



STEERING COMMITTEE FOR CULTURE, HERITAGE AND LANDSCAPE (CDCPP)

Strasbourg, 9 October 2015

CEP-CDCPP-WG (2015) 37E

WORKING GROUP ON THE EUROPEAN LANDSCAPE CONVENTION

LANDSCAPE AND DEMOCRACY

1st Meeting

Report

Andorra la Vella, Andorra,

3 October 2015

*Secretariat document of the Council of Europe
Democratic Institutions and Governance Department*

I. OPENING OF THE MEETING

Mrs Liv Kirstine MORTENSEN, Chair of the Council of Europe Conference on the European Landscape Convention, opened the Meeting and welcomed the participants (list of participants in Appendix 1 to this Report).

The Working Group warmly thanked the Ministry of the Environment, Agriculture and Sustainable Development of Andorra, for its hospitality and its co-operation with the Council of Europe in the organisation of the 16th Council of Europe Meeting of the Workshop for the implementation of the European Landscape Convention on “*Landscape and transfrontier cooperation: the landscape knows no boundary*” in Andorra la Vella (Andorra), 30 September-2 October 2015.

II. ELECTION OF THE CHAIR

The participants asked to the Chair also chair the meetings of the Working Group.

III. ADOPTION OF THE DRAFT AGENDA

The Working Group adopted the agenda as it appears in Appendix 2 to this Report.

IV. PRESENTATION OF THE AIMS OF THE MEETING AND DISCUSSION

The Working Group reviewed the aims of the meeting referring to the Work Programme on the European Landscape Convention for 2015-2017¹ approved by the Steering Committee for Culture, Heritage and Landscape (CDCPP), 4th Meeting Strasbourg, 1-3 June 2015 [CDCPP(2015)15], as it appears in Appendix 3 to this Report.

V. PROPOSALS FOR FUTURE WORK

1. Organisation of biennial Conferences of the Council of Europe on the European Landscape Convention (to be referred in the terms of reference of the CDCPP) and organisation of at least one annual workshop for the implementation of the Convention

The Working Group took note of the holding of the following meetings:

- 2016, 17th Council of Europe Meeting of the Workshops for the implementation of the European Landscape Convention, “*Forum of the national selections for the Council of Europe Landscape Award – Session 2014-2015*”;
- 2016, 5th Meeting of the Council of Europe Steering Committee of Culture, Heritage and Landscape (CDCPP), Council of Europe, Strasbourg;
- 2016, 18th Council of Europe Meeting of the Workshops for the implementation of the European Landscape Convention, “*National policies for the implementation of the European Landscape Convention: challenges and opportunities*”, Armenia;
- 2017, 9th Council of Europe Conference on the implementation of the European Landscape Convention, Council of Europe, Palais de l’Europe, Strasbourg;
- 2017, 6th Meeting of the Council of Europe Steering Committee of Culture, Heritage and Landscape (CDCPP), Council of Europe, Strasbourg;
- 2017, 19th Council of Europe Meeting of the Workshops for the implementation of the European Landscape Convention, “*The implementation of the European Landscape Convention at local level: the local democracy*”;

¹ The Work programme is proposed to cover the period between the 8th and the 9th Conference of the Council of Europe on the European Landscape Convention.

- 2018, 20th Council of Europe Meeting of the Workshops for the implementation of the European Landscape Convention, *“The implementation of the European Landscape Convention and education”*.

The Working Group decided:

- to prepare a road map for the meetings of the workshops, including practical issues;
- that the delegates will be invited, on the occasion of the conferences, to present a statement on the achievements of their State since the previous Conference and that delegates of States which have signed or ratified the Convention in the preceding period will be invited to make a presentation;
- to establish a list of non-governmental organisations invited to participate at the Council of Europe Conferences on the implementation of the European Landscape; asked the Secretariat to collect the statutes of the NGOs for this purpose.

2. Continuation of the work (maintenance and up-dating) relating to the Information System of the Council of Europe European Landscape Convention (ELC L6) and launching of the 2nd Phase of development tools

The Working Group:

- took note of the following information:
 - at its 1187th meeting, 11-12 December 2013 (CM/Del/Dec(2013)1187), the Committee of Ministers adopted Recommendation CM/Rec(2013)4 on the European Landscape Convention Information System of the Council of Europe and its glossary.
 - the Information System promotes the implementation of the European Landscape Convention and helps to provide mutual technical and scientific assistance through the collection and exchange of landscape experience and research, as provided for in Article 8 of the Convention.
- took note of the latest developments of the Council of Europe’s Information Systems on the European Landscape Convention:
 - technical user manuals have been prepared and complementary work has been carried out in 2014, notably to allow the use of the Information System in the two official languages of the Council of Europe;
 - the Information System was presented at the 4th Meeting of the Steering Committee for Culture, Heritage and Landscape (Palais de l’Europe, Strasbourg, 1-3 June 2015) in the presence of the delegates of the Permanent Representations of the Member States of the Council of Europe ;
 - the second phase of work in order to allow the extraction of data and the presentation of syntheses, was achieved by the Secretariat in 2015;
 - the 8th Council of Europe Conference on the European Landscape Convention invited member States to actively implement Recommendation CM/Rec(2013)4 of the Committee of Ministers to member States on the European Landscape Convention Information System of the Council of Europe and its glossary;
 - the Parties to the Convention were thus invited by the Secretariat to use the Information System and to complete its questionnaire;
- asked the Secretariat:
 - to establish the list of national representatives in charge of implementing the European Landscape Convention, who are also correspondents of the Information System of the Council of Europe responsible for completing the online questionnaire; and
 - to invite these correspondents to complete the questionnaire by 15 March 2016.

3. Continuation of the Sessions of the Council of Europe's Landscape Award

The Working Group took note of the following elements:

4th Session 2014-2015 of the Council of Europe Landscape Award

- an International Jury being set up as a subordinate body of the committees of experts referred to in Article 10 of the European Landscape Convention will meet in order to examine the applications and propose the prize-winner and possible special mentions (Strasbourg, Palais de l'Europe, 16-17 April 2015);
- the proposals of the Jury were presented at the 4th Plenary Session of the Steering Committee for Culture, Heritage and Landscape (CDCPP) (Strasbourg, Palais de l'Europe, 1-3 June 2015), and will be examined by the Committee of Ministers on 14 October 2015.

5th Session 2016-2017 of the Council of Europe Landscape Award

- the Parties to the Convention will be invited in January 2016 to present by 31 December 2016 the applications for the Landscape Award of the Council of Europe to the General Secretariat of the Council of Europe, according to the Resolution CM/Res(2008)3 on the rules governing the Landscape Award of the Council of Europe (due to possible postal delays at the end of the year, the deadline for receiving applications files will be postponed until 30 January 2017);
- the invitation letter will indicate that:
 - the projects must be presented according to the application form;
 - the application forms must be sent to the Secretariat of the Council of Europe by the national representatives in charge of the implementation of the European Landscape Convention, via the Permanent Representations to the Council of Europe.

4. Establishment of a Working group to explore the different possibilities of the Council of Europe and the States Parties to progress in the implementation of the European Landscape Convention and emphasize its contribution to democracy, well-being, socio-cultural diversity and inclusion in Europe, namely by continuing the preparation of thematic reports, contributing to the preparation of the programmes of the conferences and the workshops, following the progress of L6.

The Working group is also asked, supported by expertise, to explore the different possibilities of the Council of Europe and the States Parties to give more visibility to the European Landscape Convention and the work of the Council Europe's Landscape (Landscape Award of the Council of Europe, thematic reports, etc.)

The Working Group will develop this item at forthcoming meetings.

5. Development of pedagogical material for secondary school (within a working group) and considering how to develop higher education and training for professionals in line with the Convention

The Working Group considered the follow up to be given to the decisions below of the 8th Conference of the Council of Europe on the European Landscape Convention (Council of Europe, Palais de l'Europe, Strasbourg, 18-20 March 2015) and decided that the necessity and form of the work to be developed will be based on the data collected in the framework of the Information System of the Council of Europe.

Secondary educationExtract from the 8th Conference Report*The Conference:*

- decided to continue the work on preparing pedagogical material for secondary school.

Higher educationExtract from the 8th Conference Report*The Conference:*

- considered the draft Recommendation on promoting landscape in higher education, prepared by the Secretariat of the Council of Europe on the basis of a proposal of Mr Juan Manuel Palerm Salazar, Professor of architecture, President of Uniscape and Director of the Landscape Observatory of the Canary Islands [*Document CEP-CDCPP (2015) 14-B*];
- thanked the Organisation for its contribution and decided that the theme of higher education would be considered in conjunction with that of training in the Work Programme.

TrainingExtract from the 8th Conference Report*The Conference:*

- examined the Report “*Taking account of the landscape dimension in the training of civil engineers*” prepared in the framework of the Council of Europe Work Programme of the European Landscape Convention by Ms Szofia PECSI, Expert of the Council of Europe and in particular its conclusions [*Document CEP-CDCPP (2015) 15*];
- thanked Ms Szofia PECSI for her contribution and decided that the theme of the training would be considered in conjunction with that of higher education in the Work Programme.

Awareness-raisingExtract from the 8th Conference Report*The Conference:*

- decided to include this topic in the context of its activities.

- 6. Establishment of a working group, supported by expertise, on “Landscape and democracy” to follow up the report “Landscape and democracy: prospects”, in order to prepare an issue paper (taking into consideration the contribution of natural and cultural heritage and culture, as an expression of the social, economic, ecological, cultural and spatial diversity and identity of territories)**

The Working Group:

- considered the following decision of the 8th Council of Europe Conference on the European Landscape Convention:

Extract from the 8th Conference:

- examined the Report “*Landscape and democracy: prospects*” prepared in the framework of the Council of Europe Work Programme of the European Landscape Convention by Mr Yves Luginbühl, Expert of the Council of Europe, and in particular its conclusions [*Document CEP-CDCPP (2015) 13*]² –
- thanked the Expert for his contribution and decided to examine the follow up to be given to this theme in the framework of its Work Programme.

- welcomed the proposal of Mrs Maria José Festas to prepare a synthetic document for its next meeting in order to identify the important issues covered by the Convention in relation to democracy, such as the issues of participation of the population at large and vulnerable groups

² See Appendix 5 to this Report.

in landscape projects, social consensus in favour of a culture of landscape and landscape responsibility. This document will also clarify the definition of the key words used in this context.

7. Development of a common action on the three pillars of the CDCPP, using, namely, available methods on horizontal and vertical co-operation and broadly based participation (walks, discussions, photos, etc.) based on a joint reflection paper that could possibly finish with a workshop

The Working Group decided to postpone the discussion on the following issues, which will take into consideration the national policies and legal texts.

- ***“Establishment of procedures for the participation of the general public, and other parties with an interest in the definition and implementation of the landscape policies”***
[Document CEP-CDCPP (2015) 11]

Extract from the 8th Conference Report

The Conference:

- took note of the *“Handbook on participative landscape planning”* prepared in the framework of the LIFEscape Project and translated into French by the Council of Europe;
- welcomed the fact that the authors of the Handbook – Mr Per Blomberg (Municipality of Lund) and Mrs Katarzyna Fidler (biuro projektów Fidler), on behalf of all LIFEscape partners – have granted permission to the Secretariat of the Council of Europe to use it, and that it is thus made available for the Parties to the European Landscape Convention, as it appears in the above mentioned document.

- ***“Considering interrelations between landscape, spatial planning, human rights and democracy”***
[Document: CEP-CDCPP (2015) 20]

Extract from the 8th Conference Report

The Conference:

- considered the proposal on a joint statement on *“Interrelationships between the human landscape, spatial planning, human rights and democracy”*.
Some participants expressed the wish that the Working Group to be established continue the work on this issue.

VI. OTHER BUSINESS

No other business.

VII. DATE OF THE NEXT MEETING

The Working Group decided that its second meeting will take place on 17 (full day)-18 (morning) March 2016, in Paris.

VIII. CLOSING OF THE MEETING

The Chair of the Working Group thanked the participants and closed the meeting.

APPENDIX 1

AGENDA

- I. OPENING OF THE MEETING
 - II. ELECTION OF THE CHAIR
 - III. ADOPTION OF THE DRAFT AGENDA
 - IV. PRESENTATION OF THE AIMS THE MEETING AND DISCUSSION
 - V. PROPOSALS FOR FUTURE WORK
 - VI. OTHER BUSINESS
 - VII. DATE OF THE NEXT MEETING
 - VIII. CLOSING OF THE MEETING
-

Reference documents, presented at the 8th Council of Europe Conference on the European Landscape Convention:

Considering interrelations between landscape, spatial planning, human rights and democracy

[Document: CEP-CDCPP (2015) 20]

-

Report “*Landscape and democracy: prospects*”

[Document: CEP-CDCPP (2015) 13]

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Establishment of procedures for the participation of the general public and the other parties with an interest in the definition and implementation of the landscape policies

[Document: CEP-CDCPP (2015) 11]

APPENDIX 2

LIST OF PARTICIPANTS

ANDORRA / ANDORRE

Mme Anna MOLES MARINE, Chef d'Unité paysage, biodiversité et évaluation environnementale, Représentante nationale de l'Andorre pour la Convention européenne du paysage, Ministère de l'environnement, de l'agriculture et du développement durable de l'Andorre, Gouvernement de l'Andorre, Edifici administratiu del Govern, Carrer Prat de la Creu, 62-64 AD500 ANDORRA LA VELLA

Tel: +376 875 700 +376 875 707 E-mail: Anna_Moles@govern.ad

BELGIUM / BELGIQUE

Mme Mireille DECONINCK, Docteur Sciences géographiques, Attachée, Ministère de la Région Wallonne, Division de l'aménagement et de l'urbanisme, Rue des Brigades d'Irlande 1, B - 5100 NAMUR

Tel: +32 81 33 25 22 Fax:+32 81 33 25 67 - E-mail: Mireille.Deconinck@spw.wallonie.be

FINLAND / FINLANDE

Mr Tapio HEIKKILÄ, Senior Adviser, Ministry of the Environment, P.O. Box 35, FIN - 00023 GOVERNMENT

Tel: +358 50 594 7515 - Fax: +358 9 1603 9364 - E-mail: tapio.heikkila@ymparisto.fi

FRANCE

Mme Aurélie FRANCHI, Chargée de mission, Bureau des paysages et de la publicité, Ministère de l'Ecologie du Développement Durable et de l'Energie, DGALN - Sous-direction de la qualité du cadre de vie, La Grande Arche, F - 92055 La Défense, PARIS, Cedex

Tel : +33 01 40 81 33 92 - E-mail : aurelie.franchi@developpement-durable.gouv.fr

HUNGARY / HONGRIE

Mrs Krisztina KINCSES, National Representative of the European Landscape Convention, Ministry of Agriculture, H-1055 BUDAPEST, Kossuth tér 11.

Tel: +36/1/7952434 Fax: +36/1/7950079 E-mail: krisztina.kincses@fm.gov.hu

MONTENEGRO

Mrs Sanja LJESKOVIC MITROVIC, Vice-Chair of the Council of Europe Conference on the European Landscape Convention, Deputy Minister, Ministry of Sustainable Development and Tourism, IV Proleterske 19, 81000 PODGORICA

Tel: + 382 20 446 207 - E-mail: sanja.ljeskovic@mrt.gov.me; sanja.ljeskovic@mrt.gov.me

NORWAY / NORVEGE

Mrs Liv Kirstine MORTENSEN, Chair of the Council of Europe Conference on the European Landscape Convention, Senior Advisor, Department of Planning, Norwegian Ministry of Local Government and Modernisation, P.O. Box 8112 Dep, N-0032 OSLO, Norway

Tel: (+47) 22 24 59 19 E-mail: Liv-Kirstine.Mortensen@kmd.dep.no

FORMER CHAIR OF THE COUNCIL OF EUROPE CONFERENCE ON THE EUROPEAN LANDSCAPE CONVENTION / ANCIENNE PRESIDENTE DE LA CONFERENCE DU CONSEIL DE L'EUROPE SUR LA CONVENTION EUROPEENNE DU PAYSAGE

Mrs Maria José FESTAS, Expert, Former Chair of the Council of Europe Conference on the European Landscape Convention and of the Committee of Senior Officials of the CEMAT, Rua Artilharia Um, 107, 1099-052, LISBOA, Portugal

Tel: +351 21 782 50 11 -

E-mail: mjfestas@gmail.com

GENERAL SECRETARIAT OF THE COUNCIL OF EUROPE
SECRETARIAT GÉNÉRAL DU CONSEIL DE L'EUROPE

Directorate of Democratic Governance / Direction de la Gouvernance Démocratique

Mme Maguelonne DEJEANT-PONS, Head of Division / Chef de Division, Secretary of the European Landscape Convention/CDCPP, Council of Europe, F - 67075 STRASBOURG CEDEX
Tel. +33 (0) 3 88 41 23 98 E-mail: maguelonne.dejeant-pons@coe.int

Mrs Ami MARXER, Administrative Assistant / Assistante administrative, European Landscape Convention, Council of Europe, F - 67075 STRASBOURG CEDEX
Tel: +33 (0)3 90 21 41 16 E-mail: Ami-Francoise.MARXER@coe.int

APPENDIX 3

WORK PROGRAMME ON THE EUROPEAN LANDSCAPE CONVENTION FOR 2015-2017

*approved by the Steering Committee for Culture, Heritage and Landscape (CDCPP),
4th Meeting, Strasbourg, 1-3 June 2015
[CDCPP(2015)15]*

The Work Programme on the European Landscape Convention for 2015-2017³ approved by the Steering Committee for Culture, Heritage and Landscape (CDCPP), 4th Meeting Strasbourg, 1-3 June 2015 [CDCPP(2015)15] states that the main objectives of the Work Programme are to maintain and deepen dialogue and cooperation between public authorities and civil society for the implementation of the European Landscape Convention by:

1. *Organising biennial Conferences of the Council of Europe on the European Landscape Convention (to be referred in the terms of reference of the CDCPP) and organising, at least one workshop for the implementation of the Convention every year.*
2. *Continuing the work (maintenance and up-dating) with the Information System of the Council of Europe European Landscape Convention (ELC L6) and launching the 2nd Phase of development tools.*
3. *Continuing the Sessions of the Council of Europe's Landscape Award*
4. *Establishing a Working group to explore the different possibilities of the Council of Europe and the States Parties to progress in the implementation of the European Landscape Convention and emphasize its contribution to democracy, well-being, socio-cultural diversity and inclusion in Europe, namely by continuing the preparation of thematic reports, contributing to the preparation of the programmes of the conferences and the workshops, following the progress of L6.*
The Working group is also asked, supported by expertise⁴, to explore the different possibilities of the Council of Europe and the States Parties to give more visibility to the European Landscape Convention and the work of the Council Europe's Landscape (Landscape Award of the Council of Europe, thematic reports, etc.)
5. *Developing pedagogical material for secondary school (within a working group) and considering how to develop higher education and training for professionals in line with the Convention.*
6. *Establishing a working group, supported by expertise, on "Landscape and democracy" to follow up the report "Landscape and democracy: prospects", in order to prepare an issue paper (taking into consideration the contribution of natural and cultural heritage and culture, as an expression of the social, economic, ecological, cultural and spatial diversity and identity of territories).*
7. *Developing a common action on the three pillars of the CDCPP, using, namely, available methods on horizontal and vertical co-operation and broadly based participation (walks, discussions, photos, etc.) based on a joint reflection paper that could possibly finish with a workshop."*

³ The Work programme is proposed to cover the period between the 8th and the 9th Conference of the Council of Europe on the European Landscape Convention

⁴ This support by expertise is going to be more on the basis of "brainstorming sessions".

APPENDIX 4

**Extract from the Report “*Landscape and democracy: prospects*”,
presented by Mr Yves Luginbühl, Expert of the Council of Europe on the occasion of
the 8th Council of Europe Conference on the implementation of
the European Landscape Convention**

[Document: CEP-CDCPP (2015) 13]

Lines of enquiry are already proving relevant in pursuing the commitment to putting into practice a democracy which makes it possible to tackle the issue of the environment and landscape in which people live their day-to-day lives:

- “
- a) *On the European scale, what path can be followed to promote implementation of a democracy which enables the everyday landscape, the environment in which people live, to be improved? Action on the European sectoral directives and the Common Agricultural Policy, on infrastructure programmes, on health and education standards? Opening up European Union research programmes, currently too marginal, to the landscape issue?*
 - b) *On the national scale, encourage governments to include a landscape objective in sectoral policies, as already advocated by the European Landscape Convention, develop participatory urban planning documents which take account of the landscape dimension. Make systematic the use of landscape atlases, or inventories of the same type, such as the United Kingdom’s Landscape Character Assessment, with public participation in the landscape identification, assessment and classification phases and in landscape quality objectives. Interlink these atlases and similar with photographic landscape observatories and the databases relating to demography, housing, agriculture, infrastructure, and so on.*
 - c) *On the regional scale, start participatory action programmes such as landscape plans, charters, contracts, and so on. Consolidate regional atlases and their participatory aspect through use of the Internet to consult and involve the public.*
 - d) *On the local scale, encourage elected representatives to carry out participatory operations in landscape improvement through protection, management and enhancement, and to develop experimental activities with the assistance of the regions or central government.”*

Other issues that may be addressed:

- “
- a) *Looking beyond the relevance of participation, the question of the relations between science and action which has arisen, but on which discussion is not at an end. Particularly because the media play a part in the dissemination of this knowledge and, as is well known, make changes and usually make it less complex.*
 - b) *The question of the facilitator’s role also seems crucial: while the facilitator of participatory operations is often a member of the community of landscape practitioners or architects, the problem arises of those facilitators’ position and status in those operations: mediators or designers? Which brings us back to the subject of their educational establishments’ training and syllabuses.*
 - c) *Landscape projects: how should they be designed? They are often modelled on an architectural or garden project, but their scope and content differ according to the scale of the intervention. The landscape project as an ongoing and participatory process now seems to be relevant, but that continuity raises the question of the responsible authorities’ commitment to putting in place medium or long-term procedures and appropriate funding. What teams should be set up in such projects? Interdisciplinarity is a must, but it is not self-evident, and when research is combined with action, it is vital to consider the issue of the place of academics alongside landscape professionals and other stakeholders.*
 - d) *The evaluation of democratic participation operations: not very often evaluated, there is nevertheless a need for consideration to be given to their actual effects on the day-to-day*

landscape and the well-being or ill-being which results for residents. If a participatory landscape project becomes an ongoing process, how can evaluation which is also ongoing be put in place?

The exercise of democracy cannot escape the complexity of the landscape production and transformation processes for which the involvement of society on a European scale came into being with the European Landscape Convention. The landscape itself is a “complex” of tangible and intangible meanings which science has separated and thereby reduced, to the point at which landscape action is difficult, although it offers potential commensurate with the high hopes of its advocates in this respect.”

APPENDIX 5

**Terms of reference of the Steering Committee for Culture, Heritage and Landscape (CDCPP)
and Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies,
their terms of reference and working methods**

The European Landscape Convention states:

“Article 10 – Monitoring of the implementation of the Convention

1. Existing competent Committees of Experts set up under Article 17 of the Statute of the Council of Europe shall be designated by the Committee of Ministers of the Council of Europe to be responsible for monitoring the implementation of the Convention.

2. Following each meeting of the Committees of Experts, the Secretary General of the Council of Europe shall transmit a report on the work carried out and on the operation of the Convention to the Committee of Ministers.”

On 30 January 2008, the Committee of Ministers of the Council of Europe adopted the terms of reference of the Steering Committee for Cultural Heritage and Landscape (CDPATEP), which monitored the cultural heritage and landscape Conventions.

On 24 November 2011, the Committee of Ministers of Council of Europe adopted the terms of reference of the Steering Committee for Culture, Heritage and Landscape (CDCPP) – 1 January 2012-31 December 2013, which monitored the cultural heritage and landscape Conventions.

On 20 November 2013, the Committee of Ministers of Council of Europe adopted the terms of reference of the Steering Committee for Culture, Heritage and Landscape (CDCPP) – 1 January 2014-31 December 2015, which monitored the culture, natural and cultural heritage and landscape Conventions.

I. TERMS OF REFERENCE OF THE STEERING COMMITTEE FOR CULTURE, HERITAGE AND LANDSCAPE (CDCPP)

Steering Committee for Culture, Heritage and Landscape (CDCPP)

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 2014 until 31 December 2015**

Main tasks
<p>Under the authority of the Committee of Ministers, in the framework of the European Cultural Convention, the CDCPP will oversee the Council of Europe’s intergovernmental work in the field of culture, heritage and landscape, and advise the Committee of Ministers on all questions within its area of competence. Taking due account of relevant transversal perspectives, the overall aim is to share information on policy, exchange best practice and develop standards as appropriate relating to culture, heritage and landscape policies in States Party to the Cultural Convention and other relevant Conventions.</p> <p>With this purpose, the Committee is instructed to:</p>

- (i) oversee the programmes adopted by the Committee of Ministers and devise innovative policies and strategies related to the sustainable management of the above sectors; develop new standards (recommendations, guidelines) or adapt existing ones on the basis of the outcomes of field pilot projects aimed at enhancing governance and capacities in culture, cultural heritage, landscape and integrated socio-economic development, intercultural dialogue, confidence-building and post-conflict reconstruction and development;
- (ii) encourage European platforms and networks - including electronic - to collect best practice of, and exchange experiences on, policies and strategies on culture, heritage and landscape and their value for society, bearing in mind the key role of the intergovernmental dialogue;
- (iii) evaluate the impact of technical assistance and pilot projects implemented in the field in the framework of the Co-operation Programme for technical assistance;
- (iv) give a follow-up to the 10th Council of Europe Conference of Ministers of Culture "Governance of Culture – Promoting access to Culture" (Moscow, 15-16 April 2013) on the basis of its final statement and specific Committee of Ministers' decision, in view of the Council of Europe's position as a unique pan-European organisation for intergovernmental co-operation in the field of culture; in line with decisions of the Committee of Ministers, follow-up on additional proposals that may arise from relevant reports relating to the sectors of culture and intercultural dialogue, cultural heritage and landscape;
- (v) identify opportunities for Council of Europe input and/or complementary Council of Europe action and programmes, taking into account the activities of other international organisations, in particular the European Union, the United Nations and the OSCE;
- (vi) perform the tasks provided for in the relevant conventions, in particular as regards the monitoring of the conventions; advise member States, at their request, on policy development at national, regional and local levels using the appropriate Council of Europe instruments: policy reviews, technical assistance, including capacity building and field activities, as well as pilot projects, information systems and public awareness strategies, within existing resources;
- (vii) 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,⁵ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers.

Pillar/Sector/Programme
Pillar: Democracy

Sector: Diversity

Programme: Valuing the cultural and natural heritage; Building capacities for dialogue

Expected results

- (i) Member States are assisted in the development of democratic policies in the fields of culture, heritage and landscape through thematic policy reviews and the Compendium, HEREIN, ELCIS and Culture WatchEurope information systems.
- (ii) Follow-up given to the 10th Council of Europe Conference of Ministers of Culture "Governance of Culture – Promoting access to Culture", notably through the preparation of (a) two guidelines (policy-orientation documents) on actions to address the impact of digitisation on culture and (b) a framework of indicators to measure the impact of cultural activity on democracy and the economic efficiency of financing culture.
- (iii) Examination of a revision of the European Convention on Cinematographic Co-production for submission to the Committee of Ministers.
- (iv) Preparation of two draft recommendations fostering the implementation of the cultural heritage and landscape conventions, for adoption by the Committee of Ministers.
- (v) **Preparation of the 8th Council of Europe Conference for the European Landscape Convention in 2015;**
- (vi) Identification of best practices on improving living spaces, social inclusion and quality of life in line with the Faro and Landscape conventions, with a view to their wide dissemination in

⁵ Cf. Relevant decision of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in Appendix 1.

- member States.
- (vii) Evaluation of the lessons learned from the field pilot projects on cultural and natural heritage in South-East Europe, Caucasus and Black Sea regions and selected EU member States, and preparation of policy guidelines.
 - (viii) Adoption of recommendations for the granting of the European Landscape Award, for the consideration of the Committee of Ministers.

Composition

Members:

Governments of member States of the Council of Europe and of other States having acceded to the European Cultural Convention are invited to appoint one or more high ranking representatives with top responsibilities for the development and management of policy in the fields of culture, intercultural dialogue, cultural heritage and landscape.

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

States Party to the European Cultural Convention 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 participate, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send a representative, 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;
- Conference of INGOs of the Council of Europe;
- Committee of Senior Officials of the Council of Europe Conference of Ministers responsible for Spatial/Regional Planning (CEMAT);
- Council of Europe Development Bank (CEB);
- Standing Committee of the Bern Convention (T-PVS);
- Council of Europe intergovernmental committees as appropriate.

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

- European Union;
- Observer States to the Council of Europe not party to the European Cultural Convention: Canada, Japan, Mexico, United States of America;

as well as the following intergovernmental organisations:

- United Nations Educational, Scientific and Cultural Organisation (UNESCO);
- Organisation for Economic Co-operation and Development (OECD);
- Organisation for Security and Co-operation in Europe (OSCE);
- European Free Trade Association (EFTA);
- Nordic Council of Ministers;
- Arab League Educational, Cultural and Scientific Organisation (ALECSO);
- United Nations Economic Commission for Europe (UN-ECE);
- International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM).

Observers:

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

<ul style="list-style-type: none"> - Israel. <p>as well as the following non-governmental organisations:</p> <ul style="list-style-type: none"> - European Cultural Foundation (ECF); - European Cultural Centre in Delphi; - Culture Action Europe; - European Network of Cultural Administration Training Centres (ENCATC); - European Roma and Travellers Forum (ERTF); - European Association of Archaeologists (EAA); - Europae Archaeologiae Consilium (EAC); - Europa Nostra; - International Council of Monuments and Sites (ICOMOS); - Organisation of World Heritage Cities (OHWC); - International Federation for Housing and Planning (IFHP); - European Federation of Landscape Architects (EFLA); - European Council of Town Planners (ECTP); - European Council of Landscape Architecture Schools (ECLAS); - International Association of the European Heritage Network (AISBL).
Working methods
<p>Plenary meetings: 50 members, 1 meeting in 2014, 2.5 days 50 members, 1 meeting in 2015, 2.5 days</p> <p>Bureau: 9 members, 2 meetings in 2014, 1.5 days 9 members, 2 meetings in 2015, 1.5 days</p> <p>The Committee will also appoint a Gender Equality Rapporteur from amongst its members.</p> <p>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.</p>
Subordinate structure
<p>The CDCPP provides a coordinating, supervising and monitoring role in the functioning of its subordinate body:</p> <p>Committee of experts for the revision of the European Convention on Cinematographic Co-Production (CPP-CINE).(See separate Terms of Reference).</p>

Budgetary information***2014**

Meetings per year	Number of days	Members	Plenary €	Bureau €	Subordinate structures/ Working groups	Secretariat (A, B)
1	2.5	50	68 200	23 600	-	0.5 A ; 0.5 B

2015

Meetings per year	Number of days	Members	Plenary €	Bureau €	Subordinate structures/ Working groups	Secretariat (A, B)
1	2.5	50	68 200	23 600	-	0.5 A ; 0.5 B

*The costs presented above take into consideration the per diem, travel, interpretation, translation and document printing. Costs calculated on the basis of the per diem and recharged services costs at their 2014 level.

Appendix 1 - Relevant Committee of Ministers' decision and list of conventions

CM/Del/Dec(2013)1168/10.2 (Review of Council of Europe conventions – Report by the Secretary General)

9. [The Deputies] instructed the steering and ad hoc committees to carry out, at regular intervals, within the limits of the available resources and bearing in mind the priorities of each committee, an examination of some or all of the conventions for which they have been given responsibility, in co-operation, where appropriate, with the relevant convention-based bodies, in order to:

- propose ways of improving the visibility, impact and efficiency of some or all of the conventions for which they have been given responsibility;
- draw the attention of member States to the relevant conventions;
- where necessary, identify any operational problems or obstacles to ratification of the relevant conventions, and draw the attention of member States to reservations which impact substantively on the effectiveness of their implementation;
- encourage States to regularly examine the possibility and/or desirability of becoming a Party to new Council of Europe conventions;
- assess the necessity or advisability of drafting amendments or additional protocols to the conventions for which they have been given responsibility or drafting supplementary conventions;
- and to report back to the Committee of Ministers.

CDCPP	
18	European Cultural Convention
66	European Convention on the Protection of the Archaeological Heritage
104	Convention on the Conservation of European Wildlife and Natural Habitats
119	European Convention on Offences relating to Cultural Property
121	Convention for the Protection of the Architectural Heritage of Europe
143	European Convention on the Protection of the Archaeological Heritage (Revised)
147	European Convention on Cinematographic Co-Production
176	European Landscape Convention
183	European Convention for the Protection of the Audiovisual Heritage
184	Protocol to the European Convention for the Protection of the Audiovisual Heritage, on the Protection of Television Productions
199	Council of Europe Framework Convention on the Value of Cultural Heritage for Society

II. RESOLUTION

Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods

*(Adopted by the Committee of Ministers on 9 November 2011
at the 1125th meeting of the Ministers' Deputies)*

The Committee of Ministers,

Having regard to Resolution Res(2005)47 on committees and subordinate bodies, their terms of reference and working methods;

Having regard to the decision taken by the Ministers' Deputies at their 1112th meeting (19 April 2011, item 1.6) on intergovernmental structures;

Having regard to Resolution CM/Res(2011)7 on Council of Europe conferences of specialised ministers;

Having regard to the Statutory Resolution CM/Res(2011)2 relating to the Congress of Local and Regional Authorities of the Council of Europe and the revised Charter appended thereto;

Having regard to Resolution Res(2003)8 on the participatory status for international non-governmental organisations with the Council of Europe;

Having regard to Statutory Resolution Res(93)26 on Observer Status;

Having regard to Resolution Res(2001)6 on access to Council of Europe documents;

Having regard to Recommendation Rec(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 of the Council of Europe and to the Committee of Ministers' Declaration on Making gender equality a reality, adopted at the 119th Session of the Committee of Ministers of the Council of Europe (Madrid, 12 May 2009);

In pursuance of Articles 16 and 17 of the Council of Europe Statute,

Resolves as follows:

I. Scope of this resolution

1. This resolution shall apply to all intergovernmental committees and subordinate bodies set up by the Committee of Ministers, by virtue of Article 17 of the Council of Europe Statute.

2. If not provided otherwise, the rules set out in this resolution shall also apply *mutatis mutandis* to any committee created by the Committee of Ministers outside the scope of Article 17.

3. All references to the Secretary General in this resolution shall be subject to the relevant provisions of the Statute of the Council of Europe, the Staff Regulations and the rules on delegation of authority.

II. Categories of committees⁶

4. There shall be two categories of committees set up by the Committee of Ministers:

a. *committees directly answerable to the Committee of Ministers*: steering committees with planning and steering functions and ad hoc committees with a more focused task; and

b. *subordinate bodies* of steering or ad hoc committees, with specific and limited tasks.

III. Composition

A. Members

⁶ Unless specified otherwise, the term "committee" refers to steering and ad hoc committees and their subordinate bodies.

5. *Committees answerable to the Committee of Ministers*: they are composed of one representative of the highest possible rank in the relevant field designated by the government of each member state.⁷

6. *Subordinate bodies* answerable to steering or ad hoc committees: they are composed of representatives of all or of a limited number of member states of the highest possible rank in the relevant field designated by the governments of member states and/or of independent experts with established expertise in the relevant field. Where subordinate bodies are composed of a limited number of member states, due regard shall be given to geographical representation and periodic rotation of member states. Furthermore, they are open to the participation of representatives from other member states, at their own expense.

B. Participants

7. Participants shall take part in the meetings of committees with no right to vote nor defrayal of expenses unless otherwise indicated. They are:

a. representatives of committees or other bodies of the Council of Europe engaged in related work, as well as the Parliamentary Assembly, the European Court of Human Rights, the Congress of Local and Regional Authorities of the Council of Europe, the Council of Europe Commissioner for Human Rights and the Conference of INGOs of the Council of Europe;

b. representatives designated by states which have observer status with the Council of Europe, the European Union, intergovernmental organisations and any other entity, including social partners, authorised to participate in the meetings of steering and ad hoc committees by virtue of a resolution or decision of the Committee of Ministers.

C. Observers

8. Observers from states or organisations other than those referred to in paragraph 7.b above. They shall be admitted to steering committees, ad hoc committees and any subordinate body answerable to them in the following manner:

a. as a general rule, upon their request to the Secretary General, observers are admitted, to steering and ad hoc committees or any subordinate body answerable to them, on the basis of a unanimous decision by that steering or ad hoc committee; in the event where unanimity is not reached, the matter may be referred to the Committee of Ministers at the request of two-thirds of the members of the committee concerned. The Committee of Ministers shall decide on the matter by a two-thirds majority of all the representatives entitled to sit on it;

b. concerning special cases, such as the admission of non-member states without observer status to the Council of Europe, and any other case which may necessitate a political decision, the Secretary General shall refer the matter to the Committee of Ministers. This decision shall be taken by a two-thirds majority of all the representatives entitled to sit on it.

9. Observers shall have no right to vote nor defrayal of expenses.

IV. Terms of reference

10. By “terms of reference” shall be understood all directives relating to the activities of a committee subject to the present resolution.

11. All committees and subordinate bodies shall have terms of reference.

12. Terms of reference of committees answerable to the Committee of Ministers shall be presented by the Secretary General and approved by the Committee of Ministers.

⁷ Where necessary, a member state is entitled to designate more than one representative.

13. Terms of reference of subordinate bodies shall be presented by the Secretary General upon proposal by the parent committee, and approved by the Committee of Ministers.

14. All terms of reference shall be limited to a maximum period of two years in line with the biennial Programme and Budget of the Organisation, unless otherwise decided by the Committee of Ministers.

15. Terms of reference shall include:

- a. name of committee;
- b. category: steering committee, ad hoc committee or subordinate body;
- c. reference to the relevant programme line/s of the Council of Europe Programme and Budget, including concrete and measurable expected results for which the committee is responsible;
- d. where appropriate, its planning and advisory function;
- e. where appropriate, terms of reference derived from a convention;
- f. tasks and completion date;
- g. specific qualifications of members;
- h. composition of the committee: members, participants and observers and information concerning repayment of members' travelling and subsistence expenses by the Council of Europe, as set out in Appendix 2 to this resolution; and
- i. working methods, including hearings and, if necessary and justified, proposals for consultants.

16. Terms of reference shall be accompanied by full information on their financial implications, detailing in particular, per committee, the operational budget and number of staff allocated.

V. Planning, monitoring and evaluation function of committees

17. Steering and ad hoc committees advise the Committee of Ministers and the Secretary General on the priorities and other matters with regard to their sectors, in particular on the relevance of activities in line with the priorities and criteria adopted by the Committee of Ministers.

18. The Secretariat shall inform members of committees and subordinate bodies of:

- a. the institutional and regulatory framework of the Organisation, as set out in the Statute of the Council of Europe and other relevant texts including the present resolution;
- b. programme line(s) under their responsibility and budgetary appropriations in the Programme and Budget of the Organisation;
- c. results of monitoring mechanisms and procedures that may have an impact on their work while respecting applicable confidentiality rules;
- d. the progress review report of the Programme and Budget so that they can examine and discuss it and report back on their respective parts;
- e. relevant co-operation activities and activities in the field; and
- f. relevant activities of other international organisations with a view to avoiding duplication and achieving synergies.

VI. Working methods

19. The functioning and operation of committees and subordinate bodies shall be governed by the Rules of Procedure set out in Appendix 1 to this resolution. Committees' work shall include relevant transversal perspectives in all areas of their work.

VII. Documents and meeting reports

20. The Secretary General shall be responsible for preparing and distributing documents to be discussed by the committees, as well as drafting the reports of their meetings, unless otherwise expressly provided for by the Committee of Ministers.

21. Committees shall prepare reports of their meetings. These reports shall include an evaluation of completed activities and a presentation of ongoing and planned work, together with the identification of its source and deadlines, as well as proposals for future activities and identification of activities that might be discontinued. These reports shall be made available, in both official languages, no later than one month after the last meeting day of the committee. Committees shall also adopt abridged meeting reports before the end of their meetings. Documents shall, where appropriate, contain an executive summary, action to be taken and resource implications.

VIII. Compendium of terms of reference

22. The Secretariat shall compile and keep up to date a "Compendium of terms of reference" containing:

- a. the present resolution and any subsequent amendments to it;
- b. Resolution Res(2004)25 on service contracts of consultants;
- c. the terms of reference of all intergovernmental committees and subordinate bodies;
- d. the terms of reference derived from conventions, or special statutes given to intergovernmental committees set up under them; and
- e. any other decision or message of the Committee of Ministers or the Secretary General relating to terms of reference;
- f. the information foreseen in paragraph 16.

IX. Convening of meetings

23. All meetings of committees and subordinate bodies shall be convened by the authority of the Secretary General by a single procedure in accordance with the authorisation given by the Committee of Ministers and with the general practices of good management. The Secretary General shall ensure that meetings are planned, convened and serviced as efficiently and economically as possible.

24. Convocations and preliminary draft agendas of meetings shall be circulated at least six weeks before the proposed date, except in cases of urgency, which shall be duly explained. Convocations shall specify the name of the committee, the place, date, opening time of the meeting, its duration, the subjects to be dealt with and the list of participants at the previous meeting. When appropriate, it shall contain an invitation to nominate a member, taking into account the relevant texts on participation of women and men in an equitable proportion in committees and other bodies of the Council of Europe and indicating the qualifications he or she should preferably possess.

25. For committees answerable to the Committee of Ministers, convocations shall be sent to nominees specified by the Permanent Representations with the Permanent Representations in copy. Nominations made by governments through Permanent Representations will remain valid until any change is notified or confirmed by them.

26. For subordinate bodies, convocations shall be sent as appropriate to nominees specified by Permanent Representations or by the parent committee or, in the absence of such a known nominee, to the Permanent Representations or to the Chair of the committee concerned respectively. Permanent Representations shall receive copies of convocations sent to designated members. Nominations made by governments through Permanent Representations will remain valid until any change is notified.

27. The Secretariat shall send the draft agenda, a provisional list of working documents and the documents themselves to the nominees, or in the absence of such a nomination, to the Permanent Representation concerned, at least 20 days before the meeting date. This documentation shall be made available to the Permanent Representations. Use should be made of information technology whenever possible.

28. The same arrangements shall apply *mutatis mutandis* to participants and observers.

X. Co-ordination

29. The Secretary General shall ensure that committees and subordinate bodies are informed about activities which may have implications for the execution of their respective terms of reference.

30. In order to ensure co-ordination between the Ministers' Deputies and committees answerable to the Committee of Ministers:

a. the Chairs of committees may be invited, whenever necessary, to take part in meetings of the Deputies' relevant Rapporteur Groups, Working Parties and Thematic Co-ordinators to discuss the evaluation of activities, present ongoing work and prospects for future activities, in line with the priorities of the Organisation;

b. the Chairs of the Deputies' relevant Rapporteur Groups, Working Parties and Thematic Co-ordinators may attend meetings of committees when it is deemed that this is of importance to the respective sector activity.

31. The Secretary General shall promptly inform committees of general guidelines issued by the Ministers' Deputies as regards the content, modalities of implementation and evaluation of the intergovernmental work.

XI. Review of the intergovernmental structure

32. A progress review on the intergovernmental structure will be carried out on a regular basis bearing in mind the reports referred to in paragraph 20 and the progress review report on the implementation of the Programme and Budget provided for by the Financial Regulations.

XII. Entry into force of this resolution

33. This resolution shall enter into force on 1 January 2012 and shall repeal and replace Resolution Res(2005)47.

Appendix 1 to Resolution CM/Res(2011)24

Rules of procedure for Council of Europe intergovernmental committees

Article 1 – Agenda

a. The Secretary General, in close consultation with the Chair, shall draw up the draft agenda which should be concrete, operational and result-oriented.

b. The agenda shall be adopted by the committee at the beginning of its meeting.

Article 2 – Documentation

Documents requiring a decision, whether originating from the Secretariat or from a member, shall be sent, in the official languages (cf. Article 6 below), to members at least three weeks before the start of the meeting at which the decision is to be taken. In exceptional cases, however, the committee may, if no member objects, consider a document submitted later. Maximum use should be made of information technology, including gathering together amendments and proposals, finalising texts and publishing decisions, provided in the latter cases that all the members of the committee have been properly informed in good time.

Article 3 – Privacy of meetings

Meetings shall not be held in public.

Article 4 – Hearings

Committees and subordinate bodies may organise hearings with international organisations, NGOs, research and academic institutions, experts, specialists, specialist organisations and professional organisations, in a position to contribute to their work, within the limits of available budgetary appropriations.

Article 5 – Quorum

There shall be a quorum if two-thirds of the members of the committee are present.

Article 6 – Official languages

- a. The official languages of the committee shall be those of the Council of Europe.
- b. In exceptional circumstances, the Secretary General may decide, in particular, in the case of steering and ad hoc committees, to provide for interpretation into one additional language other than the official languages, within the limits of available budgetary appropriations.
- c. A committee member may speak in a language other than the official languages, in which case he or she must herself/himself provide for interpretation into one of the official languages.
- d. Any document drafted in a language other than the official languages shall be translated into one of the official languages, the member from whom it originates being responsible for making the necessary arrangements.

Article 7 – Proposals

- a. Any proposal must be submitted in writing in one official language if a committee member so requests. In that case, it shall not be discussed until it has been circulated.
- b. Proposals made by participants and observers may be put to the vote if sponsored by a committee member.

Article 8 – Order of voting on proposals or amendments

- a. Where a number of proposals relate to the same subject, they shall be put to the vote in the order in which they were submitted. In case of doubt, the Chair shall decide.
- b. Where a proposal is the subject of an amendment, the amendment shall be put to the vote first. Where two or more amendments to the same proposal are presented, the committee shall vote first on whichever departs furthest in substance from the original proposal. It shall then vote on the next furthest removed from the original proposal, and so on until all the amendments have been put to the vote. However, where the acceptance of one amendment necessarily entails rejection of another,

the latter shall not be put to the vote. The final vote shall then be taken on the proposal as amended or not amended. In case of doubt as to the order of priority, the Chair shall decide.

- c. Parts of a proposal or amendment may be put to the vote separately.
- d. In the case of proposals with financial implications, the most costly shall be put to the vote first.

Article 9 – Order of procedural motions

Procedural motions shall take precedence over all other proposals or motions except points of order. They shall be put to the vote in the following order:

- a. suspension of the sitting;
- b. adjournment of discussion on the item in hand; and
- c. postponement of a decision on the substance of a proposal until a specified date.

Article 10 – Reconsideration of a question

When a decision has been taken it is only re-examined if a member of the committee so requests, and if this request receives a two-thirds majority of the votes cast.

Article 11 – Voting

- a. Each member of the committee shall have one vote; however, where a government designates more than one member, only one of them is entitled to take part in the voting,
- b. Subject to any contrary provisions in these Rules, voting requires the quorum. The decisions of the steering committees are taken by a two-thirds majority of the votes cast.
- c. Except on procedural matters, other committees shall not take decisions by voting. They shall state their conclusions in the form of unanimous recommendations, or, if this proves impossible, they shall make a majority recommendation and indicate the dissenting opinions.
- d. Procedural matters shall be settled by a majority of the votes cast.
- e. Where the question arises as to whether or not a matter is procedural in nature, it may not be regarded as such unless the committee decides to that effect by a majority of two-thirds of the votes cast;
- f. For the purposes of these Rules, “votes cast” shall mean the votes of members cast for or against. Members abstaining shall be regarded as not having cast a vote.

Article 12 – Chair

- a. Every committee shall elect a Chair and Vice-Chair. However, the Chair of a subordinate body may be appointed by the steering or ad hoc committee to which it is answerable.
- b. The Chair shall conduct proceedings and sum up the conclusions whenever he or she thinks necessary. He or she may call to order a speaker who departs from the subject under discussion or from the committee’s terms of reference. The Chair shall retain the right to speak and to vote in her/his capacity as a member of the committee, except in cases where an additional expert from the same country has been appointed to sit on that committee.
- c. The Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to preside the meeting. If the Vice-Chair is absent, the Chair shall be replaced by another member of the Bureau, appointed by the latter or, where there is no Bureau, by a member of the committee appointed by the committee.

d. Election of the Chair and Vice-Chair shall require a two-thirds majority at the first ballot and a simple majority at the second ballot. In steering committees, the election shall be held by secret ballot, in other committees by a show of hands, unless a member of the committee requests a secret ballot.

e. The term of office of the Chair and Vice-Chair shall be one year. It may be renewed once.

Article 13 – Bureau

a. Every steering and ad hoc committee may appoint a bureau consisting of the Chair, the Vice-Chair and a limited number of other members of the committee. The number of other members shall be specified in the committee's terms of reference. Any other committee may, if need be, appoint a bureau composed, normally, of not more than three members in addition to the Chair and Vice-Chair. The functions of the Bureau are:

- to assist the Chair in conducting the committee's business;
- to supervise the preparation of meetings at the committee's request;
- to ensure continuity between meetings as necessary;
- to execute other additional specific tasks delegated by its Committee.

b. No decision on substantive issues shall be taken by the Bureau on behalf of the committee. In exceptional cases and due to time constraint, the Bureau may have recourse to the tacit approval of all the members of the committee through electronic communication, in order to expedite procedure on decisions requested by the Committee of Ministers.

c. Other members of the Bureau shall be appointed in the same manner as the Chair and Vice-Chair. They shall be appointed immediately after the Chair and Vice-Chair in accordance with an equitable distribution of posts, taking into account in particular geographical distribution, gender balance and, where relevant, legal systems.

d. The term of office of such members shall correspond to the duration of the mandate of the committee and may be renewed once. However, a member may, on expiry of her/his second term, be appointed Chair or Vice-Chair. In order to ensure partial replacement of the Bureau each year, the first term of at least one such member shall be limited to one year.

e. A member elected to replace another whose term of office has not expired shall complete her/his predecessor's term. The same shall apply to the offices of Chair and Vice-Chair.

Article 14 – Working methods

a. Committees may appoint a rapporteur, a drafting committee or both.

b. Where necessary, in order to expedite the progress of their work, committees may entrust a rapporteur or a limited number of committee members with a specific task to be fulfilled by their next meeting, using primarily information technologies.

c. In exceptional cases, for specialised tasks that cannot be performed by a member of the committee or the Secretariat, committees may request the Secretary General to have recourse to consultants subject to the provisions of the relevant resolution and within the limits of budgetary appropriations.

d. Time- and cost-efficiency shall be a guiding principle for committee work, including best possible use of interactive technologies for networks and meetings.

e. Agenda items for information only shall be communicated to members in advance by electronic means allowing the committee to focus during its meeting on agenda items for decision.

Article 15 – Secretariat

- a. The Secretary General shall provide the committee with the necessary staff, including the committee secretary, as well as with the administrative and other services it may require.
- b. The Secretary General or her/his representative may at any time make an oral or written statement on any subject under discussion.
- c. Committees may ask the Secretary General to prepare a report on any question relevant to their work.

Article 16 – Venue of meetings

- a. Committees shall normally be convened at the premises of the Council of Europe in Strasbourg.
- b. Exceptionally, the Secretary General may authorise, if there is no objection from the government of the state on whose territory it is intended to hold the meeting and if suitable technical facilities are available on-the-spot, to convene a committee elsewhere, in particular, in other Council of Europe premises, in accordance with the principles of sound management and within the resources available.

Article 17 – Revision

Any committee directly answerable to the Committee of Ministers may propose to the Committee of Ministers to amend these Rules or, in exceptional circumstances, to waive them in part.

Appendix 2 to Resolution CM/Res(2011)24

Payment of travelling and subsistence expenses

The travelling and subsistence expenses of one representative per member state participating in a steering and ad hoc committees shall be borne by the Council of Europe unless otherwise indicated in the respective terms of reference,⁸ within the limits of budgetary appropriations.

The travelling and subsistence expenses of either all or only a limited number of members of subordinate bodies, as indicated in their respective terms of reference shall be borne by the Council of Europe, within the limits of budgetary appropriations.

* * *

⁸ For example, where the terms of reference provide for reimbursement of the expenses of an additional member for the country whose representative has been elected Chair and in special cases set out in the terms of reference.