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EUROPEAN LANDSCAPE CONVENTION

CEP-CDPATEP

6th COUNCIL OF EUROPE CONFERENCE ON

THE EUROPEAN LANDSCAPE CONVENTION

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**TERMS OF REFERENCE OF THE STEERING COMMITTEE FOR
CULTURAL HERITAGE AND LANDSCAPE (CDPATEP) AND
RESOLUTION RES(2005)47 ON COMMITTEES AND SUBORDINATE
BODIES, THEIR TERMS OF REFERENCE AND
WORKING METHODS
(For information)**

*Secretariat document
Cultural Heritage, Landscape and Spatial Planning Division
Directorate of Culture and Cultural and Natural Heritage*

I. TERMS OF REFERENCE OF THE STEERING COMMITTEE FOR CULTURAL HERITAGE AND LANDSCAPE (CDPATEP)

Fact-sheet and Terms of reference of the CDPATEP

a. FACT-SHEET

Name of the Committee	Steering Committee for Cultural Heritage and Landscape (CDPATEP)
Compliance with Resolution Res(2005)47	Yes
Programme of Activities: project(s)	Pillar 3 - Democracy Sector 3.3 Promoting democratic governance and stability Programme 2011/DG4/313 "Protecting cultural diversity, heritage and landscape"
Project relevance	<p>1. Third Summit Action Plan</p> <p>Chapter III: Building a more human and inclusive Europe 5. Protecting and promoting cultural diversity 6. Fostering intercultural dialogue</p> <p>Chapter II: Strengthening the security of European citizens 7. Promoting sustainable development</p> <p>2. Contribution to core values of the Council of Europe</p> <p>Tangibly reinforce the right of Europeans to participate in cultural life as defined by the Universal Declaration of human rights and create a human environment fostering democratic life by developing cohesive communities identifying with a common heritage.</p> <p>Promote participatory democracy practices by implementing the provisions of the heritage and landscape conventions concerning public involvement in heritage conservation and landscape policies; strengthen the partnership between public authorities and civil society in this connection.</p> <p>Contribute to peace and stability in the continent's sensitive regions and to conflict prevention by fostering intercultural dialogue between professionals and communities around tangible projects aimed at enhancing the public area and the everyday environment.</p> <p>Help countries to better exploit the educational resource provided by cultural heritage and landscape to develop awareness of common values in multicultural and pluralist societies.</p> <p>Contribute to the updating of the legal and institutional framework inherent to the rule of law through the reform of legislations and administrative structures, particularly in the priority regions of the Organisation (South-East Europe and the South Caucasus).</p> <p>Facilitate the drawing up of integrated policies and the adaptation of legislations reflecting the emergence of new forms of governance.</p>

	<p>3. Political framework</p> <p>Faro Declaration on the Council of Europe's Strategy for Developing Intercultural Dialogue (October 2005); Entry into force of the European Landscape Convention (March 2004) and opening for signature of the Framework Convention on the value of cultural heritage for society (October 2005); Setting up of the CDPATEP in 2007 and adoption of its first set of terms of reference by the Committee of Ministers (2008-2010).</p> <p>4. Council of Europe standards</p> <p>Follow-up to:</p> <ul style="list-style-type: none"> - European conventions for the protection of the archaeological heritage, London (CETS no. 066) and Valletta (CETS no. 143), - Convention for the Protection of the Architectural Heritage of Europe, Granada (CETS no. 121), - European Landscape Convention, Florence (CETS no. 176) <p>and some twenty Committee of Ministers recommendations to the member States.</p> <p>(In addition, it is expected that follow-up to the Framework Convention on the value of cultural heritage for society (CETS no. 199) after its entry into force will be carried out during the present terms of reference)</p>
Project's added value	<p>The specific role of the Council of Europe is to provide public authorities and civil society with guidance on sustainable use of cultural and landscape resources seen as having potential for human development and local regeneration. This approach differs from both that of UNESCO (drawing up a list of "world heritage" assets) and that of the European Union, which develops support programmes without conducting intergovernmental discussion on the content of heritage policies. This action contributes in particular to the management of post-conflict situations and the restoration of dialogue and mutual trust between groups of the population and a wide circle of professionals.</p> <p>The CDPATEP Committee is developing completely new aspects not covered elsewhere, such as the themes of landscape (the Council of Europe Convention is the only instrument of this kind) and the value of heritage for society.</p> <p>As it operates on a pan-European level, the CDPATEP takes care that its action does not create new dividing lines between the EU member countries and the others.</p>
Financial information	<p>Annual Budget:</p> <ul style="list-style-type: none"> - 46 200 € for travel and subsistence expenses incurred by participation in one plenary meeting (50 members + the Chair of the Committee) and in the Bureau meeting (9 members); - 4 days interpretation.

As regards the implementation of the European Landscape Convention, the CDPATEP shall also take into account the regular Council of Europe conferences on the European Landscape Convention, the work of various groups of experts, as well as the activities of the CEMAT. It shall also oversee the organisation of the Council of Europe's Landscape Award.

The Committee shall also monitor the Framework Convention on the Value of Cultural Heritage for Society (ETS No. 199) after its entry into force;

iii. monitor the regional co-operation and assistance programmes relating to integrated conservation of the cultural and landscape heritage;

iv. continue the debate on the social impact of the cultural heritage and its contribution to democracy, social cohesion and citizenship, in the light of the work on the Framework Convention on the Value of Cultural Heritage for Society;

v. accompany the setting-up of information systems and interactive tools necessary for the implementation of the heritage and landscape-related conventions through the development of the HEREIN network and its applications, particularly section L6 which relates specifically to landscape;

vi. as required, prepare the Council of Europe Conferences of Ministers responsible for the heritage and/or landscape and ensure their follow up, as instructed by the Committee of Ministers.

5. Composition of the Committee

A. Members

The governments of member states of the Council of Europe and of other states that have acceded to the European Cultural Convention shall be entitled to appoint representatives of the highest possible grade with responsibilities for heritage and landscape matters.

The Council of Europe budget shall bear the travel and subsistence expenses of one representative of each state party (two in the case of the state whose representative has been elected Chair).

B. Participants

i. The following committees may each send a representative to meetings of the Committee, without the right to vote and at the charge of their administrative budgets:

- the Steering Committee for Culture (CDCULT);
- the Standing Committee of the Bern Convention(T-PVS);
- the Committee of Senior Officials of the European Conference of Ministers responsible for Spatial/Regional Planning (CEMAT).

ii. The Parliamentary Assembly may send one or more representatives to meetings of the Committee, without the right to vote and at the charge of its administrative budget.

iii. The Congress of Local and Regional Authorities of the Council of Europe may send one or more representatives to meetings of the Committee, without the right to vote and at the charge of its administrative budget.

iv. The Council of Europe Development Bank may send one or more representatives to meetings of the Committee, without the right to vote and at the charge of its administrative budget.

C. Other participants

i. The European Union may send one or more representatives to meetings of the Committee, without the right to vote or defrayal of expenses.

ii. The non-member states with observer status with the Council of Europe (Canada, Japan, Mexico, United States of America) may send one or more representatives to meetings of the Committee, without the right to vote or defrayal of expenses.

iii. The following intergovernmental organisations may send one or more representatives to meetings of

the Committee, without the right to vote or defrayal of expenses:

- UNESCO (United Nations Educational, Scientific and Cultural Organisation);
- OECD (Organisation for Economic Co-operation and Development);
- OSCE (Organisation for Security and Co-operation in Europe);
- Nordic Council of Ministers;
- EFTA (European Free Trade Association);
- ECE (Economic Commission for Europe of the United Nations);
- ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property);
- ALECSO (Arab League Educational, Cultural and Scientific Organisation).

D. Observers

The following non-member state and non-governmental organisations may send one or more representatives to the meetings of the Committee, without the right to vote or defrayal of expenses:

- Israel;
- EAA (European Association of Archaeologists);
- EAC (Europae Archaeologiae Consilium);
- Europa Nostra;
- ICOMOS (International Council of Monuments and Sites);
- OHWC (Organisation of World Heritage Cities);
- IFHP (International Federation for Housing and Planning);
- EFLA (European Federation of Landscape Architects);
- ECTP (European Council of Town Planners);
- ECLAS (European Council of Landscape Architecture Schools).

6. Working structures and methods:

Having regard to its terms of reference, the Committee shall elect a Bureau of nine members from among the members of the Committee, comprising the Chair, two vice-chairs and six members.

The Committee shall co-ordinate its work with other bodies of the Council of Europe, in particular the Steering Committee for Culture (CDCULT) and the Committee of Senior Officials of the Council of Europe Conference of Ministers responsible for Regional Planning (CEMAT). It will take part in the Organisation's intersectoral activities.

The Chair, with the agreement of the Committee and in accordance with any conditions and arrangements it decides on, may invite particularly competent figures in the cultural heritage conservation and landscape fields to take part in the work of the Committee without the right to vote and within the limit of its available budget.

If necessary, and in order to implement its work, the Committee may entrust a restricted number of its members with specific tasks.

7. Expiry of the terms of reference

These terms of reference will enter into force on 01/01/2011 and expire on 31/12/2011.

II. RESOLUTION RES(2005)47 ON COMMITTEES AND SUBORDINATE BODIES, THEIR TERMS OF REFERENCE AND WORKING METHODS

**COUNCIL OF EUROPE
COMMITTEE OF MINISTERS**

**Resolution Res(2005)47
on committees and subordinate bodies, their terms of reference and working methods**

*(Adopted by the Committee of Ministers on 14 December 2005
at the 951st meeting of the Ministers' Deputies)*

The Committee of Ministers,

Having regard to the decision taken by the Ministers' Deputies at their 881bis meeting (21 April 2004, item 1.6) concerning the conclusions of the Working Party on Institutional Reforms (GT-.REF.INST) on the role of Ministerial Sessions, Ministers' Deputies, Conferences of Specialised Ministers and Steering Committees in setting priorities and follow-up of implementation (CM(2004)60 revised);

Having regard to Resolution Res(2003)8 on the participatory status for international non-governmental organisations with the Council of Europe;

Having regard to the Statutory Resolution (2000) 1 relating to the Congress of Local and Regional Authorities of the Council of Europe;

Having regard to Statutory Resolution (93) 26 on Observer Status;

Having regard to Resolution Res(2001)6 on access to Council of Europe documents;

In pursuance of Articles 16 and 17 of the Council of Europe Statute;

Resolves as follows:

I. Scope of this resolution

1.1 This resolution shall apply to all committees and bodies set up by the Committee of Ministers, or with its authorisation, by virtue of Article 17 of the Council of Europe Statute.

1.2 This resolution shall also apply *mutatis mutandis* to all committees created outside the scope of Article 17, if not otherwise indicated and in the absence of specific rules.

1.3 All references to the Secretary General in this resolution shall be subject to the relevant provisions of the Statute of the Council of Europe, the Staff Regulations and the rules on delegation of authority.

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II. Categories of committees¹

There shall be two categories of committees:

2.1 *Committees answerable to the Committee of Ministers:*

- i. Steering committees with planning and steering functions;
- ii. Ad hoc committees with a more focused task.

2.2 *Subordinate bodies set up by a committee answerable to the Committee of Ministers:*

¹ Unless specified otherwise, the term "committee" refers to steering and ad hoc committees and their subordinate bodies.

- i. Committees of Experts;
- ii. Ad hoc advisory groups.

* * *

III. Composition

3.1 Members

3.1.a Committees answerable to the Committee of Ministers:

- i. Steering committees

Governments of member states are entitled to designate a representative² of the highest possible rank in the relevant field.

- ii. Ad hoc committees

Governments of member states are entitled to designate a representative³ of the highest possible rank in the relevant field.

3.1.b Subordinate bodies set up by committees answerable to the Committee of Ministers:

- i. Committees of Experts

Governments of member states are entitled to designate a member³ in the relevant field.

- ii. Ad hoc advisory groups

Groups of Specialists, of limited composition, not necessarily drawn from the parent committee.

3.2 Participants

3.2.1. Participants include any representatives of steering committees or other bodies of the Council of Europe engaged in related work, as well as the Parliamentary Assembly, the Congress of Local and Regional Authorities of the Council of Europe, the Council of Europe Commissioner for Human Rights and the Conference of INGOs of the Council of Europe.

3.2.2. Participants shall have no right to vote. Financial arrangements are the responsibility of the sending body.

3.3 Other participants

3.3.1. Other participants in committees are defined as representatives designated by states which have observer status with the Council of Europe, the European Union, intergovernmental organisations and any other entities (social partners) which, by virtue of the resolutions and decisions adopted by the Committee of Ministers or agreements signed and arrangements made, have been authorised (subject to paragraph 3.3.3) to participate in the meetings of steering and ad hoc committees.

3.3.2. Other participants shall have no right to vote nor defrayal of expenses.

3.3.3. Access of other participants to steering and ad hoc committees shall be granted upon their request to the Secretary General.

3.3.4. Access of other participants to subordinate committees is at the discretion of the committee concerned.

² Where necessary, a member state is entitled to designate more than one representative.

3.4 *Observers*

Observers shall be those not qualifying as 'members', 'participants' or 'other participants'. They shall have no right to vote nor defrayal of expenses. They shall be admitted to steering and ad hoc committees in the following manner:

- a. As a general rule, upon their request to the Secretary General, observers are admitted, to steering and ad hoc committees or any subordinate body answerable to them, on the basis of a unanimous decision by that steering or ad hoc committee; in the event where unanimity is not reached, the matter may be referred to the Committee of Ministers at the request of two-thirds of the members of the committee concerned. The Committee of Ministers shall decide on the matter by two-thirds majority of all the representatives entitled to sit on it;
- b. Concerning special cases, such as the admission of non-member states without observer status to the Council of Europe, and any other case which may necessitate a political decision, the Secretary General shall refer the matter to the Committee of Ministers. This decision shall be taken by a two-thirds majority of all the representatives entitled to sit on it.

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IV. **Terms of reference**

- 4.1 By "terms of reference" shall be understood all directives relating to a committee's activities.
- 4.2 All committees and subordinate bodies shall have terms of reference.
- 4.3 The terms of reference of committees and subordinate bodies shall be approved by the Committee of Ministers.
- 4.4 All terms of reference shall be delimited in time.
- 4.5 Terms of reference of subordinate bodies shall not exceed 3 years, unless there is a decision by the Committee of Ministers.
- 4.6 Terms of reference for a committee and a subordinate body set up within the framework of the Programme of Activities shall include:
 - i. reference to the Programme of Activities: details of programmes, projects, expected results for which it is responsible;
 - ii. relevance to the core values of the Council of Europe and the decisions adopted by the Committee of Ministers;
 - iii. where appropriate, its planning and advisory function;
 - iv. where appropriate, one or more sets of terms of reference derived from a convention;
 - v. tasks and completion date;
 - vi. particulars of the qualifications persons invited to become members of the committee should preferably possess;
 - vii. members (see para. 3.1) and details concerning the repayment of members' travelling and subsistence expenses by the Council of Europe, as stipulated in the Appendix to this resolution;
 - viii. participants: any other steering committees or other organs of the Council of Europe engaged in related work (also in para 3.2);
 - ix. other participants (see 3.3);

- x. observers (see 3.4);
- xi. consultants;
- xii. hearings.

* * *

V. Planning, monitoring and evaluation function of committees

5.1 Steering and ad hoc committees advise the Committee of Ministers and the Secretary General on the priorities and other matters with regard to their sectors, in particular, on the relevance of activities/projects in line with criteria adopted by the Committee of Ministers.

5.2 For committees set up within the framework of the Programme of Activities, the Secretariat shall:

- a. inform committees on the projects and programmes under their sphere of responsibility and budgetary appropriations in the Programme of Activities as well as the annual and mid-term priorities of the Organisation;
- b. in respecting the confidentiality rules belonging to each of them, regularly inform the committees on the results of monitoring mechanisms and procedures (for example Line of Action 1 of the Programme of Activities) that may have an impact on their future work;
- c. distribute the annual evaluation report of the Programme of Activities to the members of the committees which shall examine, discuss and report on the parts within their area of responsibility;
- d. regularly inform the committees on the targeted dissemination and support programmes developed and implemented within the sphere of their responsibility.

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VI. Working methods

6.1 Procedure for committees and subordinate bodies shall be governed by the Rules of Procedure set out in Appendix 1 to this resolution.

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VII. Documents and meeting reports

7.1 The Secretary General shall be responsible for preparing and distributing documents to be discussed by committees, as well as drafting of the reports of their meetings, unless otherwise expressly provided for by the Committee of Ministers.

7.2 Concerning meeting reports:

7.2.1. Meeting reports done by committees for the Ministers' Deputies shall include an evaluation of completed activities and a presentation of on-going and planned work, together with the identification of its source and deadlines, as well as proposals for future activities and identification of activities that might be brought to term.

7.2.2. Committees shall adopt abridged meeting reports before the end of the meeting.

7.2.3. The meeting report itself shall be published, in both official languages, no later than one month after the last meeting day of the committee.

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VIII. Compendium of terms of reference

The Secretariat shall compile and keep up to date "Compendium of Terms of Reference" containing:

- a. this Resolution Res(2005)47 and any subsequent amendments to it;
- b. Resolution Res(2004)25 on service contracts of consultants;
- c. the terms of reference of committees;
- d. the terms of reference of subordinate bodies;
- e. the terms of reference derived from conventions, or special statutes given to committees set up under them;
- f. any other decision and messages of the Committee of Ministers or the Secretary General relating to terms of reference.

* * *

IX. Convening of committees and subordinate bodies

The Secretary General shall convene meetings of committees and subordinate bodies in accordance with, in particular, the following rules:

- a. Meetings shall be convened in accordance with the authorisation given by the Committee of Ministers and with the general practices of good management. The Secretary General shall ensure that meetings are planned, convened and serviced as efficiently and economically as possible; except on grounds of urgency, which shall be duly explained, notice of meetings shall be circulated at least six weeks before the proposed date.
- b. All committees shall be convened by a single procedure. Notice of meetings shall be sent to nominees specified by the Permanent Representations or in the absence of such a known nominee, to the Permanent Representation concerned. Nominees specified by Permanent Representations will remain valid until any change is notified or confirmed by them. The Convocation shall specify the name of the committee, the place, date and opening time of the meeting, its probable duration, the subjects to be dealt with and the list of participants of previous meeting. When appropriate, it shall contain an invitation to nominate a member and the indication of the qualifications he/she should preferably possess.
- c. Permanent Representations shall receive a copy of the convocation of committees and of their subordinate bodies.
- d. The Secretariat shall make available the draft agenda, a provisional list of working papers and the working papers themselves to the nominees, or in the absence of such a nomination, to the Permanent Representation concerned, at least 20 days before the opening of the meeting. This documentation shall be made available to the Permanent Representations. Use should be made of information technology whenever possible.
- e. Analogous arrangements to these shall apply to the participants, other participants and observers.

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X. Co-ordination

10.1 The Secretary General shall ensure that each committee is informed about activities of other committees which may have implications for the execution of its own terms of reference.

10.2 Co-ordination between the Ministers' Deputies and committees:

- the Chairs of committees may be invited, whenever necessary, to take part in meetings of the Deputies' relevant Rapporteur Groups/Rapporteurs, to discuss the evaluation of activities, present on-going work and prospects for future activities, in line with the priorities of the Organisation;
- the Chairs of the relevant Rapporteur Groups/Rapporteurs may be invited to meetings of committees when it is deemed that this is of importance to the respective sector activity.

10.3 The Secretary General shall inform the committees without delay of general guidelines issued by the Ministers' Deputies as regards the content, modalities of implementation and evaluation of the intergovernmental work.

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XI. Entry into force of this resolution

The resolution will enter into force on 1 January 2006 and repeals and replaces Resolution (76) 3.

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Appendix 1 to Resolution Res(2005)47

Rules of procedure for Council of Europe committees³

Article 1 – Agenda

- a. The Secretary General shall draw up the draft agenda for a meeting. If the Chair of the committee has already been appointed, she/he shall be consulted in advance.
- b. The agenda shall be adopted by the committee at the beginning of its meeting.

Article 2 – Documentation

Documents requiring a decision, whether originating from the Secretariat or from a member, shall be sent, in the official languages (cf. Article 6 below), to members at least three weeks before the opening of the meeting at which the decision is to be taken. In exceptional cases, however, the committee may, if no member objects, consider a document submitted later. Use should be made of information technology whenever possible.

Article 3 – Privacy of meetings

Meetings shall not be held in public.

Article 4 – Hearings

Committees and subordinate bodies may decide to organise hearings with NGOs and other third parties in a position to contribute to their work, within the limits of available budgetary appropriations.

Article 5 – Quorum

There shall be a quorum if two-thirds of the members of the committee are present.

Article 6 – Official languages

- a. The official languages of the committee shall be those of the Council of Europe.

³ Unless specified otherwise, the term 'committee' refers to steering and ad hoc committees and their subordinate bodies.

b. The Secretary General may decide, in particular, in the case of steering and ad hoc committees, to provide for interpretation into one additional language other than official languages, within the limits of available budgetary appropriations.

c. A committee member may speak in a language other than the official languages, in which case she/he must herself/himself provide for interpretation into one of the official languages.

d. Any document drafted in a language other than the official languages shall be translated into one of the official languages, the member from whom it originates being responsible for making the necessary arrangements.

Article 7 – Proposals

a. Any proposal must be submitted in writing in one official language if a committee member so requests. In that case it shall not be discussed until it has been circulated.

b. Proposals made by participants (cf. § 3.2), other participants (cf. § 3.3) and observers (cf. § 3.4) may be put to the vote if sponsored by a committee member (cf. Article 11 – Voting).

Article 8 – Order of voting on proposals or amendments

a. Where a number of proposals relate to the same subject, they shall be put to the vote in the order in which they were submitted. In case of doubt, the Chair shall decide.

b. Where a proposal is the subject of an amendment, the amendment shall be put to the vote first. Where two or more amendments to the same proposal are presented, the committee shall vote first on whichever departs furthest in substance from the original proposal. It shall then vote on the next furthest removed from the original proposal, and so on until all the amendments have been put to the vote. However, where the acceptance of one amendment necessarily entails rejection of another, the latter shall not be put to the vote. The final vote shall then be taken on the proposal as amended or not amended. In case of doubt as to the order of priority, the Chair shall decide.

c. Parts of a proposal or amendment may be put to the vote separately.

d. In the case of proposals with financial implications, the most costly shall be put to the vote first.

Article 9 – Order of procedural motions

Procedural motions shall take precedence over all other proposals or motions except points of order. They shall be put to the vote in the following order:

a. suspension of the sitting;

b. adjournment of discussion on the item in hand;

c. postponement of a decision on the substance of a proposal until a specified date.

Article 10 – Reconsideration of a question

When a decision has been taken it is only re-examined if a member of the committee so requests, and if this request receives a two-thirds majority of the votes cast.

Article 11 – Voting

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

- b. Subject to any contrary provisions in these Rules, voting requires the quorum (cf. Article 6). The decisions of the steering committees are taken by a two-thirds majority of the votes cast.
- c. Except on procedural matters, other committees shall not take decisions by voting. They shall state their conclusions in the form of unanimous recommendations, or, if this proves impossible, they shall make a majority recommendation and indicate the dissenting opinions.
- d. Procedural matters shall be settled by a majority of the votes cast.
- e. Where the question arises as to whether or not a matter is procedural in nature, it may not be so regarded unless the committee decides to that effect by a majority of two-thirds of the votes cast.
- f. For the purposes of these Rules "votes cast" shall mean the votes of members cast for or against. Members abstaining shall be regarded as not having cast a vote.

Article 12 – Chair

- a. Every committee shall elect a Chair and Vice-Chair. However, the Chair of a subordinate body may be appointed by the steering or ad hoc committee to which it is answerable.
- b. The Chair shall conduct proceedings and sum up the conclusions whenever she/he thinks necessary. She/he may call to order a speaker who departs from the subject under discussion or from the committee's terms of reference. The Chair shall retain the right to speak and to vote in her/his capacity as a member of the committee, except in cases where an additional national expert has been appointed to sit on that committee.
- c. The Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to preside over the meeting. If the Vice-Chair is absent, the Chair shall be replaced by another member of the bureau, appointed by the latter, or where there is no bureau by a member of the committee appointed by the committee.
- d. 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. In steering committees, the election shall be held by secret ballot, in other committees by a show of hands, unless a member of the committee requests a secret ballot.
- e. The term of office of the Chair and Vice-Chair shall be one year. It may be renewed once.

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

- b. 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.
- c. The term of office of such members shall be two years 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.

- d. 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.

Article 14 – Working methods

- a. Steering and ad hoc committees and Committees of Experts meeting in plenary may appoint a rapporteur, a drafting committee or both.
- b. Where necessary, in order to expedite the progress of their work, committees may entrust a limited number of committee members with a specific task to be fulfilled by their next meeting.
- c. Committees and subordinate bodies may request, within the limits of budgetary appropriations, the Secretary General to have recourse where appropriate to the service of one or more consultants (cf. Resolution Res(2004)25 on service contracts of consultants).

Article 15 – Secretariat

- a. The Secretary General shall provide the committee with the necessary staff, including the committee secretary, as well as with the administrative and other services it may require.
- b. The Secretary General or her/his representative may at any time make an oral or written statement on any subject under discussion.
- c. The committee may direct the Secretary General to prepare a report on any question relevant to the committee's work.

Article 16 – Place of convocation

- a. Committees shall normally be convened at the premises of the Council of Europe in Strasbourg or at the Paris Office.
- b. Exceptionally, the Secretary General may authorise, if there is no objection from the government of the state on whose territory it is intended to hold the meeting and if suitable technical facilities are available on-the-spot, to convene a committee elsewhere, in particular, in other Council of Europe premises, in accordance with the principles of sound management and within the resources available.

Article 17 – Revision

Any committee answerable directly to the Committee of Ministers may propose to that Committee either that these Rules be amended, or that certain provisions be added or others waived as far as it or a committee dependent on it is concerned.

Appendix 2 to Resolution Res(2005)47

Details concerning the repayment of committee members' travelling and subsistence expenses by the Council of Europe

The repayment of members' travelling and subsistence expenses by the Council of Europe shall be made in the following manner:

- i. Steering and ad hoc committees.

The travelling and subsistence expenses of one representative per member state⁴ shall be borne by the Council of Europe;

ii. Committees of Experts

The travelling and subsistence expenses of either all (one representative per member state⁵) or only limited number of members, as shall be indicated in the committee's terms of reference, shall be borne by the Council of Europe;

iii. Ad hoc advisory groups

The travelling and subsistence expenses of members, whose composition shall be limited, shall be borne by the Council of Europe.

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⁴ Except in cases where the committee's terms of reference provide for reimbursement of the expenses of an additional expert for the country whose expert has been elected Chair and for special cases, such as the Steering Committee for Higher Education and Research, which shall also be indicated explicitly in the terms of reference.

⁵ Idem.