

Strasbourg, 1 December 2017

DS/DPB(2017)1

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# Retention/Disposal schedule Directorate of Programme and Budget

## Extract concerning core activities

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### 1. Activities

The Directorate of Programme and Budget is responsible for programme and budgetary questions throughout the Organisation. It prepares the Organisation's programme and budgets in co-operation with the other major administrative entities; follows the implementation of the programme and the execution of the budget, both financially and in terms of expected results, and provides managers with the necessary advice, training and information.

The Directorate also provides the Secretariat of the Budget Committee, the Council of Europe's advisory body on administrative and financial matters, composed of independent experts appointed by the Committee of Ministers.

### 2. Explanatory notes

#### *Access*

The access classification level "confidential" in this schedule refers to an access by the Directorate of Programme and Budget.

#### *Vital records*

The records in the *Programme and budget elaboration records* series are vital for the continuity of the Directorate.

**3. Signatures**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Director	Alison Sidebottom		
Archives correspondent	Marie-Christine Bouras		
Head of Information Life Cycle Division	Eva Sodomova		

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>A.20 Finance management and accounting – Financial control</b>							
<b>RS010-Financial authority records</b> Electronic copy of the delegation letters, granting financial authority and responsibility to cost centres across the Council of Europe, and the related signature files.	Copy	PDF (dedicated SharePoint)	10 years	Destruction	Confidential	Prior to 2017 kept on paper.	By entity
<b>B.60 Programme and budget management</b>							
<b>RS001-Budgetary procedures and guidelines</b> Procedures, guidelines, good practices and other communications related to programme and budget management. Examples: RBB User Guide, Logframe Style Guide, Request for OB/JP allocation, Procedure for preparing Terms of Reference for committees, etc.	Master	Word, PDF (RMS)	Keep current	Destruction	Restricted	Usually published on the Council of Europe Intranet or in the Administrative Manual.	By theme
- Previous versions			10 years	Review for useful information	Confidential (to avoid confusion with versions in force)		
<b>RS010-Budget Committee meeting records</b> Records documenting the proceedings and e-mail consultations (silent procedure) of the Budget Committee (P-Bud). Usually include:	Master	Word, e-mail (RMS)	Permanent	Preservation	Confidential  Shared with Budget Committee members on the Committee	Meeting reports are reproduced by the Committee of Ministers with CM reference and declassified after CM examination. Available in digital form as of 2003.	By year-meeting

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>- Agenda</li> <li>- Working documents</li> <li>- Minutes</li> <li>- Meeting report</li> </ul>					collaborative site.  Declassified after 30 years unless the Committee decides otherwise	Previous paper records to be transferred to the Central Archives in 2018. Audio recordings of the meetings are kept until the adoption of the minutes and then securely destroyed following the Directorate's procedure.	
<b>RS020-Programme and financial analysis records</b> Records documenting the analysis, calculations and methodological discussions for processing ad-hoc requests, accessions to partial agreements, or any other change, with a view to maintaining financial viability and sustainability.	Master	Word, Excel, e-mail (RMS)	30 years	Review for preservation	Confidential		
<b>RS030-Programme and budget elaboration records</b> Records documenting the elaboration of the Council of Europe budget and programme (since 2012 biennial). Include ressources tables, working documents (e.g. actuarial studies), exchanges, preliminary versions, corrigenda, etc.	Master	Word, Excel, e-mail (RMS)	10 years	Review for useful information	Confidential		By year, then by theme

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<p><b>RS050-Council of Europe programme and budget</b> The Programme and Budget of the Council of Europe – biennial since 2012. Presents the General Budget (Ordinary Budget, Extraordinary Budget, Budget of the European Youth Foundation, the Pensions Budget, the Pensions Reserve Fund and any subsidiary budgets thereto) and the budgets of the partial and enlarged agreements. The programme sets the Organisation's objectives, along with expected results and performance indicators. The series includes the draft version, the final version and, where applicable, the adjusted version.</p>	Master	Word (RMS)	Permanent	Preservation	Confidential	<p>The Council of Europe Programme and Budget is published by the Committee of Ministers with a CM reference (PDF).</p> <p>Digital series complete as of 2010. Previous paper records to be transferred to the Central Archives in 2018.</p> <p>Paper convenience collection since 2000 in the Directorate.</p>	By year, then by draft or final
<p><b>RS070- Programme and budget monitoring records</b> Records documenting the implementation of the budget throughout the budgetary cycle. Include budgetary situations and forecasts, management accounts, etc.</p>	Master	Word, Excel, e-mail (RMS)	10 years	Review for useful information	Confidential		
<p><b>RS090-Terms of reference of intergovernmental committees</b> Consolidated versions of the terms of reference of Council of Europe intergovernmental committees produced for communication purposes. Series includes the terms of reference of active and former committees, in English and French.</p>	Master	Word and, where not available, PDF (RMS)	Permanent	Preservation	Public	These versions are extracts of the <i>Terms of Reference of Intergovernmental Structures</i> , adopted by the Committee of Ministers. CM keeps the original document (e.g. CM(2017)131-addfinal).	By year of validity

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<p><b>Transitory records related to Programme and Budget Management</b>  Records documenting participation of the Director in meetings organised elsewhere:  - Meeting documents of the ISRP/SIRP  - Meeting documents of the Management Board of the Pensions Reserve Fund</p>	Copy	E-mail with attached documents (PF)	5 years	Destruction	Confidential		By meeting