

## European Committee on Democracy and Governance (CDDG)

*Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution [CM/Res\(2011\)24](#) on intergovernmental committees and subordinate bodies, their terms of reference and working methods.*

**Type of committee:** Steering Committee

Terms of reference valid from: **1 January 2016 until 31 December 2017**

### Main tasks

Under the authority of the Committee of Ministers, building notably on the achievements in the area of local and regional democracy and the outcomes of relevant ministerial conferences, and having regard to the Secretary General's reports on the State of Democracy, Human Rights and the Rule of Law, and to the relevant decisions by the Committee of Ministers, the European Committee on Democracy and Governance (CDDG) will oversee the Council of Europe's intergovernmental work in the field of democracy. Taking due account of relevant transversal perspectives, the overall aim is to promote the common goal of democratic security through the sharing of information about policy, the dissemination of best practice and the development as appropriate of possible standards relating to: modernisation of democratic institutions, public administration reform, citizens' democratic participation and democratic governance (including e-governance and e-democracy) at all levels, including at the local and regional levels. With this purpose, and taking due account of a gender perspective and to building cohesive societies in the performance of its tasks, the CDDG is instructed to:

- (i) act as a forum where members, associating as appropriate participants and observers, exchange information, views and good practice on: democratic institutions' reforms aimed at making them closer to citizens and enhancing civic involvement in public affairs; public administration reform and democratic governance; dialogue between tiers of government and multilevel governance;
- (ii) provide responses based on domestic legislation, practice and experience to member States so requesting that envisage policy reviews and legislative reforms in such fields as public administration, decentralisation/devolution of functions, good governance, structures of local and regional governance, e-democracy and e-governance and citizen participation;
- (iii) contribute to co-operation and support activities to national initiatives in its field of competence ; enable and encourage its members to share experience, upon request from interested member States, on central, regional and local institutions and processes, modernisation of public administration, trans-frontier cooperation, civic engagement and participation;
- (iv) promote the implementation of the Twelve principles of good governance at local level through targeted action and making use of the tools of the "Centre of expertise for local government reform" and in turn supplement those tools in the light of experience;
- (v) follow the implementation of the non-binding instruments that it has prepared and in accordance with decisions [CM/Del/Dec\(2013\)1168/10.2](#) of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility<sup>34</sup>, in co-operation, where appropriate, with the relevant bodies<sup>35</sup>, and report back to the Committee of Ministers.

(vi) without prejudice to the missions of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms.

### Pillar/Sector/Programme

**Pillar:** Democracy

**Sector:** Strengthening democratic governance and fostering innovation

**Programme:** Democratic Governance

### Specific tasks

- (i) Compile best practice and guidelines based on work covering modernisation reforms at all levels, in particular local and regional government, in member States;
- (ii) Deliver Rapid response service enabling governments to benefit from knowledge and experience of peers in preparation and implementation of policy and reforms;
- (iii) Organise Peer reviews upon the request of member States providing advice and expertise to facilitate modernisation of public administration and democratic governance at any level;
- (iv) Contribute to the updating of toolkits for the Centre of expertise for local government reform reflecting the latest governance practices in such fields as performance management, public ethics at local level, participation, public finance, transparency and good governance, inclusiveness and diversity;
- (v) Revise Committee of Ministers' Recommendation [Rec\(2001\)19](#) on the participation of citizens in local public life;
- (vi) Compile experiences and best practice on democratic governance of transfrontier co-operation bodies, including local and where appropriate regional authorities;
- (vii) Draw up new guidelines to ensure meaningful civil participation in political decision making, based on best practice and shared standards;
- (viii) Report to the Committee of Ministers on an annual basis on the work and achievements of the stakeholders' platform.

### Composition

#### Members:

Governments of member States are invited to designate one or more representatives of the highest possible rank in the relevant field, with senior responsibility at national level for the implementation of democratic (constitutional) principles and/or the planning, development and implementation of policies in the field of democratic governance, in particular at local and regional level and the modernisation of public administration, and/or for co-ordinating government policy relevant to the work of the Committee.

The Council of Europe budget will bear the travelling and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair).

Member States may send other representatives without defrayal of expenses.

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

In accordance with decisions [CM/Del/Dec\(2013\)1168/10.2](#) of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

### **Participants:**

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Congress of Local and Regional Authorities of the Council of Europe;
- European Court of Human Rights;
- the Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- European Commission for Democracy through Law (Venice Commission).

The following may send representatives, without the right to vote and without defrayal of expenses:

- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- Organisation for Economic Co-operation and Development (OECD);
- Office for Democratic Institutions and Human rights (ODIHR-OSCE);
- Benelux Union.

### **Observers:**

The following may send representatives, without the right to vote and without defrayal of expenses

- Assembly of European Regions
- Council of European Municipalities and Regions.

Other non-governmental organisations may receive, upon request, observer status and have the right to send representatives without the right to vote and without defrayal of expenses.

## **Working methods**

**Meetings:**

48 members, 2 meetings in 2016, 2 days

48 members, 2 meetings in 2017, 2 days

**Bureau:**

7 members, 2 meetings in 2016, 2 days

7 members, 2 meetings in 2017, 2 days

The Committee will also appoint a Gender Equality Rapporteur as well as a Rapporteur on Children's Rights from amongst its members.

The rules of procedure of the Committee are governed by Resolution [CM/Res\(2011\)24](#) on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Without prejudice to Resolution [CM/Res\(2011\)24](#), draft agendas for meetings will be prepared with a view to facilitating participation by representatives, with due regard to the areas of expertise of those representatives.