

Strasbourg, 19 May 2016

DS/DDG(2016)1

Retention/Disposal schedule Democratic Institutions and Governance Department

Extract concerning the Activities carried out in the framework of the European Landscape Convention

Directorate of Democratic Governance
DG II –Directorate General of Democracy

1. Activities

The European Landscape Convention of the Council of Europe (ELC) promotes the protection, management and planning of European landscapes and organises international co-operation on landscape issues. Its work is monitored and co-ordinated by the Steering Committee for Culture, Heritage and Landscape (CDCPP), whose activities will be covered by the full retention and disposal schedule of the Democratic Institutions and Governance Department.

The activities covered by this schedule concern specifically the Conference of the Parties to the European Landscape Convention, working group meetings, workshops, national and regional meetings (seminars, forums, etc.). The schedule also covers the activities related to the Council of Europe Landscape Award and the Council of Europe Information System on the European Landscape Convention ELC L6.

2. Explanatory Notes

Abbreviations used in this schedule

CDCPP: Steering Committee for Culture, Heritage and Landscape
ELC: European Landscape Convention
PR: Permanent Representation(s)
SG: Secretary General of the Council of Europe

Access and declassification

Official documents in this schedule are classified and declassified according to [Resolution Res\(2001\)6 on access to Council of Europe documents](#), adopted by the Committee of Ministers on 12 June 2001. Internal documents will be declassified after 30 years, with respect for personal data protection.

The Access level 'Confidential' refers to access by the European Landscape Convention Secretariat. If applicable, documents can be shared with persons outside the Secretariat; details are given in the schedule.

3. Signatures

	Name	Signature	Date
Executive Secretary of the European Landscape Convention	Maguelonne Dejeant-Pons		
Archives correspondent	Susana Nunes		
Head of Information Management Division	Eva Sodomova		

Table of Contents of Activities and Record Series¹

C.50. Conducting committees	3
RS010 Committee meeting preparation records	3
RS030 Committee convocation records.....	3
RS050 Committee meeting records	3
C.70. Organisation of conferences and events	6
RS010 Conference and event organising records	6
RS050 Conference and events records.....	6
C.90.070.030 Production of publications	8
RS010 Council of Europe publications.....	8
RS050 Council of Europe awareness-raising material.....	8
D.30.040 Information gathering and research for sharing	8
RS010 Contribution exchanges	8
RS030 Country and thematic information (co-operation)	9
D.30.050 Promotion of standards and values	9
RS080 Prize and award organising records.....	9
RS083 Prize and award applications	10
A.10.090. Document management	11
A.20. Finance management and accounting	12
RS020 Procurement accounting records.....	12
RS050 Voluntary contribution records	12
A.40. Information management	13
RS010 Information request records.....	13
A.90.030 Information compliance management	13
RS050 Public disclosure authorisations	13
B.15. Managing CoE institutional relations	13
RS040 Inter-institutional relations records	13
B.60.030. Following the implementation of programme and budget	14

The core activities appear first in the schedule. They are then followed by support activities.

¹ To organise its records, the Council of Europe uses a functional classification scheme (or 'business classification scheme'). The notations beside the titles of the activities and record series in this retention and disposal schedule correspond to the notations in the [classification scheme](#).

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
C.50. Conducting committees							
RS010 Committee meeting preparation records Includes the following sub-series:							
ELC Conference and meeting preparation records Records documenting the preparation of sessions and meetings of the various European Landscape Convention structures. May include exchanges on content-related issues, e.g. issues to be covered, documents to be finalised, etc. May also include press releases.	Master	E-mail, Word, PPT, PDF (PF)	5 years after session / meeting	Review for useful information	Confidential	Shared with the representative of the state party concerned.	By structure, then by session / meeting
RS030 Committee convocation records Includes the following sub-series:							
ELC convocation records Signed and scanned convocations and invitations sent out for ELC Parties' Conferences, ELC working group meetings and ELC Award Jury sessions.	Master	E-mail, PDF (PF)	5 years after session / meeting	Destruction	Confidential	Shared with the representative of the state party concerned.	By structure, then by session / meeting
RS050 Committee meeting records Includes the following sub-series:							
ELC Parties Conference records Records documenting the Council of Europe Conferences on the European Landscape Convention (ELC), organised in accordance with the CDCPP mandate. They may include:	Master	Word, PPT, PDF, JPEG (RMS)	Permanent	Preservation	Public	Close-up photos require the consent of the person(s) concerned. If necessary, change their access classification level to confidential.	By conference session

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> - Working documents, including national and regional ELC L6 Observatory reports - Conference report including agenda, list of participants, speeches and presentations - Photos <hr style="border-top: 1px dashed black;"/> Intermediate documents <ul style="list-style-type: none"> - Draft agenda - Draft annotated agenda - Individual speeches and presentations. <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> - Audio and video recordings to enhance presentations. 		Word, PPT, PDF (RMS)	5 years after conference	Destruction		Photos taken by DC are kept by DC. Contents are included in the final conference report.	
		MP4, MP3, wav (on USB key or CD in the Secretariat Office)		Review for useful information		Audio and video recordings are produced by participants. DC keeps copies on an external website.	
ELC working group meeting records Records documenting the meetings of the European Landscape Convention (ELC) working groups, mandated by the CDCPP or the ELC Conference to perform specific tasks, such as the development of texts and instruments for the implementation of the ELC. May include: <ul style="list-style-type: none"> - Meeting report including agenda, list of participants and working documents. 	Master	Word, PPT, PDF, JPEG (RMS)	Permanent	Preservation	Public	Close-up photos require the consent of the person(s) concerned. If necessary, change their access classification level to confidential. Photos taken by DC are kept by DC.	By working group, then by meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Photos.							
----- Intermediate documents - Draft agenda - Working document(s) - Presentations.		Word, PPT, PDF (RMS)	5 years after working group meeting	Destruction			
----- - Audio and video recordings to enhance presentations.		MP4, MP3, wav (on USB key or CD in the Secretariat Office)		Review for useful information		Audio and video recordings are produced by participants. DC keeps copies on an external website.	
ELC Award Jury session records Records documenting the sessions of the European Landscape Convention Award Jury, set up according to CM Resolution CM/Res(2008)3 on the rules governing the Landscape Award. - Meeting report including compilation of candidate projects - Photos.	Master	Word, PDF, JPEG (RMS)	Permanent	Preservation	Public	Close-up photos require the consent of the person(s) concerned. If necessary, change their access classification level to confidential. Photos taken by DC are kept by DC.	By session
----- Intermediate documents - Draft agenda - Working document(s) such as compilation of landscape projects with summary.			5 years after Award Jury session	Destruction		Contents are included in the meeting report and its addendum	
Transitory records relating to conducting committees - Convocation letter templates	Master	Word (PF)	Keep current		Confidential		n/a

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
C.70.Organisation of conferences and events							
RS010 Conference and event organising records Includes the following sub-series:							
ELC event preparation records Records documenting the preparation of workshops, national and regional meetings (seminars, forums, etc.) on the European Landscape Convention. Include invitations, and may include exchanges on content-related issues, press releases and mission reports.	Master	E-mail, Word, PDF (PF)	5 years after event	Review for useful information	Confidential	Shared with the participant concerned.	By structure then by meeting
RS050 Conference and events records Includes the following sub-series:							
ELC workshop meeting records Records documenting the meetings of the workshops for the implementation of the European Landscape Convention. - Published proceedings, which include programme, presentations and list of participants.	Copy	PDF (RMS)	5 years after workshop meeting	Review for useful information	Public	Masters are kept by DLOG. These copies should be replaced by links as soon as the masters are available in RMS.	By workshop meeting
Intermediate documents - Programme - Presentations.	Master	Word, PPT (RMS)		Destruction		Contents are included in the ELC workshop proceedings.	
- Audio and video recordings to enhance presentations.		MP4, MP3, wav (on USB key or CD in		Review for useful information		Audio and video recordings are produced by	

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure	
		the Secretariat Office)				participants. DC keeps copies on an external website.		
ELC national and regional meeting records Records documenting the national and regional meetings (seminars, forums, etc.) on the European Landscape Convention. - Published proceedings, which include agenda, presentations, conclusions and list of participants.	Copy	PDF (RMS)	5 years after meeting	Review for useful information	Public	Masters are kept by DLOG. These copies should be replaced by links as soon as the masters are available in RMS.	By meeting	
	Intermediate documents - Draft agenda - Working documents - Presentations.	Master		Word, PPT (RMS)		Destruction		Contents are included in the national/ regional meeting proceedings.
	- Audio and video recordings to enhance presentations.			MP4, MP3, wav (on USB key or CD in the Secretariat Office)		Review for useful information		Audio and video recordings are produced by participants. DC keeps copies on an external website.

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
C.90.070.030 Production of publications							
RS010 Council of Europe publications							
ELC publications Material conceived for the European Landscape Convention. Includes: Journals, such as <i>Futuropa</i> and <i>Naturopa</i> , publications, posters in electronic format, etc.	Master/ Copy	PDF (RMS)	Permanent	Preservation	Public	Masters kept by DLOG when printed by DLOG. In such cases, ELC copies to be replaced by links as soon as the masters are available in RMS. Proceedings of meetings are also publications but they are filed with meeting records.	By type or title
RS050 Council of Europe awareness-raising material							
ELC awareness-raising material Leaflets and information material on the European Landscape Convention and its activities.	Copy	PDF (RMS)	5 years	Review for useful information	Public	Masters are printed and kept by DLOG. ELC copies to be replaced by links as soon as the masters are available in RMS.	By item
D.30.040 Information gathering and research for sharing							
RS010 Contribution exchanges Includes the following sub-series:							
ELC L6 contribution exchanges Exchanges with Parties to the	Master	E-mail (PF)	5 years	Review for useful	Confidential	Shared with the representative of	Chronologically

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
European Landscape Convention on their contribution to the ELC L6 (online information system) regarding the implementation of the European Landscape Convention in their respective countries. Include general correspondence regarding ratifications, regulations adopted by countries and the appointment of contact persons.				information		the state party concerned.	
RS030 Country and thematic information (co-operation) Includes the following sub-series:							
ELC Observatory (ELC L6) Web-based information system on the implementation of the European Landscape Convention (ELC) by Parties to the Convention. Include national and regional replies to the ELC questionnaire.	Master	Web application (.net language) maintained by DIT	Keep current		Public	Observatory reports are generated every two years for each country and region. They are filed with the ELC Parties' Conference records (C.50.RS050).	n/a
D.30.050 Promotion of standards and values							
RS080 Prize and award organising records Includes the following sub-series:							
Landscape Award organising records Records documenting the organisation of the Council of Europe Landscape Award. Include: - Letters to RP inviting	Master	E-mail, Word, PDF (RMS)	10 years after award of diploma	Destruction	Confidential	Shared with the RP or Award candidate concerned. Letters in paper format are scanned and kept in PDF format.	By award session

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
candidatures - Exchanges with candidates about the Award.	Copy	Paper (Agora storage area (‘Socle’))	5 years			Concerns letters only.	
Landscape Award application forms Blank form to be filled in by candidates.	Master	Word (RMS)	Keep current	n/a	Public	Not to be declared as records in RMS.	n/a
RS083 Prize and award applications Includes the following sub-series:							
Landscape Award applications Records documenting the applications received for the Council of Europe Landscape Award. Projects are first selected by the relevant authorities in the member states. Include: - Completed application forms and attached support material, including photos and posters - Copy of the diploma and secondary certificates (‘mentions’) awarded by the SG.	Master	Hybrid: Word, PDF, JPEG (RMS); DVD, CD, posters, paper photos and letters (Agora storage area (‘Socle’))	Permanent	Preservation	Public	A compilation of all candidate projects is produced as a working document for the Landscape Award Jury. The paper version of the diploma, signed by the SG, is handed over to the winner. Documents on offline media are to be digitised (digitisation to be financed by DGII). As regards photos, check that permission has been received for copyright material and photos of persons. If necessary, change their access	By award session

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
- Audio and video recordings to enhance presentations.	Master/ Copy	MP4, MP3, wav (on USB key or CD in the Secretariat Office)	5 years	Review for useful information		classification level to confidential. Audio and video recordings are produced by participants. DC keeps copies on an external website. A Compilation of the videos is produced and kept by DC. ELC keeps a copy.	
- Photos of the Award ceremony.	Copy	JPEG (PF)	Keep until access to DC's photo database is available	Destruction		Masters are kept by DC.	
A.10.090.Document management							
ELC general correspondence European Landscape Convention general correspondence with member states, international organisations and NGOs.	Copy	E-mail, PDF (PF)	5 years	Destruction	Confidential	Shared with the representative of the member state, international organisation or NGO concerned. Masters of ELC general correspondence are filed under the relevant activity.	By member state/ organisation, then by year
ELC mission reports	Copy	Word (PF)	5 years	Destruction	Confidential	Masters of ELC	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Mission reports of ELC Secretariat members.		Paper (Secretariat Office)				mission reports are filed under the relevant activity.	
A.20.Finance management and accounting							
RS020 Procurement accounting records							
ELC contracts European Landscape Convention contracts with experts.	Copy	PDF (PF)	5 years	Destruction	Confidential	Shared with the expert concerned. Masters of ELC contracts are kept by the Directorate's finance section.	By year
RS050 Voluntary contribution records							
ELC exchanges about voluntary contributions Exchanges with member states about voluntary contributions to the European Landscape Convention.	Copy	PDF (PF)	5 years	Destruction	Confidential	Shared with the representative of the member state concerned. Masters of letters about voluntary contributions are in the ODGP electronic voluntary contribution system.	

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
A.40.Information management							
RS010 Information request records							
ELC general information requests Records documenting the handling of information requests concerning the ELC. Usually include final reply with request.	Master	E-mail (Landscape mailbox)	5 years	Review for useful information	Confidential	Shared with the requester.	By year
A.90.030 Information compliance management							
RS050 Public disclosure authorisations							
ELC public disclosure authorisations Records documenting the consent of a person to the public disclosure of an information resource that identifies him/her, such as contact details or photos. Public disclosure refers for example to the publication on the Internet or in other media.	Master	E-mail, sometimes with attachment (RMS)	For as long as the information resource is used + 10 years	Destruction	Confidential		By person
B.15.Managing CoE institutional relations							
RS040 Inter-institutional relations records							
Written contributions to CoE texts Written contributions for DG II, CoE bodies and steering committees.	Master	Word, E-mail (RMS)	10 years	Review for useful information	Confidential	Shared with the representative of the state party and the Council of Europe staff	By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
						member concerned. Contributions are integrated into documents of the body concerned.	
B.60.030.Following the implementation of programme and budget							
ELC budget implementation records Records documenting the European Landscape Convention budget and its implementation. Include: - European Landscape Convention budgetary table	Copy	Excel, Word (PF)	5 years	Destruction	Confidential	Kept for convenience only. All information contained in the FIMS and WEBFOCUS applications	By year
- DG II budgetary table	Copy	Excel, Word (PF)	5 years	Destruction	Confidential	Masters kept by DGII Secretariat	By year