

Strasbourg, 11 May 2025

EPAS(2025)25

## **Enlarged Partial Agreement on Sport (EPAS)**

### **Terms of Reference of the EPAS Consultative Committee [adopted by the EPAS Governing Board on ...]<sup>1</sup>**

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 by 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) as appropriate, 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 and/or strategy;
  - proposals of new international standards under consideration by EPAS;
  - the themes and the preparation of Ministerial conferences, organised by EPAS;
- b) as appropriate, contribute:
  - to the implementation of the EPAS programme of activity
  - to the implementation of new standards adopted
  - to the follow-up to the Ministerial conference; 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) as appropriate contribute to 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:

- a) be invited by the Governing Board to formulate opinions on general or specific questions concerning sports or sports-related matters;
- b) 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**

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<sup>1</sup> Articles 2.2 and 3.3.b)

## 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 documents<sup>2</sup>. The EPAS Secretariat prepares a report on whether the interested organisation complies with the requirements set out in these Terms of Reference and submits it to the Bureau of the EPAS Governing Board together with the submitted documents.
- b) The Bureau of the EPAS Governing Board shall examine the report prepared by the EPAS Secretariat, together with the documents received from the interested organisation, and prepare an opinion on the admission request.;
- b) The admission package (letter of interest and supporting documents, opinion of the Bureau of the EPAS Governing Board) is sent for consultation to the members of the Consultative Committee, and the opinion of the Consultative Committee is then conveyed to the Governing Board;
- c) When examining the applications, the Governing Board shall aim to ensure a balance between the different categories of organisations;
- d) The Governing Board may propose the candidate organisation to the Committee of Ministers, in its composition restricted to the representatives of the member States of EPAS;
- e) The Committee of Ministers, in its composition restricted to the representatives of the member States of EPAS, shall decide whether to authorise the EPAS Governing Board to invite the candidate organisation to the Consultative Committee or not;
- f) 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-five members.
- b) When examining the applications from the candidate organisations, the Governing Board shall apply the following criteria:
  - The organisation supports the values of sport as stated in the European Sports Charter;
  - The applicant must be a legal non-profit entity and consideration should be given to the length of operation of the organisation;
  - 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 that are most representative at the European level;

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<sup>2</sup> 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
  - o contribute to the implementation of the Articles of the European Sports Charter

<sup>2</sup> 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 non-fulfilment of the duties of a member of the Consultative Committee, the recommendation of the Consultative Committee concerning the revocation or non-renewal of membership will be forwarded to the Governing Board..
- e) 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 Gender equality

### 2.2.1 Members

When appointing their representatives in the Consultative Committee, member organisations shall strive to achieve diversity and equitable distribution of gender.

### 2.2.2 Gender Equality Rapporteur

- a) The Committee shall appoint among its Bureau members, a Gender Equality Rapporteur for a term of two years, provided that such period shall not exceed the duration of their term of office as member of the Committee.
- b) Their main task is to ensure that a gender perspective is integrated in the work of the Committee.

## 2.3 Participants

The Conference of INGOs and the Advisory Council on Youth (CCJ) of the Council of Europe may each 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 for a plenary session including in a joint meeting with the Governing Board of EPAS. In principle such meetings are held in person only.

### 3.2 Participation in meetings

- a) Each member shall inform the Secretariat of the name and contact details of its appointed representative of the Consultative Committee and their substitute. Members shall notify the Secretariat without delay of any change in representative or substitute. The substitute exercises the voting right when the representative cannot attend the meeting.
- b) Travel and subsistence expenses of persons attending meetings of the Consultative Committee shall be borne by the respective member organisation.

### 3.3 Procedures

- a) There shall be a quorum of the majority of members, defined as 50% plus one (1) organisation.
- b) 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 3.3. a). This is without prejudice to paragraph 3.4. f) of these Terms of Reference.
- c) 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.

### 3.4 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) The composition of the Bureau shall take into account the following criteria:
  - gender balance: delegations are invited to take into account the Recommendation No. R (81) 6 of the Committee of Ministers to member States on the participation of women and men in an equitable proportion in Committees and other bodies set up in the Council of Europe for the candidates' proposals as well as for the election;
  - strive to ensure a balanced representation of the various categories of organisations represented in the CC as listed in footnote 2.
- 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 cooling-off period 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.
  - Election of the Gender Equality Rapporteur among the elected members of the Bureau
- f) In all elections, candidates require a simple majority to be elected. Paragraph 3.3.a) shall apply.
- g) In case a Bureau member ceases to be a representative of the Consultative Committee or resigns before their mandate expires, the Consultative Committee can elect a replacement for the duration of the term.
- h) If the Chair ceases to be a representative of the Consultative Committee or resigns, the Vice-Chair shall immediately and automatically become Chair for the remainder of that term of office. The Bureau shall, in that case, appoint a new Vice-Chair from among the representatives sitting in the Bureau for the remainder of that term of office. At its next meeting, the Consultative Committee may hold an additional election to elect a member of the Bureau, who shall sit in the Bureau until the expiry of the term of office of the other members of the Bureau. This election may take place by written procedure, administered by the Secretariat. Such a partial term of office shall not be taken into consideration for the purposes of the application of paragraph 3.4 d), which limits the number of times a person may be re-elected.

### 35 Bureau

- a) The Bureau will prepare the meeting of the Consultative Committee and represent the Consultative Committee between its meetings.
- b) The Bureau 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.
- c) 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.d) The costs of travel and accommodation of the Consultative Committee Bureau meetings are borne by EPAS.

## **4 Amendments**

Following a proposal from the Consultative Committee Bureau or on its own initiative, the Governing Board may amend the present Terms of Reference.

## **4 Final Provision**

These Terms of Reference replace all previous versions.