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**REVISED TERMS OF REFERENCE FOR NATIONAL POINTS OF CONTACT
TO THE INTER-AMERICAN COMMITTEE AGAINST TERRORISM**

(Approved at the Fifth Plenary Meeting, held on March 24, 2006)

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The National Point of Contact (NPC) is the principal, professional level liaison between the OAS Inter-American Committee Against Terrorism (CICTE) and the Member State government. The person(s) assigned to this position by their government should have policy and/or operational responsibilities directly related to international coordination of national security and specifically to counter-terrorism activities. As such it is the NPC's primary responsibility to see that communications from CICTE reach the appropriate government authorities, and to see that CICTE is informed in a timely manner of counter-terrorism-related developments within the Member State.

Although the CICTE Secretariat will look to the NPC for coordination and communication as described below, the Secretariat will also keep Member States informed via their Permanent Representatives to the OAS in Washington, and upon request, to such other offices as the Member States may indicate.

Responsibilities of the National Point of Contact

1. Ensure that all communications from CICTE reach the appropriate government offices, and forward responses to CICTE in a timely manner.
2. Proactively inform CICTE of significant counter-terrorism related developments within their own countries. These may include, but are not limited to, new counter-terrorism legislation, ratification of relevant treaties, changes in personnel with counter-terrorism responsibilities, announcements of training opportunities offered by the host government, development of "Best Practices" and identification of experts for inclusion in the CICTE data base (OLAT).
3. Forward to the Secretariat the Member State's annual report to CICTE.
4. Coordinate any seminars, workshops, conferences, etc, which the Member State government agrees to host on behalf of CICTE, or provide to the Secretariat contact information for the government office selected to do so.
5. Respond or ensure response to queries for information from the CICTE Secretariat.
6. Coordinate the recommendations of candidates for inclusion in CICTE-sponsored training programs. Verify that candidates selected by host government meet the criteria laid out in the training announcement.
7. Ensure that host government training requests have been prioritized.