



Strasbourg, 20 November 2017

CDPC (2017) 24

# EUROPEAN COMMITTEE ON CRIME PROBLEMS (CDPC)

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## ANNOTATED AGENDA

### 73<sup>rd</sup> PLENARY SESSION

Strasbourg, 28 November – 1 December 2017

Council of Europe  
Agora Building  
Room G3

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#### 1. **Opening of the meeting**

The meeting will start at 11:00 on Tuesday, 28 November 2017.

#### 2. **Adoption of the draft agenda**

The CDPC is requested to adopt the draft agenda of the meeting.

#### 3. **Activities and priorities of the CDPC for 2018-2019**

The GR-J has examined the draft Terms of reference of the CDPC and of its subordinated committees (PC-OC and PC-CP) on 14 September 2017. Some delegations praised the good work produced by the Council of Europe in the criminal matters field. The Terms of reference were accepted without changes and transmitted to the Committee of Ministers for final adoption.

On the basis of the tasks assigned in its Terms of reference, the CDPC is requested to discuss how the different items/issues should be dealt with in its future work and to identify priorities in this respect.

#### **4. Activities related to transnational organised crime (TOC): Action Plan**

The members of the CDPC are invited to take note of the information provided by Mr Jesper Hjortenbergh, CDPC co-ordinator on TOC, on the most recent developments in the implementation of the Action Plan on TOC.

##### **a. Review of the Recommendation Rec (2005)9 on the protection of witnesses and collaborators**

At its last Plenary meeting (March 2017), the CDPC took note of the draft questionnaire on Recommendation Rec (2005)9 on the protection of witnesses and collaborators of justice and made some comments, on the basis of which the questionnaire was finalised and presented to the Bureau in April 2017 before being sent to all CDPC delegations [CDPC (2017)5 rev]. CDPC delegations were invited to reply the questionnaire by 30 June 2017. On the basis of the replies received, a report on the need to update the Recommendation (2005)9 was drafted and is now presented to the CDPC [CDPC (2017) 21rev].

The CDPC will have an exchange of views with Prof. Lorena Bachmaier-Winter and Mr Iwan Waltenburg, scientific experts, on the issue of witness protection and collaborators of justice and in particular on the reviewing of Recommendation Rec (2005)9.

The CDPC is invited to decide to set up a drafting working group to be mandated to review the above-mentioned recommendation. The CDPC should examine and approve the draft Terms of reference of this drafting working group [CDPC (2017) 25].

##### **b. Status of implementation of the Action Plan on TOC**

As for the implementation of the Action Plan, the CDPC is invited to take note of the Action Plan on TOC and of the following activities which are currently underway:

###### **1) Key area 1 (Enhancing international co-operation through networks):**

- Action A2 ("Discuss the setting up and use of secure communications for international co-operation"): Mr Per Hedvall (prosecutor, former Chair of the PC-OC, Sweden) has been appointed as an expert and will be asked to prepare a report on existing initiatives concerning secure communications by Interpol (e-extradition) and the EU (E-codex). His report will be presented to the PC-OC plenary in 2018;

- Action A3 ("Build-up the connection of judicial networks"): Ms Esther George (Solicitor, former Crown Prosecutor, United Kingdom) has been requested to draft a working paper identifying a list of international judicial networks of relevance for the fight against TOC, describing their functions and working methods. Depending of financial situation, a meeting between the representatives of some of these networks will be organised in 2018 to discuss possible options for the interconnection and/or co-operation of networks. The working paper was discussed and approved by the PC-OC which is also following the preparation of the meeting;

- Action A4 ("Establish a mechanism to address judicial co-operation problems), the PC-OC considered the Action plan's proposal to increase judicial co-operation and to reduce issues arising with non-co-operative States, by the introduction, in the different treaties concerned, of a binding rule for requested countries to send a confirmation of receipt of requests for co-operation and to establish a duty of consultation between the requested and the requesting authorities. The PC-OC agreed, taking into account the replies received to a short questionnaire on this issue, that, even in the absence of a confirmation of receipt, co-operation was usually smooth and consultation rarely refused.

In order to improve international co-operation and to reduce the risk of a request being refused, delayed or unanswered, the PC-OC decided to recommend that:

- requesting authorities should make use of the model request forms and guidelines;
- individual judges should consult the central authorities where a request for co-operation remained unanswered;
- the list of contact points on the PC-OC website should be regularly updated and developed, including, where appropriate, with a list of experts in TOC.

• Action B1 (“Review provisions on international co-operation in CoE conventions and relevant reservations/declarations to them/these conventions”): the PC-OC Mod prepared two documents providing 1) the list of reservations made to the Conventions on Extradition, MLA, Transfer of Proceedings, Laundering, Search, Seizure and Confiscation of the Proceeds of Crime, Transfer of Sentenced Persons [document PC-OC Mod (2016)05rev3], and 2) an assessment of these reservations [document PC-OC Mod (2016)05rev3Add].

The PC-OC agreed to identify those reservations and declarations that create obstacles to efficient co-operation, including as regards the fight against TOC. It decided to create three working groups, each devoted to a group of treaties, which would share their work in written consultation under the guidance of a co-ordinator. Each group would be tasked with identifying such reservations or declarations and contact the Parties concerned to see whether any update or withdrawal of these reservations or declarations would be possible. At its 24th meeting, the PC-OC Mod discussed the working methods to adopt for this review exercise and considered that, with the help of the co-ordinators of each group, the working groups should aim at producing, in respect of each State Party, an agreed list of reservations and/ or declarations identified as potentially out-dated and/or creating obstacles for efficient co-operation in the treaty concerned. These lists would be appended to a letter, addressed to the PC-OC expert of each country, inviting the expert concerned to ask the appropriate authority of the Party concerned to reconsider the reservations and declarations made in respect to the treaties in question, in view of their possible update or withdrawal. The letter would explain the background of the review exercise and draw particular attention to the list identified by the working groups. The letters would be signed by the Chair of the PC-OC and, in respect of the country of origin of the Chair, by the vice-Chair. During its meeting on 20-22 November, the PC-OC will consider a draft letter prepared by the Secretariat and have an exchange with the co-ordinators of the three working groups on the progress made in their work.

• Action B3 (“Development/elaboration and support of model request forms”): the PC-OC considered the possibility of developing a model request form for extradition requests and agreed that this could be envisaged at a later stage.

### 3) **Key area 5** (Recovery of assets):

• Action B1 (“Enhancing the implementation of the existing legal network on the management and disposal of criminal assets”): the PC-OC decided to ask experts to send examples of legislation, model agreements on asset sharing and practice in this field to the Secretariat by 1 September 2017 and invited a representative of the CARIN Network to participate in the upcoming meeting of the PC-OC Mod. The PC-OC Mod had an exchange of views with Mr Gary Balch, Deputy Chief Crown Prosecutor in the UK and representative of the CARIN Network and agreed that while the issue of asset-sharing needed further consideration, international co-operation for recovery itself was still lacking a common legal basis to address important issues such as non-conviction based confiscation, management of assets, return of property to victims and other questions that are not, or not sufficiently, addressed by existing Council of Europe instruments. It concluded that, given the importance of asset recovery, in particular for the fight against transnational organised crime, it would be worthwhile considering the possible development of a new binding instrument regulating these issues, either as an additional protocol to an existing treaty or as a convention. The PC-OC Mod decided to invite the plenary to consider, in consultation with the COP 198, the possibility of developing a binding instrument addressing international co-operation as regards the management, the recovery and sharing of assets and to invite Mr Vladimir Zimin to produce a paper listing possible issues which such an instrument could address.

During its 73<sup>rd</sup> plenary, the PC-OC will consider, in consultation with the Secretariat to the COP 198, the possibility to develop a binding instrument on international co-operation as regards the management, the

recovery and sharing of assets, taking into account the discussion paper by Mr Zimin, as well as the outcome of the survey on Legislation, model agreement and practice in asset sharing and to decide on the follow up.

## **5. Council for Penological Co-operation (PC-CP) – Exchange of views with the Chair, Mr Vivian Geiran**

The CDPC is invited to take note of the information provided by Mr Vivian Geiran, PC-CP Chair on the outcomes of the last PC-CP Working Group meeting, (20-22 September 2017) and of the PC-CP Plenary meeting (6-8 November 2017).

The CDPC is invited to take note that the last Conference of Directors of Prison and Probation Services “Staff Recruitment, Training and Development” (June 2017, Norway) was attended by about 140 participants. The participants adopted the Conference conclusions sending a strong message to the national authorities and also to the Council of Europe regarding the importance of good staff, selection, training and development for ensuring public safety and reduce crime in prison. The CDPC is invited to take note that the conclusions will be brought to the attention of the Committee of Ministers of the Council of Europe. It is further invited to consider in particular indents three and four of the operative part of the conclusions; to take note of the proposal made at the PC-CP plenary meeting to have Council of Europe guidance regarding quality and contents of staff training in order to achieve a better uniformity in this area across Europe regarding the criteria for selection, training and development of staff; and to suggest which follow-up should be given to the proposals made at the Conference, namely drafting of a Recommendation or the elaboration of Guidelines or a manual/tool regarding the selection, training and status of prison and probation staff.

The CDPC is also invited to take note that the 23rd Council of Europe Conference of Directors of Prison and Probation Services will take place on 19 - 20 June 2018 in Jõhvi, Estonia. Its topic will be “Working together effectively: Management and co-operation models between prison and probation services”.

### **a. Restorative justice**

The delegations are invited to take note that in 2016, the CDPC entrusted the Council for Penological Co-operation (PC-CP) to revise the Recommendation (99)19 on mediation in penal matters. The PC-CP decided to undertake this task with four key aims: firstly, to enhance the awareness, development and use of restorative justice in relation to member States’ criminal justice systems; secondly, to elaborate standards for its use; thirdly, to integrate a contemporary understanding of restorative justice and its principles; and, fourthly, to deal with the use of restorative justice by prison and probation services. The term ‘restorative justice’ is used throughout the text as a general term covering the different types of interventions involving a victim and an offender, considering also that this term is used in the Directive 2012/29/EU of the European Parliament and of the Council, establishing minimum standards on the rights, support and protection of victims of crime.

This drafting work started in January 2017. Three meetings of the PC-CP Working Group were dedicated to working on this text (in January, April and September 2017). The CDPC Bureau examined the draft recommendation and its draft commentary at its meeting on 2-3 October 2017 and suggested some additional amendments. The texts were considered and further revised and amended at the PC-CP Plenary meeting (6-8 November 2017). The revised draft recommendation and its draft commentary, with the track changes presenting the modifications made by the PC-CP Plenary were sent to the CDPC delegations after the PC-CP Plenary meeting (on 9 November the draft recommendation [doc PC-CP (2017) 6 rev6] and on 13 November the commentary to the recommendation [doc PC-CP (2017) 12 rev3]).

The CDPC is requested to examine the draft recommendation concerning restorative justice in criminal matters in view of its approval and instruct the Secretariat to transmit this text to the Committee of Ministers of the Council of Europe for its final adoption. The CDPC is also requested to examine the commentary to this recommendation in view of its approval and instruct the Secretariat to transmit this text to the Committee of Ministers of the Council of Europe for information.

**b. Children of imprisoned parents**

Two Council of Europe Conferences of Directors of Prison and Probation Services (in 2015 and in 2016) discussed issues related to children with a parent in prison. This topic met with great interest from the participants because it is estimated that about 2 million children have at least one parent in prison in Europe at any given date. As a result, the CDPC entrusted the PC-CP to draft a Committee of Ministers recommendation setting standards regarding how to address the challenges experienced by these children and their parents in order to preserve and further develop a positive child-parent relationship and to support the child and their family in constructing a life without crime.

This drafting work started in January 2017. Three meetings of the PC-CP Working Group were dedicated to working on this text (in January, April and September 2017). The CDPC Bureau examined the draft recommendation concerning children of imprisoned parents and its draft explanatory report at its meeting on 2-3 October 2017 and suggested some additional amendments. The texts were considered and further revised and amended at the PC-CP Plenary meeting (6-8 November 2017). The revised draft recommendation and its draft explanatory report, with the track changes presenting the modifications made by the PC-CP Plenary, were sent to the CDPC delegations after the PC-CP Plenary meeting (on 9 November the draft recommendation [doc PC-CP (2017) 7 rev6] and on 13 November the explanatory report to the recommendation [doc PC-CP (2017) 13 rev5]).

The CDPC is requested to examine the draft recommendation concerning children of imprisoned parents in view of its approval and instruct the Secretariat to transmit this text to the Committee of Ministers of the Council of Europe for its final adoption. The CDPC is also requested to examine the explanatory report to this recommendation in view of its approval and instruct the Secretariat to transmit this text to the Committee of Ministers of the Council of Europe for information.

**c. Revision of the commentary to the European Prison Rules**

The revision of the commentary to the European Prison Rules started at the last PC-CP WG meeting in September 2017. The work will continue in 2018 with a view to producing a revised and updated commentary.

When revising and updating the commentary, it was also noted that some rules could be revised as well in order to align them to the evolved practice of the ECtHR and the CPT and to the recently adopted UN Nelson Mandela Rules (2015). In particular this concerned the rules related to women, to solitary confinement and to inspection and monitoring.

The PC-CP Plenary, when discussing this issue, decided to inform the CDPC that in the view of the participants, there is a value in revising, on a limited basis, some of the rules themselves. This would involve an initial assessment of which rules might require updating, with a view to reverting to the CDPC with a specific proposal, and seeking then a change to the current mandate which involves revision and updating of the commentary only. The work on the commentary itself should be continued with a view to being finalised by the end of 2018.

The CDPC is invited to consider this proposal and to indicate to the PC-CP whether there is a need to assess which rules should be revised in parallel to the work on the revision of the commentary to the European Prison Rules.

**d. Presentation of SPACE by Prof. Marcelo Aebi**

The CDPC is invited to take note of the presentation made by Prof. Marcelo Aebi.

**6. Prison overcrowding**

The CDPC is invited to take note of the information provided by the Chair of the CDPC sub-group on prison overcrowding, Marjorie Bonn, and of the executive summary of its second meeting (7 June 2017,

The Hague), [CDPC (2017)10]. Representatives of Bulgaria, Denmark (Jesper Hjortenberg), Greece, Hungary, Italy and The Netherlands (Mrs Marjorie Bonn) were present. The PC-CP Chair, Vivian Geiran and a member of the CPT (Prof Anton Van Kalmthout) also attended.

The CDPC is invited in particular to take note that according to the statistical information provided by the ECtHR about 18% of its rising caseload in the recent years is due to bad prison conditions including prison overcrowding.

The CDPC is invited to discuss and take respective decision regarding the follow-up to be given to the White Paper on prison overcrowding, namely the proposal to hold a high level Council of Europe Conference in 2018 or 2019 in order to discuss the need for developing national strategies/action plans in order to reduce overcrowding. This Conference should be attended by all relevant actors like ministries of justice and the interior, police, prison and probation services, judges and prosecutors.

#### **7. Committee of Experts on the operation of European conventions on co-operation in criminal matters (PC-OC) – Exchange of views with the Chair, Mr Erik Verbert**

The CDPC will have an exchange of views with Mr Erik Verbert, Chair of the PC-OC. The CDPC is invited to take note of the list of decisions of the 24th meeting of the PC-OC Mod held on 26- 28 September 2017 and of the 73rd meeting of the PC-OC, held on 20-22 November 2017. The decisions concern in particular:

1. The implementation of the Action Plan on Transnational Organised Crime by the PC-OC [PC-OC 2016)05]. See the different actions under the relevant item.
2. The Convention on the Transfer of Sentenced Persons:
  - a. The PC-OC concluded that no consensus could be found for a proposal to modify the Convention but decided to explore possibilities to draft new guidelines on this issue, including an update or consolidation of existing recommendations. The PC-OC will consider proposals made by the PC-OC Mod in this regard.
  - b. The possible establishment of an e-tool. Further to the examination by the plenary of the replies to a questionnaire on this issue, the PC-OC noted that a large majority of the 28 replies received were, in principle, positive to the idea. They agreed however that further inquiries would be necessary to ensure that countries would be willing to accept e-communication by finding appropriate answers to questions related to security, data protection and costs. The PC-OC will continue this discussion taking into account the experience of Iberred in the field of e-communication.
3. The Convention on Mutual Assistance in Criminal Matters:
  - a. The PC-OC adopted a questionnaire on the application of the Second Additional Protocol to this Convention. The PC-OC will assess the 27 replies received and make proposals for follow-up.
  - b. The PC-OC discussed the issue of MLA for the purpose of proceedings against legal entities and decided to prepare a survey on this issue by inviting experts to report on their experience. The PC-OC Mod examined the 11 contributions received to the survey (Doc PC-OC Mod (2017) 05), which did not indicate any problem linked to the issues raised in the discussion papers prepared by Mr Eugenio Selvaggi (Italy) and by Mr Vladimir Zimin (Russian Federation). At its next plenary the PC-OC will continue discussions on this issue, taking into account further replies received to the survey as well as the two discussion papers.
4. The Convention on Extradition:
  - a. “Measures of restriction in extradition cases”. The PC-OC discussed the 15 replies to a question asked on the use of alternatives to detention in extradition cases and decided to resume discussion at its next meeting, inviting countries who hadn’t replied yet to do so.
  - b. “Practical issues raised related to extradition” concerned the consequences of the Petruhhin

judgment by the EU Court of Justice and the role of Interpol in extradition procedures. Both issues were on the agenda of the PC-OC Mod and discussion will be continued at the next plenary meeting of the PC-OC, including an exchange of views with representatives from Interpol.

5. Index and summaries of relevant case-law of the ECtHR:

The PC-OC Mod updated this important document following its meeting in September, further to proposals made by Mr Miroslav Kubicek (Consultant, Czech Republic).

6. The CDPC is also invited to take note of the finalisation of the online course on international co-operation in criminal matters (ICCM) with a special emphasis on Human Rights. The course was developed with the co-operation of experts recommended by the PC-OC from Poland, Portugal, Romania and the Russian Federation and of the European Judicial Training Network. The Chairman of the PC-OC, Mr Erik Verbert, assisted the HELP Secretariat in its finalisation. The course is also published on the website of the PC-OC.

**8. Revision of the model provisions; issues of administrative sanctions**

The document on "Model provisions" was adopted by the CDPC in June 2016. The Committee of Ministers took note of this document in September 2016. Following the adoption of the new Council of Europe Convention on Offences relating to Cultural Property, Mr Herrnfeld (also Chair of the drafting committee on the Convention on Cultural Property), has prepared draft revised versions of the Model provision documents including some amendments that take into account the outcomes of the negotiations on the new convention.

The CDPC is invited to acknowledge the draft amendments to the Model provisions documents (appearing in track changes), considered these "living documents" that may be further modified according to changes occurring in the standard setting practices in criminal law field in the Council of Europe. The substantial amendments are mainly related to the question of how and when Parties to a convention should apply criminal and/or may apply administrative sanctions and in which circumstances.

On a more general point, the CDPC is invited to consider the general issue of the use of administrative sanctions in criminal law conventions and requested to endorse the proposal by the Bureau to appoint two experts to make a study and prepare working documents providing a clearer picture of the situation in member States and in the international context.

**9. Victims Compensation**

Following the work carried out by the CDPC on Review of Council of Europe legal instruments in criminal matters [CDPC (2014) 14 Fin], the CDPC kept a divided opinion on the issue of a possible updating of the European Convention on the Compensation of Victims of Violent Crimes.

During its Plenary meeting in December 2016, the CDPC had an exchange of views with Ms Anna Wergens (consultant) on the basis of her discussion paper on a possible update of the Convention [CDPC (2016) 20]. In order to take a decision on the need and modalities for a possible update of this Convention, the CDPC agreed to draft a questionnaire to be sent to all CDPC delegations. This questionnaire, prepared in consultation with Ms Wergens, was adopted by the CDPC during its 72nd meeting, in March 2017 and sent out to all CDPC delegations.

The aim of this questionnaire is threefold. The first objective is to gather information on the implementation of the Convention and the practical difficulties related to its application. With regard to the need to ensure access to justice for victims, a particular dimension of this objective is to find out which assistance is given to applicants and potential applicants of compensation. The second aim is to identify the specific problems related to victims of cross-border victimisation. The questionnaire is finally intended to gather views from the member states about how the implementation of the Convention could be improved.

The replies received are reflected in the document [CDPC(2017)16] and the secretariat made a summary of the replies reflected in document [CDPC(2017)20].

The Bureau discussed the replies received, and in particular the replies to questions 20 and 21 related to the possible update of the convention or the development of a recommendation with guidelines.

The CDPC is invited to have an exchange of views with Ms Anna Wergens on the outcome of the inquiry and to decide how to proceed with the question of whether or not to update the Convention on the Compensation of Victims of Violent Crimes.

## **10. Links between Organised Crime and Terrorism**

Most of the CDPC members were present to the Malaga Conference. The CDPC is invited to take note that the CODEXTER (Bureau first and Plenary afterwards) and the Bureau of the CDPC agreed on the setting-up of a joint working group of experts (CDPC-CODEXTER) aimed at discussing future common topics and actions for both committees to ensure a valuable follow-up to the Malaga Conference.

The CDPC is invited to instruct the Secretariat to start planning the organisation of the first meeting of this working group as soon as possible in 2018.

## **11. Terrorism**

The CDPC is invited to take note of the information provided by the Secretariat on the most recent activities carried out in the field of counter-terrorism, including on the work done with regard to the elaboration of the new recommendation on "Terrorists acting alone". France represented the CDPC in this activity.

The CDPC is invited to take note of the final version of Recommendation CM/Rec(2017)6 on "special investigation techniques" in relation to serious crimes including acts of terrorism and its explanatory report, adopted by the Committee of Ministers on 5 July 2017.

## **12. Smuggling of migrants**

The CDPC is invited to take note of the information provided by Mr Sławomir Buczma and the Secretariat on the Conference on Smuggling of Migrants, held on 23 June 2017 in the Palais de l'Europe, Strasbourg.

Since the Maltese delegation to the CDPC presented a proposal for new activities on the topic of 'Criminality and Migration' in 2015, the CDPC agreed to include criminal justice aspects related to this issue in its future activities and to study where it can provide added value to a criminal justice and law enforcement response. In May 2016, at their 126th Ministerial Session in Sofia, Bulgaria, the Committee of Ministers embraced the proposal and welcomed the preparation of adequate measures to provide member states with concrete tools to prevent and fight the smuggling of migrants.

At the Conference in June 2017, experts and high-level representatives from member States of the Council of Europe, as well as representatives of international organisations and academic experts, discussed best practices and concrete measures to prevent and combat the smuggling of migrants; to develop strategies for cooperation and information exchange and to protect the rights of smuggled migrants.

In light of the remarks and presentations made during the Conference, some observations and recommendations for further action of the Council of Europe were drawn. In the field of prevention, it was noted that technical experts' meetings can be convened in order to exchange experiences, develop strategies and recommendations on the priorities in the prevention field. Their findings can inform the further work of the CDPC. As it concerns the promotion and facilitation of international co-operation, the elaboration of a comprehensive Council of Europe strategy could be considered. The Council of Europe could also examine the opportunity of convening a focused group to collate and disseminate relevant



statistics, reports and other documents, and identify areas for further research and development.

The CDPC is invited to examine the document prepared by the Secretariat upon instruction by the Bureau and presenting some concrete proposals for action for the Council of Europe on the Smuggling of Migrants.

### 13. Elections

The CDPC is requested to **elect** the Chair the vice-Chair and three members of the CDPC Bureau and renew the mandate of three other members - see document CDPC (2017) 22. Interested members are invited to submit their candidacy not later than at 17:00 of the second day of the next Plenary meeting, on 29 November 2017. The elections will take place early in the afternoon of 30 November.

The CDPC is invited to **elect** two new members of the PC-CP Working Group (see document PC-CP (2017) 19).

### 14. Cybercrime Convention Committee (TC-Y)

The CDPC is invited to take note of the information provided on this issue

### 15. European Commission against Racism and Intolerance (ECRI) – Exchange of views with the Chair, Mr Christian Åhlund

The CDPC is invited to hold an exchange of views with the Chair of the European Commission against Racism and Intolerance (ECRI), Mr Christian Åhlund.

### 16. Gender Equality – Exchange of views with the Council of Europe Gender Equality Advisor, Ms Carlien Scheele

The CDPC is invited to hold an exchange of views with the Council of Europe Gender Equality Advisor, Ms Carlien Scheele.

### 17. Information provided by the Secretariat

The CDPC is invited to take note of the information provided by the Secretariat on sub-items a., b. and c. below and make any comment it considers appropriate.

#### a. Council of Europe Convention on Offences relating to Cultural Property

#### b. Medicrime

#### c. Trafficking in human organs

### 18. Any other business

Delegations are invited to present any other issues.

### 19. Dates of the next meetings

The Committee shall agree on the dates of the 2018 Meetings of the CDPC. The Secretariat proposes to hold the first meeting (74<sup>th</sup> Plenary session) on the week from 4 to 8 June 2018 and the second meeting (75<sup>th</sup> Plenary session) on the week from 26 to 30 November or the week from 3 to 7 December 2018.