

Strasbourg, 1 December 2017

DS/DG1(2017)1

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# **Retention/Disposal schedule Human Rights Policy and Co-operation Department**

## **Extract for the Committee on Bioethics (DH-BIO)**

Directorate of Human Rights  
DG1 - Directorate General of Human Rights and Rule of Law

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### **1. Activities**

The Committee of Bioethics (DH-BIO) is active as of 2012. Under the authority of the Committee of Ministers, the DH-BIO carries out the tasks assigned to the Steering Committee on Bioethics (CDBI), active from 1992 to 2011, by the Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine (Oviedo Convention, CETS 164).

Under the supervision of the Steering Committee for Human Rights (CDDH), the DH-BIO conducts intergovernmental work on the protection of human rights in the field of biomedicine assigned to it by the Committee of Ministers.

### **2. Explanatory notes**

#### *Abbreviations used in this schedule*

DH-BIO: Committee on Bioethics  
CDBI: Steering Committee on Bioethics  
CoE: Council of Europe  
CORED: Working Party responsible for drafting the Framework Convention on Bioethics  
CM: Committee of Ministers  
RMS: Records Management System  
PF: Public Folders (Windows Exchange)  
MAM: Media Asset Management System  
DGS: Directorate of General Services

### Access

For access to its official documents DH-BIO applies the rules laid down in the [Resolution\(2001\)6 on access to Council of Europe documents](#), adopted by the Committee of Ministers on 12 June 2001. Internal documents will be declassified after 30 years.

**Any declassification has to comply with the rules of personal data protection.**

### 3. Signatures

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Secretary of the Committee	Laurence LWOFF		
Archives correspondent	Catherine FORNE		
Head of Information Life Cycle Division	Eva SODOMOVA		

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<b>C.10 Managing relations with member states</b>							
<b>RS010 Member state relations records</b> Includes the following sub-series:							
<b>General bioethics exchanges</b> Records documenting the exchanges of the DH-BIO Secretariat with delegates, authorities or experts in (potential) member states regarding any aspect of the Committee or the Convention, except for official requests for contribution and the preparation of meetings and documents	Master	E-mail with attachments (Shared mailbox)	5 years	Review for useful information	Confidential	If records should be kept beyond five years, they are transferred to the RMS.  Do not confuse with the series <i>Bioethics contribution exchanges</i> under D.30 Co-operation.	n/a
<b>C.50 Conducting Committees</b>							
<b>RS010-Committee meeting preparation records</b> Includes the following sub-series:							
<b>DH-BIO Bureau preparation records</b> Records documenting the preparation of the Bureau meetings with regard to content related issues and documents to be prepared. Include: - Exchanges between DH-BIO Secretariat, members or member countries - Draft versions of agenda and working documents	Master	Word, E-mail (Shared mailbox, RMS)	10 years after Committee meeting	Review for useful information	Confidential	Substantial exchanges can be saved directly into RMS.	By year
<b>DH-BIO drafting group</b>	Master	Word, E-mail	10 years after	Review for	Confidential	Substantial	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>preparation records</b> Records documenting the exchanges between DH-BIO Secretariat and DH-BIO plenary documenting the preparation of DH-BIO documents.		(Shared mailbox, RMS)	Committee meeting	useful information		exchanges can be saved directly into RMS	
<b>DH-BIO plenary preparation records</b> Exchanges between DH-BIO Secretariat and members documenting the preparation of DH-BIO documents.	Master	Word, E-mail (Shared mailbox, RMS)	10 years after Committee meeting	Review for useful information	Confidential	Substantial exchanges can be saved directly into RMS	By year
<b>➤ Closed committees:</b>							
<b>CDBI meeting preparation records</b> Records documenting the preparation of the CDBI meetings with regard to content related issues and documents to be prepared. Include: - Exchanges between CDBI Secretariat, members or member countries - Draft versions of agenda and working documents	Master	Word, E-mail (RMS)	10 years	Review for preservation	Confidential	Closed series	By year
<b>RS030-Committee convocation records</b> Includes the following sub-series:							
<b>DH-BIO convocation records</b> Records documenting the convocation of members for DH-BIO meetings and proposal and selection of members to the DH-	Master	E-mail (PF)	5 years	Destruction	Confidential		By meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
BIO committees. Include cover e-mails and exchanges with Permanent Representations.							
<b>RS050-Committee meeting records</b> Includes the following sub-series:							
<b>DH-BIO Bureau meeting records</b> Records documenting the meetings of the Bureau of the Committee of Bioethics (DH-BIO-BU). Include: - Agenda - List of participants - Working documents (e.g. agenda of the plenary, conference programmes) - Bureau meeting report	Master	Word (RMS)	30 years	Review for preservation	Confidential		By year
<b>DH-BIO drafting group meeting records</b> Records documenting the meetings of the DH-BIO drafting groups. Include: - Agenda - Detailed list of participants - Working documents - Revised texts - Country contributions - Meeting report	Master	Word (RMS)	30 years	Review for preservation	Confidential		By drafting group
<b>DH-BIO plenary meeting records</b> Records documenting the plenary meetings of the Committee of Bioethics. May include:	Master	Word (RMS)	Permanent	Preservation	Confidential  Some information documents are	Certain documents are declassified based on ad-hoc decisions.	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> <li>- Agendas (OT + OJ)</li> <li>- Working documents</li> <li>- Texts for opinion and contribution</li> <li>- Information documents</li> <li>- Selected ad-hoc documents (Misc)</li> <li>- Revised texts</li> <li>- Approved texts</li> <li>- Opinions and contributions</li> <li>- Expert studies</li> <li>- Detailed meeting report</li> <li>- Detailed list of participants</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>- Decisions</li> <li>- Abridged meeting report including agenda and list of participants without personal data</li> </ul>					Public	<p>Texts for opinion and contribution are not declassified as DH-BIO is not the owner.</p> <p>Documents are shared with members via a restricted website (Transit).</p>	
<ul style="list-style-type: none"> <li>- Decisions</li> <li>- Abridged meeting report including agenda and list of participants without personal data</li> </ul>					Public	Selected abridged reports are re-published by the CM with a CM reference.	
<b>➤ Closed committees:</b>							
<p><b>CAHBI meeting records</b> Records documenting the meetings of the Ad-hoc Committee of Experts on Progress in the Biomedical Sciences (CAHBI), active 1985-1992, covering meetings of the plenary and working parties such as CAHBI-CO-GT1 or CAHBI-CO-GT2. Include:</p> <ul style="list-style-type: none"> <li>- Working documents</li> <li>- Adopted texts (propositions, observations)</li> <li>- Thematic report</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Public	<p>Closed series. The name changed in 1989 from Ad-hoc Committee of Experts on Bioethics to Committee of Experts on Progress in the Biomedical Science (CAHBI). In 1992 CAHBI was superseded by the Steering</p>	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
- Meeting report						Committee on Bioethics (CDBI).	
<b>CDBI Bureau meeting records</b> Records documenting the meetings of the Bureau of the Steering Committee on Bioethics (CDBI-BU). Include: <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Detailed list of participants</li> <li>- Bureau meeting report</li> </ul>	Master	Word (RMS)	30 years	Review for preservation	Confidential	Closed series	By year
<b>CDBI-CO-RED meeting records</b> Records documenting the meetings of the CO-RED working party responsible for drafting the Convention on Human Rights and Biomedicine and active 1992-1996. Include: <ul style="list-style-type: none"> <li>- Working documents</li> <li>- Selected ad hoc documents (Misc)</li> <li>- Adopted texts such as amendments</li> <li>- Meeting report</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Public	Closed series	By year
<b>CDBI plenary meeting records</b> Records documenting the plenary meetings of the Steering Committee on Bioethics (CDBI), active 1992-2011. Include: <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Texts for opinion and contribution</li> <li>- Selected ad-hoc documents (Misc)</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Confidential	Closed series	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Revised texts - Approved texts - Opinions and contributions - Meeting report with detailed list of participants							
<b>Transitory records related to conducting committees</b> - Other ad-hoc documents (Misc)	Master	Word (PF)	Keep until the end of meeting	Destruction	Confidential		n/a
<b>C.70 Organisation of conferences and events</b>							
<b>RS010- Conference and event organising records</b> Includes the following sub-series:							
<b>Bioethics conferences and symposia organising records</b> Records documenting the preparation and organisation of conferences or symposia in the field of bioethics. Include exchanges with potential speakers and participants, draft programmes, invitation letters. For conferences of NECs also records of the Bureau, charged with their preparation, are included in this series.	Master	Word, PDF, E-mail (RMS)	10 years	Destruction	Confidential		By event
<b>RS050- Conference and event records</b> Includes the following sub-series:							
<b>Bioethics conferences and symposia records</b> Records documenting the contents of conferences or symposia in the field of bioethics organised by the	Master	Word, PDF (RMS)	30 years	Review for preservation	Public	Video recordings of symposia commissioned by the Bioethics Section are currently hosted on	By event



Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
Committee/Secretariat, including the conferences of NECs (National Ethics Committees). May include: <ul style="list-style-type: none"> <li>- Programme</li> <li>- Abstracts</li> <li>- Presentations</li> <li>- List of speakers/participants and biographies</li> <li>- Conclusions</li> <li>- Proceedings</li> </ul>						the external streaming service Canal University. They should be recuperated into the Council of Europe MAM. Before publication of personal data such as biographies, consent of persons concerned has to be sought.	
<b>D.30.030 Conducting co-operation projects</b>							
<b>RS050- Co-operation project action records</b> Includes the following sub-series:							
<b>Bioethics co-operation project action records</b> Records documenting specific activities carried out in the context of the bioethics co-operation programmes (e.g. DEBRA) such as capacity-building activities (seminars, workshops etc.). Usually includes: <ul style="list-style-type: none"> <li>- Programme</li> <li>- Presentations</li> <li>- Studies</li> <li>- Final report</li> </ul>	Master	Word, PDF (RMS)	10 years	Review for useful information	Public		By programme

<b>D.30.040 Information gathering and research for sharing</b>							
<b>RS010- Contribution exchanges</b>							
Includes the following sub-series:							
<b>Bioethics contribution exchanges</b> Records documenting the exchanges with member countries for gathering contributions on specific issues. Include letters from the Secretary General, as well as unedited "raw" replies to the questionnaires.	Master	E-mail, Word (RMS)	10 years	Destruction	Confidential		By topic
<b>C.90.070 Managing publications</b>							
<b>RS050- Council of Europe awareness-raising material</b>							
Includes the following sub-series:							
<b>Bioethics awareness-raising material</b> Flyers, brochures and other information material including video clips on bioethics programme and the Oviedo Convention.	Copy	PDF, Links (RMS)	10 years	Review for preservation	Public	Masters are kept by DGA-DGS. Duplicate documents in RMS are to be replaced by links as soon as the masters become available on RMS. Copies should not be declared as records. Video clips commissioned by the Bioethics Section are currently hosted on external streaming services. They should be	By theme

						recuperated into the Council of Europe MAM.	
<b>C.90.080 Web management</b>							
<b>Bioethics Internet</b> DH-BIO section on Council of Europe website, consisting of web pages and news.	Master	Electronic (Liferay)	Keep current	n/a	Public	Archiving of web pages via Archive-IT (documents are archived in RMS or MAM).	Web content structure
		(Transit)					
<b>➤ Business support</b>							
<b>A.90.010. Providing legal advice</b>							
<b>RS030- Legal advice on Council of Europe instruments</b> Includes the following sub-series:							
<b>Legal opinions on bioethics texts</b> Legal opinions received from DLAPIL or the European Court of Human Rights on various texts, protocols and national exceptions in relation to the Oviedo Convention.	Copy	PDF, Links (RMS)	10 years	Review for useful information	Confidential	Master with DLAPIL. Documents will be replaced with links once they become available via RMS. Copies should not be declared as records.	Chronologically
<b>A.90.030. Information compliance management</b>							
<b>RS050- Public disclosure authorisations</b> Includes the following sub-series:							
<b>Public disclosure authorisations</b> Records documenting individuals' consent to the public disclosure of information resources which identify them, such as contact	Master	E-mail with attachments, PDF (RMS)	For as long as the information resource is used + 10 years	Destruction	Confidential		By event or publication

details or photos. Public disclosure refers for example to the publication on the Internet or in other media.							
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