

Strasbourg, 14 December 2017

DS/DG2(2017)2

Retention/Disposal Schedule Violence against Women (GREVIO) Division

Extract concerning the Istanbul Convention Monitoring Mechanism

Directorate of Human Dignity and Equality DG2 - Directorate General of Democracy

1. Activities

The Istanbul Convention Monitoring Mechanism assesses and improves the implementation of the [Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence \(the Istanbul Convention\)](#) by the Parties. It consists of two distinct, but interacting, bodies: an independent expert body, the Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO) and a political body, the Committee of the Parties, composed of representatives of the Parties to the Istanbul Convention.

GREVIO monitors the implementation of the Convention by the Parties. It may also adopt, where appropriate, general recommendations on themes and concepts of the Convention. The Committee of the Parties follows up on GREVIO reports and conclusions and adopts recommendations, which it addresses to the Parties concerned. It is also responsible for the election of GREVIO members.

2. Explanatory notes

Access

Official documents in this schedule are classified and declassified according to [Resolution\(2001\)6 on access to Council of Europe documents](#) adopted by the Committee of Ministers on 12 June 2001 at the 756th meeting of the Ministers' Deputies.

Declassification has to respect personal data protection provisions.

Vital records

Abbreviations used in the schedule

IC-CP: Committee of the Parties to the Istanbul Convention
DGS-SPDP: Directorate of General Services – Division of Documents and Publications Production
GREVIO: Group of Experts on Action against Violence against Women and Domestic Violence
IC: Istanbul Convention
PF: Public Folders
RMS: Records Management System

3. Signatures

	Name	Signature	Date
Head of Division	Bridget O'Loughlin		
Archives correspondent	Irida Varfi-Boehrer		
Head of Information Management Division	Eva Sodomova		

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
C.50. Conducting committees							
RS005 Committee membership records Includes the following sub-series:							
GREVIO membership records Records documenting the nomination and election of experts as members of the Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO). Include: - Exchanges on nominations - CVs of candidates - Candidates summary table (link) - Election results - Lists of GREVIO members by composition ----- - Ballot papers	Master/ Copy	Word, PDF, Excel, E-mail, links (RMS)	10 years	Review for useful information	Confidential	CVs contain personal data. Master of Candidates summary table is with IC-CP meeting records.	By election
		Paper (Office of responsible assistant)	Until voting procedure finalised	Destruction			
RS010 Committee meeting preparation records Includes the following sub-series:							
IC bodies meeting preparation records Records documenting the preparation of meetings of the Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO) or the Committee of the Parties to the Istanbul Convention. Examples are	Master	E-mail, word, (RMS)	10 years after meeting	Review for useful information	Confidential		By body then by meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
exchanges between Secretariat, experts, Committee members and other participants on content-related issues.							
RS030 Committee convocation records Includes the following sub-series:							
IC bodies convocation records Records documenting the convocation of the members of the Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO) or the Committee of the Parties to the Istanbul Convention and other participants, if applicable, for meetings of the respective body. Include: - Convocation letters - Invitation letters - Cover e-mails	Master	Word, E-mail (Collab. site)	5 years after meeting	Destruction	Confidential		By body then by meeting
RS050 Committee meeting records Includes the following sub-series:							
GREVIO meeting records Records documenting meetings of the Group of Experts on Action against Violence against Women and Domestic Violence (GREVIO). May include documents to be discussed and adopted texts: - Brief list of participants - Agenda - Order of business - Working documents, including draft GREVIO evaluation reports,	Master	Word, PDF, PowerPoint, Excel (RMS)	Permanent	Preservation	Confidential	List of decisions are declassified immediately after the meeting. Access classification to be modified manually.	By meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
list of issues for a state dialogue, State comments to the draft report, list of themes, etc. - Information documents - List of decisions - Meeting report							
IC-CP Bureau meeting records Records documenting meetings of the Bureau of the Committee of the Parties to the Istanbul Convention. Include: - Brief list of participants - Agenda - Order of business - Working documents - Information documents - List of decisions - Meeting report	Master	Word, PDF, PowerPoint, Excel (RMS)	Permanent	Preservation	Confidential		By meeting
IC-CP meeting records Records documenting meetings of the Committee of the Parties to the Istanbul Convention. Include: - Brief list of participants - Agenda - Order of business - Working documents, including draft recommendations - Information documents - List of decisions - Meeting report	Master	Word, PDF, PowerPoint, Excel (RMS)	Permanent	Preservation	Confidential	List of decisions and meeting report are declassified immediately after the meeting. Access classification to be modified manually.	By meeting
D.20.010. Establishing monitoring procedures and guidance							
RS010 Monitoring procedures and evaluation standards Includes the following sub-series:							

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<p>IC monitoring procedures and evaluation standards Records documenting the official standards, procedures and practical guidelines developed for monitoring and evaluation, for example: questionnaires, evaluation procedures, monitoring calendars, timetables, etc.</p> <p>- Previous versions</p>	Master	Word, PDF (RMS)	30 years	Review for useful information	Public		Chronologically
					Confidential		
D.20.040. Conducting monitoring instances							
RS005 Country or thematic background information Includes the following sub-series:							
<p>IC country or thematic background information External or internal information of general nature (i.e. not related to a specific instance of monitoring) on the situation in a monitored country, such as press clippings, reports established by other organisations, list of contacts (e.g. NGO contacts), etc.</p>	Master/ Copy	PDF, Word, Link (Collab. site)	Keep current		Confidential	<p>If documents from other CoE entities are used, they should be included as links.</p> <p>Documents can be shared with GREVIO members and experts.</p>	By country and/or by theme
RS010 Specific monitoring preparation records Includes the following sub-series:							
<p>IC monitoring preparation records Records documenting the preparation of an instance of monitoring, including special inquiry, according to the Istanbul Convention's monitoring procedure</p>	Master	Word, e-mail (RMS)	10 years	Review for useful information	Confidential		By country – monitoring instance

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
by gathering the information for evaluating compliance. Can include any of the following: - Official visit programme - Unofficial visit programme - List of issues for a visit - Exchanges with members of the delegation							
RS020 Exchanges with monitored state Includes the following sub-series:							
IC exchanges with monitored state Records documenting official exchanges with the authorities, NGOs and civil society in the monitored state about the monitoring instance during the monitoring procedure, including special inquiry. May include confidential contributions from NGOs.	Master	E-mail, Word (RMS)	10 years	Review for useful information	Confidential		By country – monitoring instance
RS050 Monitoring reports Includes the following sub-series:							
IC monitoring reports Records documenting the assessment of the compliance of a state with regard to Istanbul Convention according to the monitoring procedure, including special inquiries. Includes: - State report - Final GREVIO evaluation report - State comments to the final report	Master	Word (RMS)	Permanent	Preservation	Public		By country – monitoring instance

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
- Public NGO "Shadow reports"							
C.70. Organisation of conferences and events							
RS050 Conference and event records							
Includes the following sub-series:							
IC conference and event records Records documenting the content and results of an event or a conference organised by the Istanbul Convention Monitoring Mechanism. May include: - Programme - List of speakers, participants - Speeches, contributions, presentations - Conclusions, recommendations - Conference report or conference proceedings.	Master	Word, PDF (RMS)	20 years	Review for preservation	Public	Consent of participants must be obtained before publication of list of participants.	By conference
C.90.070. Managing publications							
RS050 Council of Europe publications							
Includes the following sub-series:							
IC publications Publications of the Istanbul Convention Monitoring Mechanism. Includes books, fact sheets, leaflets, studies, etc.	Master/ Copy	PDF, Word (RMS)	Permanent	Preservation	Public	Masters of publications produced by DGS-SPDP are kept by them. Copy will be kept until masters are available in RMS, then replaced by a link.	By theme or by type