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EPAS(2020)25

Enlarged Partial Agreement on Sport (EPAS)

Draft terms of Reference of the EPAS Consultative Committee [adopted by the EPAS Governing Board on 25/02/2020]

Committee Name	EPAS Consultative Committee
Committee Type	Statutory body of a partial agreement
Source of ToR	Statute of the Enlarged Partial Agreement on Sport

Set up under the revised Statute of the Enlarged Partial Agreement on Sport (EPAS), as adopted by the Committee of Ministers on 13 October 2010 at the 1095th meeting of the Ministers' Deputies; and the Rules of Procedure of the Governing Board of the Enlarged Partial Agreement on Sport, as adopted by the Governing Board on 21 June 2012, the mandate of the EPAS Consultative Committee, hereafter referred to as the "Consultative Committee", is defined by these Terms of Reference.

1. Tasks of the Consultative Committee

1.1 Main tasks

Within the framework of the Programme of Activities of the Enlarged Partial Agreement on Sport (EPAS), the Consultative Committee will:

- a) formulate opinions and proposals on any question concerning sport, dealt with within the Council of Europe, and in particular on:
 - the draft EPAS programme of activity;
 - proposals of new international standards under consideration by EPAS;
 - the themes and the preparation of the Ministerial meetings, which are organised by EPAS;
- b) contribute to the implementation of the EPAS programme of activity and of new standards adopted and to the follow-up to the Ministerial meetings; report on activities where EPAS partner organisations have been involved;
- c) appoint every two years a Bureau of 6 delegates from member organisations of the Consultative Committee to co-operate with the EPAS Bureau between joint meetings;
- d) make proposals on joint projects between NGOs, other relevant organisations and public authorities, to be funded inter alia by voluntary contributions;
- e) prepare reports on current issues concerning sports or sports-related matters, to be presented at the joint meetings of the Governing Board and the Consultative Committee;

1.2 Additional tasks

In addition to the tasks listed under 1.1 above, the Consultative Committee may:

- f) address to the EPAS Governing Board opinions and proposals on sports or sports-related matters and on the objectives, priorities and budget allocations for the sports sector of the Council of Europe;
- g) be invited by the Governing Board to formulate opinions on general or specific questions concerning sports or sports-related matters;

- h) address to other bodies of the Council of Europe opinions and proposals on any questions concerning sports or sports-related matters.

2. Composition of the Committee

2.1 Members

2.1.1 Procedure for admission

- a) Organisations interested in joining the Consultative Committee as members should submit a letter of interest and provide the Secretariat with the requested documents¹. Based on the documents received from the interested organisation, the Bureau of the EPAS Governing Board shall draft a report on whether the interested organisation complies with the requirements set out in these Terms of Reference. These documents as well as the opinion of the Secretariat are sent for consultation to the members of the Consultative Committee, and the opinion of the Consultative Committee is conveyed to the Governing Board.
- b) The Governing Board shall propose the candidate organisation to the Committee of Ministers, in its composition restricted to the representatives of the States members of EPAS.
- c) The Committee of Ministers, in its composition restricted to the representatives of the States members of EPAS, shall decide whether to authorise the EPAS Governing Board to invite the candidate organisation to the Consultative Committee or not.
- d) Organisations are appointed for the term of office of three years, which is renewable by decision of the Governing Board.

2.1.2 Eligible organisations

- a) The Consultative Committee shall be composed of up to thirty members.
- b) While inviting organisations and recommending the inclusion of new organisations to the Consultative Committee, the Governing Board shall aim to ensure a balance between the different categories of organisations² and to prevent the number of organisations belonging to one category exceeding the total number of organisations belonging to all the other categories.
- c) While submitting candidate organisations for authorisation by the Committee of Ministers, the Governing Board will apply the following criteria:
 - The organisation supports the values of sport as laid out in the European Sports Charter, and/or the International Charter of Physical Education, Physical Activity and Sport;
 - The applicant must be a legal non-profit entity;
 - The promotion of sport or sports-related matters must be core activities of the organisation and referred to in its constituting documents;
 - The organisation should count member organisations or activities related to sports or sports-related matters in at least 15 European countries;
 - As far as possible, the geographical scope of the organisation should be primarily European and only one organisation covering the same field of work within a given sport or sports-related matter should be proposed to be invited.
 - o If there is more than one organisation covering the same field of work within a given sport or sports-related matter, preference should be given to those organisations who are most representative at the European level;

¹ a copy of their statutes

- their latest annual activity report and the last financial report
- a document stating the following information:
 - o number of individual members and/ or member organisations
 - o a list of countries in which their national member organisations are located
 - o a list of countries where they have sport/ sports-related activities

² The categories of organisations are defined as follows:

- a) International (single) Sports Federations or European branches of International (single) Sports Federations
- b) Other international sports organisations whose main purpose is to organise sport activities or sport events or international umbrella organisations of organisations whose main purpose is to organise sport activities or sport events
- c) Other organisations involved in sport or sport-related matters

- If there is no relevant European organisation able to deal with EPAS in a given area of activity, or if a relevant European organisation agrees, an international organisation may be admitted;

2.1.3 Duties of Consultative Committee members, renewal and revocation of membership

- a) Membership to the Consultative Committee is granted on the understanding that representatives will be active participants and have relevant expertise.
- b) Participation in the yearly Consultative Committee plenary meeting, the joint Governing Board meeting and in circular decisions are expected.
- c) The organisation must actively contribute to the promotion and the development of EPAS. The organisation must be active in the goals, programmes and activities of the Council of Europe and must actively contribute to the dissemination of the work of EPAS and to the promotion of the European Sports Charter.
- d) In case of continuous negligence of the duties of a member of the Consultative Committee, the Consultative Committee may recommend the revocation or non-renewal of the membership upon the proposal of the Bureau of the Consultative Committee.
- e) Following the same procedure, the Consultative Committee may recommend revoking or not renewing a membership of an organisation who has acted contrary to the goals and values of the Council of Europe or in detriment of the EPAS well-functioning and good standing. The recommendation of the Consultative Committee concerning the revocation or non-renewal of membership will be forwarded to the Governing Board. The organisation concerned will be notified in writing of the recommendation and given the opportunity to explain its position to the Consultative Committee, by circular correspondence or in meetings.
- f) The decisions relating to 2.1.3. d) or e) of these Terms of Reference, are taken by a two thirds (2/3) majority of the members present, represented or participating in a Consultative Committee plenary meeting or by way of consultation via written procedure (e-mail).

2.2 Participants

The Conference of INGOs of the Council of Europe may send a representative to meetings of the Consultative Committee, without the right to vote and at the charge of its administrative budget.

3. Working Structures and Methods

3.1 Consultative Committee Meetings

- a) The Consultative Committee shall meet at least once a year in a plenary session and once together with the Governing Board of EPAS.
- b) Travel and subsistence expenses of persons attending meetings of the Consultative Committee shall be borne by the respective member organisation.

3.2 Procedures

- a) There shall be a quorum of the majority of members, defined as 50% plus one (1) organisation.
- b) A maximum of one proxy per organisation shall be allowed. The designation of a proxy shall be done in writing and it must reach the EPAS Secretariat three working days ahead of the meeting in question. The designation of a proxy has to be renewed for every following meeting.
- c) Decisions in the Consultative Committee are taken by consensus. If reaching a consensus is not achievable, then decisions will be taken by a two thirds (2/3) majority among the members represented as defined under a). This is without prejudice to paragraph 3.3.f) of these Terms of Reference.
- d) Unless otherwise provided for in these Terms of Reference, the Rules of Procedure of the Governing Board shall apply, *mutatis mutandis*, to the Consultative Committee and its Bureau.

3.3 Elections

- a) The Consultative Committee shall appoint, from among its members, for a period of two years a Bureau comprising the Chair and the Vice-Chair of the Consultative Committee and four other elected representatives of member organisations. All members of the Bureau may be re-elected only once.
- b) While electing its Bureau, the Consultative Committee shall aim to ensure a balance between the different categories of organisations.
- c) Consultative Committee Bureau members are elected in their personal capacity and cannot be replaced in the Bureau meetings. In exceptional cases a substitute without the right to vote can be authorised by the Chair to attend the Bureau meeting.

- d) After 4 years of service as a Bureau member, Chair or Vice-Chair, a quarantine of two years has to be upheld before the person or anyone from the same organisation may run again as a candidate for any Bureau position.
- e) The elections to the Consultative Committee Bureau take place by secret ballot in the following order:
 - Election of the Chair
 - Election of the Vice-Chair
 - Election of four other representatives of member organisations as Bureau members. The Consultative Committee members can write up to four names on the ballot.
- f) In all elections, candidates with the most votes get elected. Paragraph 3.2.a) shall apply.
- g) In case a Bureau member resigns before her or his mandate expires, the Consultative Committee can elect a replacement for the duration of the term. If needed, this election can take place by written procedure, administered by the Secretariat.

3.4 Bureau

- a) The Bureau will prepare the meeting of the Consultative Committee and represent the Consultative Committee between its meetings.
- b) The Bureau can set-up thematic working groups. These groups should comprise a small number of participants to streamline the contribution of the Consultative Committee to advise on and/or to implement the EPAS programme of activities. The Chairs of each thematic working group will report to the Bureau of the Consultative Committee on their activities.
- c) The Bureau of the Consultative Committee will meet at least twice a year. The Chair and the Vice-Chair of the Consultative Committee are invited to the EPAS Governing Board Bureau meetings.
- d) The costs of travel and accommodation of the Consultative Committee Bureau meetings are borne by EPAS.

4. Transitory Provisions

- a) These Terms of Reference replace all previous versions.
- b) The members of the Bureau elected under the previous Terms of Reference remain in office until their regular term expires as established by the previous Terms of Reference.
- c) When elections to the Consultative Committee Bureau are carried out the years of service in the Bureau and/or as Chair/ Vice-Chair under the previous Terms of Reference have to be taken into account for computing the two maximum term limits of four years as established in paragraph 3.3.a) and d) of these Terms of Reference.

These Terms of Reference are valid from 25/02/2020 to 30/06/2023 following their adoption by the Governing Board.