

DIRECTORATE GENERAL OF ADMINISTRATION

DIRECTORATE OF INFORMATION TECHNOLOGY

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Strasbourg, 15 December 2017

DS/DG2(2017)1

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## **Retention/Disposal schedule Education Department**

### **Extract concerning**

- Steering Committees**
- Lisbon Recognition Convention Committee**
- Standing Conference of Ministers of Education**

Directorate of Democratic Citizenship and Participation  
DG II – Directorate General of Democracy

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#### **1. Activities**

This schedule concerns the Steering Committee for Educational Policy and Practice (CDPPE); the Committee of the Council of Europe/UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the European Region; and the Standing Conference of Ministers of Education.

The Steering Committee for Educational Policy and Practice (CDPPE), set up in 2012, oversees the Council of Europe's programmes in the field of education and advises the Committee of Ministers on all questions within its area of competence. The Committee of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region was set up in 1999 to oversee, promote and facilitate the implementation of Treaty No. 165. The Standing Conference of Ministers of Education brings together the European Ministers of Education. The CDPPE contributes to the preparation of the sessions of the Standing Conference of Ministers of Education and ensures the follow-up of any decisions made by the Committee of Ministers following those sessions.

The schedule also concerns the former committees Education Committee (CC-ED) and Higher Education and Research Committee (CC-HER), active between 1961 and 2001, and the Steering Committee for Education (CD-ED) and Steering Committee for Higher Education and Research (CDESR), active between 2002 and 2011.

## 2. Explanatory Notes

### *Abbreviations used in this schedule*

CDPPE:	Steering Committee for Educational Policy and Practice
CM:	Committee of Ministers
ENIC:	Joint Council of Europe/UNESCO European Network of National Information Centres on Academic Mobility and Recognition (ENIC)
LRC:	Lisbon Recognition Convention = Council of Europe/UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the European Region
LRCC:	Lisbon Recognition Convention Committee = Committee of the Council of Europe/UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the European Region
MED:	Standing Conference of Ministers of Education
DPB:	Programme and Budget Directorate
PR:	Permanent Representation(s)

### *Access and Declassification*

Official documents are classified and declassified according to [Resolution Res\(2001\)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 governing personal data protection.

Confidential in this schedule means accessible to the Education Department. When required, access is given to CDPPE members via the CDPPE collaborative site.

### *Copies / Masters*

The documents indicated as copies in the second column of this schedule are not owned by the Education Department. They should not be declared as records.

## 3. Signatures

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Head of Department	Sjur Bergan		
Archives correspondent	Susana Nunes		
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.50. Conducting committees</b>							
<b>RS003 Committee governance and procedures</b> Includes the following sub-series:							
- Terms of reference of Steering committee	Copy	PDF (RMS)	Until DPB master is available	Destruction	Public	Master of terms of reference is kept by DPB. RMS copy should be deleted and a hyperlink placed on CDPPE website, as soon as DPB master is available on DPB website.	Chronologically
- Terms of reference of Steering committee working groups	Master	Word (RMS)	Permanent	Preservation	Public		By working group
- LRCC statutory texts and procedures	Master	Word (RMS)	Permanent	Preservation	Public		By type of text
<b>RS005 Committee membership records</b> Includes the following sub-series:							
<b>CDPPE nomination records</b> Records documenting the proposal and selection of experts as members of the Steering Committee for Educational Policy and Practice (CDPPE). Include exchanges with Permanent Representations.	Master	E-mail, sometimes with attachment (PF)	5 years	Review for useful information	Confidential		By year
<b>RS010 Committee meeting preparation records</b> Includes the following sub-series:							
<b>Steering committee and LRCC preparation records</b>	Master	E-mail, sometimes	10 years after meeting or	Review for useful	Confidential		By committee

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Substantial records documenting the preparation of meetings or sessions of steering committees and the LRCC, their bureaux and working groups. May include: - Exchanges with delegates regarding amendments to meeting documents and exchanges with the CM Secretariat and other CoE staff - Exchanges between the LRCC Bureau and ENIC		with attachment (PF)	session	information			
- Steering committee internal discussion documents	Master	Word (RMS)	30 years	Review for useful information	Confidential	Internal discussion documents are not declassified. They are initial versions of official discussion documents.	By meeting
- Initial meeting documents containing comments by the LRCC Bureau and ENIC members	Master	Word (RMS)	30 years	Review for useful information	Confidential	Initial meeting documents are not declassified. They are initial versions of meeting documents.	By meeting
<b>RS030 Committee convocation records</b> Includes the following sub-series:							
<b>Steering committee and LRCC convocation records</b> Records documenting the convocation of meetings or sessions of the steering committees and the LRCC, their bureaux and working groups. May include: - Convocation letters	Master	E-mail with attachment (PF)	5 years after meeting or session	Destruction	Restricted		By committee then by 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>- Invitation letters / requests for nomination)</li> <li>- Cover e-mails</li> <li>- Replies from PR or Ministries</li> </ul>							
<b>RS050 Committee meeting records</b> Includes the following sub-series:							
<b>CC-ED meeting records</b> Records documenting the plenary meetings of the Education Committee (CC-ED), which was active between 1961 and 2001, the meetings of the CC-ED Bureau (CC-ED-BU) and any CC-ED working group meetings. May include: <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Official discussion documents</li> <li>- List of decisions</li> <li>- Meeting report</li> <li>- Detailed list of participants with personal data</li> </ul>	Master	Word, PDF (RMS)	Permanent	Preservation	Public	Date on which the first digital documents became available to be specified.	By meeting
<b>CC-HER meeting records</b> Records documenting the plenary meetings of the Higher Education and Research Committee (CC-HER), which was active between 1961 and 2001, the meetings of the CC-HER Bureau (CC-HER-BU) and any CC-HER working group meetings. May include: <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Official discussion documents</li> <li>- List of decisions</li> </ul>	Master	Word, PDF (RMS)	Permanent	Preservation	Public	Date on which the first digital documents became available to be specified.	By 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>- Meeting report</li> <li>- Detailed list of participants with personal data</li> </ul>							
<p><b>CD-ED meeting records</b> Records documenting the plenary meetings of the Steering Committee for Education (CD-ED), which was active between 2002 and 2011, the meetings of the CD-ED Bureau (CD-ED-BU) and any CD-ED working group meetings. May include:</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Official discussion documents</li> <li>- List of decisions</li> <li>- Meeting report</li> <li>- Detailed list of participants with personal data</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Confidential		By meeting
<p><b>CDESR meeting records</b> Records documenting the plenary meetings of the Steering Committee for Higher Education and Research (CDESR), which was active between 2002 and 2011, the meetings of the CDESR Bureau (CDESR-BU) and any CDESR working group meetings. May include:</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Official discussion documents</li> <li>- List of decisions</li> <li>- Meeting report</li> <li>- Detailed list of participants with personal data</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Confidential		By meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<p><b>CDPPE meeting records</b> Records documenting the plenary sessions of the Steering Committee for Educational Policy and Practice (CDPPE), the CDPPE informal meetings to exchange views, the meetings of the CDPPE Bureau (CDPPE-BU) and any CDPPE working group meetings. May include:</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Official discussion documents</li> <li>- List of decisions</li> <li>- Meeting report</li> <li>- Detailed list of participants with personal data</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Confidential	Documents shared with delegates on the CDPPE collaborative site.	By meeting
<ul style="list-style-type: none"> <li>- Presentations</li> </ul>		PPT, Prezi (PF)	5 years	Destruction		Presentations published before 2016 did not have a reference.	
<p><b>LRCC meeting records</b> Records documenting the meetings of the LRCC, the LRCC Bureau, and the ENIC Bureau and NARIC advisory group. May include:</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Discussion documents</li> <li>- Adopted texts</li> <li>- Work plan of ENIC-NARIC</li> <li>- List of decisions</li> <li>- Meeting report</li> <li>- List of participants with personal data</li> </ul>	Master	Word, (RMS)	Permanent	Preservation	Public		By meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>C.60. Conducting conferences of specialised ministers</b>							
<b>RS010 Standing Conference preparation records</b> Includes the following sub-series:							
<b>MED preparation records</b> Records documenting the preparation of sessions of the Standing Conference of Ministers of Education (MED) and the ad hoc conferences of Ministers of Education. May include: - Exchanges with the Committee of Ministers	Master	E-mail, sometimes with attachment (RMS)	10 years after session	Review for useful information	Confidential		By session
<b>RS030 Standing Conference convocation records</b> Includes the following sub-series:							
<b>MED convocation records</b> Records documenting the convocation of sessions of the Standing Conference of Ministers of Education (MED), and the ad hoc conferences of Ministers of Education. May include: - Convocation letters - Invitation letters - Cover e-mails	Master	E-mail with attachment (PF)	5 years after session	Destruction	Restricted		By session
<b>RS050 Standing Conference meeting records</b> Includes the following sub-series:							
<b>MED session records</b> Records documenting the sessions of the Standing Conference of Ministers of Education (MED) and the ad hoc conferences of Ministers of Education. The first session took	Master	Word (RMS)	Permanent	Preservation	Public	Adopted texts are also published by the Committee of Ministers in the Conference report by the SG.	By session



Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
place from 12 to 13 November 1959. May include: - Programme - List of participants (without personal data) - Speeches - Position papers - Adopted texts (including resolutions and statements) ----- - Working documents							
					Confidential		
- Conference report by the Secretary General	Copy	Link (RMS)				Masters are kept by CM.	
- Proceedings	Copy	PDF (RMS)	Until DGS master is available			Masters are kept by DGS. RMS copies should be deleted and hyperlinks placed on Standing Conference website as soon as DGS masters are available in RMS.	
<b>C.70.Organisation of conferences and events</b>							
<b>RS010 Conference and event organising records</b>							
Includes the following sub-series:							
<b>LRCC Conference preparation records</b> Records documenting the preparation of conferences regarding the LRC. May include: - Invitation letters - Speaking notes	Master	Word, E-mail (RMS)	10 years	Review for useful information	Internal		By conference

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<b>RS050 Conference and event records</b> Includes the following sub-series:							
<b>LRCC Conference records</b> Records documenting conferences regarding the LRC. May include: - Programme - Speeches - Conclusions	Master	Word, PDF (RMS)	Permanent	Preservation	Public	Consent of participants must be obtained before publication of list of participants.	By conference
<b>C.90.070.030 Production of publications</b>							
<b>RS010 Council of Europe awareness-raising material</b>							
<b>Awareness-raising material on education</b> Booklets and information material on the Council of Europe's education programme, and information prepared for journalists about the Standing Conference of Ministers of Education (MED) and its sessions. May include: - Presentation booklet on education - Fact sheets on education - Posters - MED media briefing - MED fact sheet	Master/ Copy	Word, PDF (RMS)	10 years	Review for preservation	Public	Masters kept by DGS when printed by DGS. In such cases, RMS copies should be deleted and hyperlinks placed on Steering committee/LRCC websites as soon as DGS masters are available in RMS.	By item / For MED material: by session
<b>RS050 Council of Europe publications</b>							
<b>Publications on educational issues</b> May include:	Master/ Copy	PDF (RMS)	Until DGS master is available	Destruction	Public	Masters are kept by DGS. RMS copies should be deleted and	By title

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>- Council of Europe publications on education policy</li> <li>- Higher education series</li> </ul>						hyperlinks placed on Steering committee/LRCC websites as soon as DGS masters are available in RMS.	
<b>A.90.030 Information compliance management</b>							
<b>RS050 Public disclosure authorisations</b>							
<b>Steering committee and LRCC public disclosure authorisations</b> Records documenting individuals' consent to the public disclosure of information resources which identify them, such as contact details or photos. Public disclosure refers for example to the publication on the Internet or in other media.	Master	E-mail with attachments, PDF (RMS)	For as long as the information resource is used + 10 years	Destruction	Confidential		By event or publication