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STEERING COMMITTEE FOR CULTURE, HERITAGE AND LANDSCAPE  
(CDCPP)

ELECTIONS OF A CHAIR, VICE-CHAIR AND SEVEN MEMBERS  
OF THE BUREAU

For action

Secretariat Memorandum  
prepared by the  
Directorate of Democratic Governance  
Democratic Institutions and Governance Department

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## Introduction

### *I. Rules of procedure and working methods of the CDCPP*

As a Council of Europe intergovernmental committee, the rules of procedure and working methods of the CDCPP are governed by Resolution CM/Res(2011)24 of the Committee of Ministers. The rules of procedure for intergovernmental committees appear in Appendix 1 to this Resolution.

Article 12 of the Rules of procedure stipulates that: "Every committee shall elect a Chair and Vice-Chair." The principle role of the Chair is to "conduct proceedings and sum up the conclusions whenever he or she thinks necessary", the Vice-Chair shall replace the Chair should the Chair be absent or otherwise unable to preside the meeting.

In accordance with Article 13 of the rules of procedure, the CDCPP may appoint a Bureau consisting of a Chair, Vice-Chair and a limited number of other members of the committee. The functions of the Bureau are:

- to assist the Chair in conducting the committee's business;
- to supervise the preparation of meetings at the committee's request;
- to ensure continuity between meetings as necessary;
- to execute other additional specific tasks delegated by its Committee.

In order to ensure partial replacement of the Bureau each year, the first term of at least one such member shall be limited to one year.

At the 1241<sup>st</sup> meeting of the Deputies on 24-26 November 2015, the Committee of Ministers approved the new Terms of Reference of the Steering Committee for Culture, Heritage and Landscape, valid from 1 January 2016 until 31 December 2017.

#### 1. Chair, vice-chair and bureau members

At its fourth meeting (1-3 June 2015), the CDCPP elected:

- its Chair: Mr Bruno Favel (France), for one year;
- its Vice-Chair: Mr Kimmo Aulake (Finland), for one year;
- two Bureau members: Mrs Sanja Ljeskovic-Mitrovic (Montenegro) and Mr Pierre Paquet (Belgium) for one year.

The other five Bureau members (Ms Julia Dao, Switzerland; Ms Božena Krížiková, Slovakia; Mr Michael Lauenborg, Denmark; Ms Doris Kurtov, Croatia; Ms Hanna Jedras, Poland) had been elected in 2014 for two years and remained in office until the expiry of the terms of reference of the Committee.

## 2. Current situation in view of the elections

- Chair elected in 2015 for one year (second term of office) and who may not be re-elected (Mr Bruno Favel). He may be elected vice-chair or bureau member.
- Vice-Chair elected in 2015 for one year and who may not be re-elected (Mr Kimmo Aulake). He may be elected chair or bureau member.
- Two members of the Bureau elected in 2015 for one year and five members elected in 2014 for two years (Ms Sanja Ljeskovic-Mitrovic, Mr Pierre Paquet, Ms Julia Dao, Ms Božena Krížiková, Mr Michael Lauenborg, Doris Kurtov, Ms Hanna Jedras). All outgoing members of the Bureau may be re-elected, or elected vice-chair or elected chair.

## 3. Elections

The Committee is invited to elect a chair and a vice chair, and seven members of the Bureau.

However, the rules of procedure (article 13.d of the Appendix to CM Resolution Res(2011)24 of the Committee of Ministers <sup>1</sup>) require that at least one member be elected for one year. The recent practice of the Committee has been to have two such members elected for one year.

Accordingly, if no candidate indicates that he/she stands for a mandate of one year only, the two least voted members of the Bureau will be elected for one year only.

Members elected for two years will cease to be members of the Bureau at the expiry of the CDCPP's terms of reference (31 December 2017). However, as per recent practice approved by the Committee of Ministers, these members will remain in office until the first meeting of the CDCPP in 2018. The same rule will be applied, *mutatis mutandis*, to the chair and vice chair as well as to the two bureau members to be elected in 2017.

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<sup>1</sup> *Article 13 – Bureau*

a. Every steering and ad hoc committee may appoint a bureau consisting of the Chair, the Vice-Chair and a limited number of other members of the committee. The number of other members shall be specified in the committee's terms of reference. Any other committee may, if need be, appoint a bureau composed, normally, of not more than three members in addition to the Chair and Vice-Chair. The functions of the Bureau are:

- to assist the Chair in conducting the committee's business;
- to supervise the preparation of meetings at the committee's request;
- to ensure continuity between meetings as necessary;
- to execute other additional specific tasks delegated by its Committee.

b. No decision on substantive issues shall be taken by the Bureau on behalf of the committee. In exceptional cases and due to time constraint, the Bureau may have recourse to the tacit approval of all the members of the committee through electronic communication, in order to expedite procedure on decisions requested by the Committee of Ministers.

c. Other members of the Bureau shall be appointed in the same manner as the Chair and Vice-Chair. They shall be appointed immediately after the Chair and Vice-Chair in accordance with an equitable distribution of posts, taking into account in particular geographical distribution, gender balance and, where relevant, legal systems.

d. The term of office of such members shall correspond to the duration of the mandate of the committee and may be renewed once. However, a member may, on expiry of her/his second term, be appointed Chair or Vice-Chair. In order to ensure partial replacement of the Bureau each year, the first term of at least one such member shall be limited to one year.

e. A member elected to replace another whose term of office has not expired shall complete her/his predecessor's term. The same shall apply to the offices of Chair and Vice-Chair.

## Action required

The Committee is invited to elect:

- the Chair for one year;
- the Vice-Chair for one year;

and elect or re-elect:

- seven members of the Bureau of which five for two years and two for one year " in accordance with an equitable distribution of posts, taking into account in particular geographical distribution, gender balance and, where relevant, legal systems".

The election of the chair and vice-chair "shall require a two-thirds majority at the first ballot and a simple majority at the second ballot" (article 12.d of the Rules of Procedure). "Other members of the Bureau shall be appointed in the same manner as the chair and vice-chair" (article 13.c).

## *II. Other appointments*

1. At its fourth meeting (1-3 June 2015), the CDCPP re-elected:

- Mr Alfredas Jomantas (Lithuania) to participate in the Governing Board of the Enlarged Partial Agreement on Cultural Routes;
- Ms Kristina Plavšak Krajnc (Slovenia) as Gender Equality Rapporteur.

They can be re-elected or replaced by newly appointed members of the Committee.

## Action required

The Committee is invited to appoint:

- a representative to participate in the Governing Board of the Enlarged Partial Agreement on Cultural Routes;
- a Gender Equality Rapporteur.

2. The Working Group on Landscape and Democracy, meeting in Paris on 17-18 March 2016 (see document CDCPP(2016)14 and item 5.3 on the agenda of this meeting), expressed the wish that the CDCPP designate two contact persons on culture and cultural heritage in order to deal with the integration of landscape in cultural policies, in accordance with Article 5, c. of the European Landscape Convention.

## Action required

The Committee is invited to appoint two representatives from the CDCPP to participate in the Working group on Landscape and democracy.