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EUROPEAN COMMITTEE ON DEMOCRACY AND GOVERNANCE (CDDG)

TERMS OF REFERENCE OF THE CDDG 2022-2025

Approved by the Committee of Ministers on 24 November 2021

CDDG members are to take note of the content of the new terms of reference, in view of the discussion on a work plan for 2022 (item 5)

Secretariat Memorandum
prepared by the
Directorate General of Democracy
Democratic Governance Division

EUROPEAN COMMITTEE ON DEMOCRACY AND GOVERNANCE (CDDG)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2021)3 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: **Steering Committee**

Terms of reference valid from: **1 January 2022 until 31 December 2025¹**

PILLAR/PROGRAMME/SUB-PROGRAMME ▼
Pillar: Democracy Programme: Democratic governance Sub-programme: Democratic governance
MAIN TASKS ▼
<p>Under the authority of the Committee of Ministers, having regard to the Secretary General's reports on the State of Democracy, Human Rights and the Rule of Law, and building on the achievements in the area of local and regional democracy and multi-level governance, the CDDG will steer the Council of Europe's intergovernmental work in the field of democracy and democratic governance and advise the Committee of Ministers in its field of competence. The overall aim of the CDDG is to contribute to strengthening democratic institutions, and good governance at all levels of government, with particular emphasis on structural institutional reforms at all levels and enhancing citizens' participation in political decision-making with a view also to strengthen their interaction with and trust in public institutions. In carrying out these tasks, the CDDG shall address emerging challenges such as harnessing the benefits of digital transformation on democracy and governance while tackling its risks, promoting the environmental sustainability of public action, and ensuring that the response to the Covid-19 pandemic and its aftermath is in line with fundamental principles of good democratic governance.</p> <p>In particular, the CDDG is instructed to:</p> <ul style="list-style-type: none"> (i) ensure the follow-up of the relevant decisions taken at the 131st Session of the Committee of Ministers (Hamburg, 21 May 2021),² and in particular contribute to the implementation of the key strategic priorities relating to its specific field of expertise as identified in the Strategic Framework of the Council of Europe, and respond to the respective key findings and challenges set out in the Secretary General's 2021 Report on the state of democracy, human rights and rule of law "A democratic renewal for Europe"; (ii) contribute to the Council of Europe work on digitalisation and artificial intelligence in relation to democracy and governance; (iii) develop standards relating to democracy and governance, including on the modernisation of democratic institutions, public administration reforms, decentralisation, citizens' participation and democratic governance, at local, regional and/or national level; (iv) promote exchange of information, views and experience and disseminate good practice in the design and implementation of reforms in the area of democracy and governance, including at local and regional levels and on transfrontier-co-operation within the remit of the Madrid Convention, acting as a forum for member States, participants and observers, by compiling best practice and drafting handbooks and guidelines; (v) provide information on domestic legislation, policy and practice in the area of democracy and governance to member States so requesting, including through peer reviews and the rapid response service (RRS); (vi) promote the implementation of the 12 Principles of Good Democratic Governance throughout its work and by providing guidance to and input into the activities of the Centre of Expertise for Good Governance; (vii) participate in the European Stakeholders' Platform which delivers the accreditation to the entities authorised to grant the European Label of Governance Excellence (ELOGE) and report to the Committee of Ministers on the implementation of ELOGE on a regular basis; (viii) provide guidance to and input into the co-operation activities aimed at enhancing civil participation and providing support to member States in the electoral field; (ix) provide input and ensure follow-up to the sessions of the Council of Europe's World Forum for Democracy when the themes addressed fall within the mandate of the CDDG; (x) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms which are relevant for its mandate; (xi) promote and follow the implementation of the non-binding instruments that it has prepared or fall under its areas of expertise; (xii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (xiii) take due account of the following mainstreamed perspectives in the performance of its tasks: gender, youth, children's rights, rights of persons with disabilities, and of Roma and Traveller⁴ issues;

¹ These terms of reference are approved for the first biennial period 2022-2023. For the second biennial period 2024-2025, they are approved on a provisional basis, subject to confirmation upon the adoption of the budget for 2024-2025.

² CM/Del/Dec(2021)131/2a, CM/Del/Dec(2021)131/2b, CM/Del/Dec(2021)131/2c and CM/Del/Dec(2021)131/3.

⁴ The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "Gens du voyage", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

- (xiv) where relevant, contribute to building cohesive societies and to strengthening the role and meaningful participation of civil society in its work;
- (xv) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,⁵ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers;
- (xvi) contribute to the achievement of, and review progress towards, the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 5: Gender Equality, Goal 11: Sustainable Cities and Communities and Goal 16 Peace, Justice and Strong Institutions.

MAIN DELIVERABLES ▼

Under the authority of the Committee of Ministers, the CDDG is instructed to complete the following deliverables, within the following deadlines:

	Deadline ▼
1. Draft Recommendation on Principles of good democratic governance of general application to all levels of government, building on the 12 Principles of Good Democratic Governance at local level	31/12/2023
2. Report on new forms of deliberative and participatory democracy, with a view to complementing Recommendation CM/Rec(2018)4 on the participation of citizens in local public life and the 2017 Guidelines on civil participation in decision-making and taking into account its own work on e-democracy	31/12/2023
3. Report on green public administration aimed at collecting and disseminating good practice and case studies and identifying guidance for administrations at local, regional and national level, taking into account the proceedings of the 2020-2021 edition of the World Forum for Democracy and its previous work on digitalisation of the public administration	31/12/2023
4. Handbook on the use of digital technologies and artificial intelligence by the public administration, identifying case studies, best practice and policy recommendations	31/12/2024
5. Draft Recommendation on multilevel governance	31/12/2025
6. Report on multilevel governance and response to emergencies, building on its work on Democratic governance and the response to the Covid-19 pandemic	31/12/2025
7. Report on delivering social services at local level, building on the information collected during its work on Democratic governance and the Covid-19 pandemic	31/12/2025
8. Consultation to take stock of implementation of Recommendation CM/Rec(2017)5 on electronic voting and the Guidelines on new technologies and the different stages of the electoral process, involving the Venice Commission and Election Management Bodies in addition to holding review meetings on the implementation of the said recommendation at least every two years following its adoption.	31/12/2025

COMPOSITION ▼

MEMBERS:

Governments of member States are invited to designate one or more representatives of the highest possible rank in the relevant field, with senior responsibility at national level for the implementation of democratic (constitutional) principles and/or the planning, development and implementation of policies in the field of democracy and governance, including at local and regional level, elections, civil participation, digitalisation and other aspects of modernisation of the public administration, decentralisation, multi-level governance and/or for co-ordinating government policy relevant to the work of the Committee.

The Council of Europe will bear the travel and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair).

Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

PARTICIPANTS:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Congress of Local and Regional Authorities of the Council of Europe;
- European Court of Human Rights;
- Commissioner for Human Rights of the Council of Europe;
- Conference of INGOs of the Council of Europe;
- European Commission for Democracy through Law (Venice Commission);
- Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

The following may send representatives, without the right to vote and without defrayal of expenses:

- European Union (one or more representatives, including, as appropriate, the European Union Agency for Fundamental Rights (FRA));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- Organisation for Economic Co-operation and Development (OECD);
- Office for Democratic Institutions and Human Rights (ODIHR-OSCE).

⁵ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2021)132.

OBSERVERS:

The following may send representatives, without the right to vote and without defrayal of expenses:

- Assembly of European Regions;
- Council of European Municipalities and Regions;
- European Council of Spatial Planners (ECTP-CEU).

Observer status may be requested in accordance with Article 8 of Resolution CM/Res(2021)3 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

WORKING METHODS ▼

		Plenary meetings ▼			Bureau meetings ▼		
		Members incl. Chairp	Meetings per year	Days per meeting	Members	Meetings per year	Days per meeting
2022		48	2	2	7	2	2
2023		48	2	2	7	2	2
2024		48	2	2	7	2	2
2025		48	2	2	7	2	2

The rules of procedure of the Committee are governed by Resolution CM/Res(2021)3 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

The CDDG will appoint from amongst its members up to 5 Rapporteurs on mainstreamed perspectives, including a Gender Equality Rapporteur.

BUDGETARY INFORMATION* ▼

	Meetings per year	Days per meeting	Members reimbursed	Plenary in €K	Bureau in €K	Working groups in €K	Secretariat (A, B)
2022	2	2	48	116.1	8.8	13.0	1.5 A; 1 B
2023	2	2	48	116.1	8.8	13.0	1.5 A; 1 B
2024	2	2	48	↔	↔	↔	↔
2025	2	2	48	↔	↔	↔	↔

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2021 standard costs.