other crime prevention dimensions and related international cooperation. <input type="checkbox"/> Substantive background and discussion papers, annotated agenda, summary reports of substantive working sessions and reports of experts meeting and other technical assistance activities <input type="checkbox"/> Legal research and segments of technical publications (such as legislative guides and training manuals) for facilitating implementation of criminal justice aspects of CT 	
<p>2. Facilitates and participates in the delivery and conduct of the programme activities, focusing on the achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient substantive, organizational and logistical coordination and liaison with Government counter-parts and other partners <input type="checkbox"/> Efficient substantive, organizational and logistical preparation, arrangements and coordination for the conduct of activities <input type="checkbox"/> Coordination and preparation of a variety of written outputs for/concerning the activities, such as background and discussion papers, invitations, presentations, outcome reports, self-evaluation and analysis of evaluation feedbacks <input type="checkbox"/> On-site execution and oversight of organizational, logistical and protocol tasks 	

<p>3. Leads and ensures initiation and execution of coordination and administrative tasks for assigned segments of the CT sub-programme, focusing on the achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient planning and execution of all required coordination, liaison and administrative tasks: <ul style="list-style-type: none"> - administration of budgets, allotments and allocations - arrangements for requisitions, payments, travel and other administrative and logistical needs and services - ad hoc programme personnel, special service contracts and internships 									
<p>4. Supports resource mobilization, partnership building and programme advocacy focusing on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitation of establishment and maintenance of effective stakeholder relationships <input type="checkbox"/> Efficient communication and programme information flow with potential external partners <input type="checkbox"/> Formulation of funding proposals and implementation reports, with analysis of evidence of progress towards planned outputs and outcomes <input type="checkbox"/> Fulfillment of reporting obligations to donors <input type="checkbox"/> Maintenance of up-to-date programme information in UNODC Website 									
<p>5. Supports knowledge building and knowledge sharing, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contributions for the orientation, initiation and administrative guidance of programme personnel <input type="checkbox"/> Participation in workshops, seminars, training courses and meetings as a resource person <input type="checkbox"/> Contributions to knowledge networks and communities of practice 									
<p>IV. Impact of Results</p> <p>Efficient and timely achievement of the results directly affects the quality and efficiency of overall programme implementation. It also direct impacts on relations with Government counterparts and other programme partners. Inefficiency in services and insufficient client orientation will have a significant negative impact on Organization's reputation.</p>									
<p>V. Competencies and Critical Success Factors</p> <p>Corporate Competencies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates commitment to Organization's mission, vision and values. <input type="checkbox"/> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability <p>Functional Competencies:</p> <p><u>Knowledge Management and Learning</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Shares knowledge and experience <input type="checkbox"/> Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills <input type="checkbox"/> Ability to communicate fluently and draft well in English. <p><u>Development and Operational Effectiveness</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to perform a variety of specialized tasks related to criminal justice issues, project management and implementation including support to design, planning, implementation and reporting <input type="checkbox"/> Ability to provide input to programme performance and implementation of new systems <p><u>Leadership and Self-Management</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Focuses on result for the client and responds positively to feedback <input type="checkbox"/> Consistently approaches work with energy and a positive, constructive attitude <input type="checkbox"/> Remains calm, in control and good humoured even under pressure <input type="checkbox"/> Demonstrates openness to change and ability to manage complexities 									
<p>VI. Recruitment Qualifications</p> <table border="1"> <tr> <td>Education:</td> <td>University degree in law or equivalent academic training. Post-graduate (Masters or equivalent degree is an advantage</td> </tr> <tr> <td>Experience:</td> <td>At least 7 years relevant work experience, in a Government, bilateral or multilateral agency relating to the justice sector or law firm</td> </tr> <tr> <td>Technical requirements:</td> <td>Good knowledge of criminal justice issues. Knowledge of the field of counter-terrorism and related legal and criminal justice challenges is an advantage.</td> </tr> <tr> <td>Language Requirements:</td> <td>Fluency in English and national language with good writing and presentation skills are a requirement</td> </tr> </table>		Education:	University degree in law or equivalent academic training. Post-graduate (Masters or equivalent degree is an advantage	Experience:	At least 7 years relevant work experience, in a Government, bilateral or multilateral agency relating to the justice sector or law firm	Technical requirements:	Good knowledge of criminal justice issues. Knowledge of the field of counter-terrorism and related legal and criminal justice challenges is an advantage.	Language Requirements:	Fluency in English and national language with good writing and presentation skills are a requirement
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Language Requirements:	Fluency in English and national language with good writing and presentation skills are a requirement								

I. Position Information	
Job Code Title and Pre-classified Grade:	Programme Assistant, ICS-5
Supervisor:	UNODC/RCEAP Senior Programme Manager, Counter-Terrorism (and/or) UNODC Country Manager (and/or) Counter-Terrorism Programme Officer
II. Organizational Context	
<p>UNODC is a global leader in the fight against illicit drugs and international crime, including terrorism. It is a lead provider of specialized assistance to Governments for addressing the legal, criminal justice and rule of law aspects of counter-terrorism. It operates in all regions through an extensive network of field offices.</p> <p>In East/Southeast Asia and the Pacific, UNODC is promoting a “Partnership on Criminal Justice Responses to Terrorism”, through the framework of a sub-programme on counter-terrorism within the UNODC Regional Programme for East Asia and the Pacific. The main work component is the elaboration and implementation of country-specific programmes of activities, in partnership with the respective Governments and other stake-holders.</p> <p>Under the overall guidance of the UNODC Counter-Terrorism Senior Programme Manager and the direct supervision of the UNODC Country Manager and/or the designated Programme Officer(s), the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.</p> <p>The Programme Assistant works in close collaboration with the programme, project and administration staff in UNODC’s relevant country office(s), Regional Centre for East Asia and the Pacific and HQ, as well as UNDP country office(s) and HQ as required to exchange information and support programme delivery.</p>	
III. Functions / Key Results Expected	
Summary of Key Functions:	
<ul style="list-style-type: none"> <input type="checkbox"/> Support to formulation and implementation of the regional CT sub-programme and its country programmes of activities <input type="checkbox"/> Support to management and coordination of the CT sub-programme and its country programmes of activities <input type="checkbox"/> Administrative support to the CT sub-programme <input type="checkbox"/> Support to resource mobilization, partnership building and programme advocacy <input type="checkbox"/> Support to knowledge building and knowledge sharing 	
<p>1. Supports formulation and implementation of the regional CT sub-programme and its country programmes of activities focusing on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient collection, analysis and presentation of background information for facilitating programme formulation and implementation. <input type="checkbox"/> Efficient organizational and logistical arrangements for programme activities <input type="checkbox"/> Efficient compilation and flow of information and data between all concerned parties <input type="checkbox"/> Efficient and timely communications with all programme stake-holders 	
<p>2. Provides support for the management and coordination of the CT sub-programme and its country programmes of activities, focusing on the achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient compilation of information, coordination and preparation of: draft work plans and periodic updates; implementation reports; budget estimates; budget implementation forecasts and reports <input type="checkbox"/> Timely completion of internal programme management and coordination processes, such as those pertaining to PROFI and other HQ-related submissions <input type="checkbox"/> Efficient management of programme documentation, records and files 	
<p>3. Provides administrative support to the CT sub-programme focusing on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient administration of budgets, allotments and allocations <input type="checkbox"/> Timely planning and arrangements for requisitions, payments, travel and other administrative and logistical needs and services <input type="checkbox"/> Efficient administration of ad hoc programme personnel, such as on special service contracts and internships 	
<p>4. Supports resource mobilization, partnership building and programme advocacy focusing on achievement of the following key results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Efficient communication and programme information flow with potential external partners <input type="checkbox"/> compilation of information for funding proposals and implementation reports <input type="checkbox"/> Maintenance of up-to-date programme information in UNODC Website 	

5. Supports **knowledge building and knowledge sharing** focusing on achievement of the following key results:
- Contributions for the orientation, initiation and administrative guidance of programme personnel
 - Contributions to knowledge networks and communities of practice.

IV. Impact of Results

Efficient and timely achievement of the results directly affects programme delivery. Inaccuracy in information supplied, inefficiency in support services provided, inadequacy in organizational and logistical arrangements made and insufficient client orientation will have a significant negative impact on programme efficiency and Organization's reputation.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to Organization's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

VI. Recruitment Qualifications

Education:	Secondary Education preferably with specialized certification in areas directly relevant to service and financial management. University Degree in Business or Public Administration, Law, Economics, Political Science or other Social Sciences would be desirable, but it is not a requirement.
Experience:	3 to 5 years of relevant administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in the UN (English) and national language of the duty station.