

Administrative Rules of the Congress

revised by the Bureau of the Congress on 9 June 2020, 6 June 2024 and 10 February 2025, in accordance with Rule 20.3 of the Rules and Procedures¹

| Table of contents | Page |
|---|------|
| Administrative Rule No. 1 – Practical arrangements for the election of the President of the Congress and the election of the presidents and the vice-presidents of the chambers in the Hemicycle and the Chamber's session room | 2 |
| Administrative Rule No. 2 – Practical arrangements for elections in the committees..... | 7 |
| Administrative Rule No. 3 – Access and allocation of seats in the Hemicycle and in the chambers, discipline and order in the meeting rooms and public gallery and provision of documents | 11 |
| Administrative Rule No. 4 – Rights and privileges of honorary members..... | 13 |
| Administrative Rule No. 5 – Standing and deputy standing rapporteurs on human rights, thematic and deputy thematic spokespersons of the Congress and members appointed to follow the activities of other bodies or other organisations..... | 14 |
| Administrative Rule No. 6 – Meetings held outside of the Council of Europe seat | 15 |
| Administrative Rule No. 7 – Use of Congress visual identity and online information material..... | 16 |
| Administrative Rule No. 8 – Access to and declassification of Congress documents | 20 |
| Administrative Rule No. 9 – Organisation of side events during the sessions of the Congress of Local and Regional Authorities | 22 |

¹ Rule 20 – Functions of the Bureau of the Congress

“3. The Bureau, on the proposal of the Secretary General of the Congress, may adopt administrative rules, in conformity with the Council of Europe's rules. Rules approved in draft by the Bureau under this provision must be made available to delegates and will come into force at the time of the next meeting of the Bureau unless representations are made to the Bureau by at least five delegates from two national delegations that the rules should not be brought into force. If such representations are made at the latest 7 days prior to the Bureau meeting, the Bureau must reconsider the matter but may then decide to adopt the rules with or without amendment.”

Administrative Rule No. 1 – Practical arrangements for the election of the President of the Congress and the election of the presidents and the vice-presidents of the chambers in the Hemicycle and the Chamber’s session room

(complements the following rules in the Congress Rules and Procedures on:

- Presidents of political groups
- Entitlement to stand for presidencies and vice-presidencies
- Election procedures
- Secret ballots
- Provisional President)

I – Election of the President of the Congress

1. Candidatures to the Presidency of the Congress shall be addressed in writing to the Secretary General of the Congress; they must be dated and signed by the candidates and also contain the surnames, first names and country followed by the signatures of a minimum of twenty representatives from at least four national delegations (Rule 14.2 of the Rules and Procedures). The Secretary General shall verify whether the candidatures are in conformity to Rules 12 and 14.2 of the Rules and Procedures.
2. In addition to their letter of candidature, candidates must submit to the Congress Secretary General a *curriculum vitae* (CV) on a maximum of two pages, drafted by their own means in at least one of the two official languages of the Council of Europe (French or English).
3. Within the hour following the expiry of the deadline for lodging candidatures, that is twenty-three hours before the opening of the session, the Secretary General of the Congress shall draw up the list of candidates for the Presidency and make it public. This list shall present the candidates in alphabetical order of their surnames, indicating their surname, first name, country and whether or not they belong to one of the political groups within the Congress. The list of candidates, their letters of candidature and their CVs provided in the official languages shall be published on the Congress website and e-mailed to Congress members and delegation secretaries. The Secretary General shall also make copies (black and white) of these documents available at the document distribution counter near the Hemicycle.
4. In addition, if candidates so wish, they may also present by their own means and at their own expense, their letter of candidature and/or their CVs drafted in other languages, as well as a document not exceeding four pages presenting the reasons for their candidature, drafted in any language of their choice. The Secretary General shall provide them with space at the document distribution counter to present this documentation.
5. Congress political groups may campaign for their candidate(s) by their own means but, when a ballot is open, they must conform strictly to Rule 40.2 of the Rules and Procedures.
6. The president² informs the delegates of the name(s) of the candidate(s).
7. Immediately before the ballot, the candidate(s) shall be invited to make a short address of not more than three minutes each (Rule 40.1 of the Rules and Procedures).
8. After the candidates’ addresses, the president shall inform members concerning the conduct of the ballot and, if the ballot is not carried out electronically, the times of suspension of the sitting.

² At the opening of a session for the renewal of delegations, the presidency of the Congress shall be provisionally held by the oldest member present, who must be a representative at the Congress.

At the opening of the session taking place two and a half years after a renewal session, at which the Bureau is renewed, the presidency shall be held by the outgoing President, except in the cases provided for in Rule 41.

Electronic ballot

9. Where possible the election shall be carried out electronically. The results will be displayed automatically on the screens. The president will nevertheless confirm the results orally.

Traditional ballot

10. Two tellers shall be drawn by lot from among the representatives whose credentials have been ratified by the Congress (Rule 15.5 of the Rules and Procedures). They must be present in the Hemicycle when the lots are drawn. They may not be candidates.

11. The tellers shall supervise the conduct of the ballot and the counting performed by the Congress Secretariat staff members appointed by the Secretary General of the Congress, from the time the ballot is declared open until the record of the count is signed.

12. The ballot shall be conducted in the antechamber of the Hemicycle behind the presidential rostrum, at the indicated time.

13. Delegates entitled to vote, shall be invited to enter the antechamber via one side of the rostrum and to leave it via the other side after voting. For the proper conduct of the ballot, the president shall call the members in groups in alphabetical order of their surnames.

14. Ballot papers and envelopes are made available to delegates. Only those ballot papers may be used for the vote. The ballot indicates the name, surname, country of each candidate and whether or not they belong to a political group within the Congress. Delegates go into one of the booths in order to place the ballot paper for the candidate of their choice in the envelope.

15. In order to verify identity and voting rights, all voters shall present to the persons from the Congress Secretariat appointed to conduct the ballot, either their Congress badge with a photograph, or a national identity document with a photograph.

15. Delegates shall sign the voting register and place the envelope with their ballot paper in the ballot box. The ballot box and the registers shall each remain under the constant supervision of the Secretariat staff appointed for the ballot.

17. Before announcing the closing of the ballot, the president shall verify that no one else wishes to vote. Following the announcement, no more delegates shall be allowed to enter the polling station.

18. Votes shall be counted behind closed doors immediately after the closing of the ballot. Counting is done under the supervision of the two tellers (see paragraph 10) by the Congress Secretariat staff members appointed by the Secretary General of the Congress. A record of the count shall be drawn up immediately upon completion of counting and for each ballot. It shall indicate the number of valid votes, blank votes, spoiled votes and the number of votes gained by each candidate. This record shall be signed by the tellers and the Secretariat members who counted the votes. This record shall be taken to the presidency by the Secretariat members. The result shall be strictly confidential until announced by the president at the resumption of the sitting.

19. Only ballot papers clearly indicating the delegate's intention to vote for a candidate shall be considered valid. Ballots marked with another name, torn or bearing deletions or handwritten annotations (other than to indicate the choice of candidates by ticking the boxes in a single-ballot vote), and any ballot other than the one made available by the Congress Secretariat when the vote is held, shall be counted as spoiled. Empty envelopes shall be counted as blank ballots.

20. In case of doubt or disagreement over a delegate's right to vote or in the event of a dispute on an electoral matter concerning the election of the President of the Congress, the Secretary General of the Congress shall have sole authority to interpret the Rules and Procedures and the Administrative Rules.

21. The president shall announce the result of the ballot, which shall be published without delay on the Congress website.

22. If a new election is to be held (Rule 15.4 of the Rules and Procedures), the president gives information on the conduct of the new ballot and announces the times of suspension and of resumption of the sitting.

II – Election of the chamber presidents

23. Similar procedures to those for the election of the President of the Congress shall apply when electing the presidents and vice-presidents of the chambers, whether for the chamber meeting in the Hemicycle or the chamber meeting in another room.

24. Candidatures for the presidency of a chamber must be submitted in writing to the Executive Secretary of the chamber, be dated and signed by the candidates and also contain the surnames, first names and country followed by the signatures of a minimum of ten delegates sitting in that chamber from at least four national delegations (Rule 14.3 of the Rules and Procedure).

25. The Executive Secretary shall verify whether the candidatures are in conformity to Rules 12 and 14.3 of the Rules and Procedure. The candidatures of representatives belonging to the same national delegation as the newly elected Congress President shall be eliminated from the election (Rule 15.7 of the Rules and Procedures).

26. In addition to their letter of candidature, candidates must submit to the Executive Secretary of the chamber a *curriculum vitae* (CV) on a maximum of two pages, drafted by their own means in at least one of the two official languages of the Council of Europe (French or English).

27. Within the hour following the expiry of the deadline for lodging candidatures (not later than one hour before the opening of the chamber session during which the election is held), the Executive Secretary of the chamber shall draw up the list of candidates for the presidency and make it public. This list shall present the candidates in alphabetical order of surnames and indicate for each candidate their surname, first name, country and whether or not they belong to a political group within the Congress. The list of candidates, their letters of candidature and their CVs received in the official languages shall be published on the Congress website and e-mailed to chamber members and delegation secretaries. The Executive Secretary of each chamber shall also have copies (black and white) of these documents made available at the document distribution counter near the Hemicycle for the chamber meeting there, and in front of the meeting room for the other chamber.

28. In addition, if candidates so wish, they may also present by their own means and at their own expense, their letter of candidature and/or their CVs drafted in other languages, as well as a document not exceeding four pages presenting the reasons for their candidature, drafted in any language of their choice. The Executive Secretary of each chamber shall provide them with space to present this documentation at the document distribution counter for the chamber meeting in the Hemicycle, and in front of the meeting room for the other chamber.

29. The president³ of each chamber shall inform the delegates of the name(s) of the candidate(s).

30. The candidate(s) shall be invited immediately before the ballot to make a short address of not more than three minutes each (Rule 40.1 of the Rules and Procedures).

31. After the candidates' addresses, the president shall inform members concerning the conduct of the ballot and, if the ballot is not carried out electronically, the times of suspension of the sitting.

³ At the opening of a session for the renewal of delegations, the presidency of a chamber shall be provisionally held by the oldest member present, who must be a representative in that chamber.

At the opening of the session taking place two and a half years after a renewal session, at which the Bureau is renewed, the presidency of a chamber shall be held by its outgoing President, except in the cases provided for in Rule 41.

Electronic ballot

32. Where possible the election shall be carried out electronically. The results will be displayed automatically on the screens. The president will nevertheless confirm the results orally.

Traditional ballot

33. Two tellers shall be drawn by lot from among the representatives of the chamber whose credentials have been ratified, are not candidates for the presidency of the chamber nor for the vice-presidency, and are present, in the room, when the lots are drawn (Rule 15.5 of the Rules and Procedures). As with the election of the President of the Congress, these tellers shall supervise the proper conduct of the ballot and the counting, conducted by the Congress Secretariat staff members appointed by the Secretary General of the Congress, from the time the ballot is declared open until the record of the count is signed.

34. For the chamber meeting in the Hemicycle, the ballot shall be conducted in the antechamber of the Hemicycle located behind the presidential rostrum. For the other chamber, it shall be conducted somewhere close to the meeting room. The practical arrangements are similar to those indicated for the election of the President of the Congress (paragraphs 13 to 20).

35. In the event of doubt or disagreement about a member's right to vote, or dispute over an electoral question concerning the election of the chamber presidents, the Executive Secretary shall have sole authority to interpret the Rules and Procedures and the Administrative Rules.

36. Once the vote is closed, the Secretariat staff appointed for the ballot verifies that, in accordance with Article 10.4 of the Charter, the two candidates who have received the highest number of votes for the post of president of each chamber are not from the same national delegation. If they are from the same delegation, the candidate with the highest percentage of the vote in his/her chamber will become the president of that chamber. The candidate from the same delegation in the other chamber will be disqualified and the presidency will go to the candidate having received the second highest number of votes.

37. The result of the election shall be announced by the president of each chamber and shall be published without delay on the Congress website. If a new election is to be held (Rule 15.5 of the Rules and Procedure), the president shall inform the delegates of the conduct of the new ballot and shall announce the time of resumption of the sitting

III – Elections of the seven vice-presidents of the chambers

38. Candidatures for the vice-presidencies of a chamber must be submitted in writing to the Executive Secretary of the chamber, not later than two hours before the opening of the session at which the election is to be held, and dated and signed by the candidates (Rule 14.4 of the Rules and Procedure). The Executive Secretary shall verify whether the candidatures are in conformity with Rules 12 and 14.4 of the Rules and Procedure.

39. Upon receipt of candidatures, the Executive Secretary of the chamber shall verify that they comply with Rules 12 and 14.4 of the Rules and Procedures.

40. In addition to their letter of candidature, candidates must submit to the Executive Secretary of the chamber a *curriculum vitae* (CV) on a maximum of two pages, drafted by their own means and at their own expense, in at least one of the two official languages of the Council of Europe (French or English). The Executive Secretary of each chamber shall ensure that copies (in black and white) of these documents are made available at the document distribution counter near the Hemicycle for the Chamber meeting there, and in front of the meeting room for the other Chamber.

41. If candidates so wish, they may also present by their own means and at their own expense, their letter of candidature and/or their CVs drafted in other language(s), as well as a document not exceeding four pages presenting the reasons for his/her candidacy, drafted in the language(s) of their choice. The Executive Secretary of each chamber shall provide a place for them to display this material at the document distribution counter near the Hemicycle for the chamber meeting in the Hemicycle, and in front of the meeting room for the other chamber.

42. After the election of the president of the Chamber, the Executive Secretary of the chamber draws up the final list of candidates. Candidates belonging to the same national delegation as the President of the Congress and the newly elected presidents of the two chambers shall be eliminated from the election (Rule 15.7 of the Rules and Procedures). The Executive Secretary of the chamber shall make public the documents relating to the election (paragraphs 27 and 28).

43. The election procedure of the presidents of the chambers shall apply to the election of the seven vice-presidents except for the use of a single ballot paper bearing more than one name for the seven vice-presidents. The chamber's business can continue during the ballot.

44. After having read out the final list of candidates, immediately before the ballot, the president shall give the floor to the candidates, in alphabetical order of surnames, for a short address of not more than three minutes each (Rule 40.1 of the Rules and Procedures). When all the candidates have introduced themselves, the president shall inform the delegates concerning the conduct of the ballot.

45. If tellers have been appointed for the election of the chamber presidents they shall remain in office for the election of the vice-presidents. Otherwise, they shall be appointed in accordance with paragraph 33.

46. Once the ballot has been declared open, the delegates entitled to vote, shall be invited to move to the antechamber of the Hemicycle for the chamber meeting there or, for the other chamber, the place chosen for the conduct of the ballot. The voting operations shall be conducted as in paragraphs 15 to 19. Delegates shall be provided with envelopes and with ballot papers bearing the surname and first name of each candidate, in alphabetical order of surnames, their country and whether or not they belong to a political group within the Congress. In the ballot booth, delegates must place a cross in the boxes which correspond to their preferred candidates (no fewer than 4 and no more than 7) (Rule 15.6 of the Rules and Procedures).

47. In the event of doubt or disagreement about a delegate's right to vote, or dispute over an electoral question concerning the election of the vice-presidents, the Executive Secretary shall have sole authority to interpret the Rules and Procedures and the Administrative Rules.

48. As soon as the voting is closed, the Congress Secretariat staff members in charge of the elections shall ensure that, in accordance with Rule 15.8 of the Rules and Procedures, there is no more than one member from any national delegation among the candidates who have obtained the largest number of votes for the posts of vice-presidents of each chamber. If there is more than one member from the same delegation, the candidate who has obtained the highest percentage of votes in his or her chamber shall become vice-president in that chamber. The candidate from the same delegation in the other chamber shall be disqualified, and the post of vice-president shall go to the candidate who obtained the second highest number of votes in his or her chamber. All subsequent vice-presidents elected in that chamber, in descending order of votes obtained, shall move up one place in the order of precedence.

49. Upon receipt of the record of the count of the votes, the president of the chamber shall announce the result of the election which shall be published without delay on the Congress website.

50. The composition of the chamber bureaux and that of the Congress Bureau shall be published on the Congress website and made available at the document distribution counter and outside the chamber meeting room.

Administrative Rule No. 2 – Practical arrangements for elections in the committees

(complements the following rules in the Rules and Procedures on:

- Constitution of the bureaux
- Secret ballots
- Election of chairs and vice-chairs of committees
- Procedure in Chapter “Committees”)

1. Candidatures for the chair, for the office of 1st vice-chair and for the offices of the four other vice-chairs of a committee are sent in writing to the secretary of the committee, who shall ascertain that the candidatures received comply with Rules 18.1 and 48 of the Rules and Procedures. Letters of candidature must be written in at least one of the official languages of the Council of Europe (French or English) and must indicate the candidate's surname, first name, country and membership or otherwise of a political group within the Congress, with signature and date.

2. In addition to their letter of candidature, candidates must send the committee secretary a *curriculum vitae* (CV) of not more than two pages, drafted by their own means and at their own expense, in at least one of the two official languages of the Council of Europe (French or English).

3. The committee secretary shall draw up the list of candidates for the chair, the list of candidates for the position of 1st vice-chair and the list of candidates for the four other vice-chairs of the committee in alphabetical order of surnames, indicating their surnames, first names, country, and membership or otherwise of a political group of the Congress.

4. At the latest four hours before the opening of the committee meeting during which the election is to be held, the committee secretary shall make public the three list of candidates, letters of candidature and candidates' CVs in the official language(s) in which they have been provided: these documents are published on the Congress website and emailed to all committee members and delegation secretaries. The committee secretary shall ensure that they are made available outside the committee's meeting room as well as at the document distribution counter near the Hemicycle.

5. Congress political groups may campaign for their candidate(s) by their own means, but at the time of the ballot must conform strictly to Rule 40.2 of the Rules and Procedures.

6. A committee shall elect first its chair, then its 1st vice-chair and then its four other vice-chairs at the meeting held during the renewal session and at the one held two and a half years thereafter (Rule 48.1 and 48.2 of the Rules and Procedures). Until the chair of a committee is elected, the oldest member present (at the opening of a renewal session) or the outgoing chair (at the opening of the session taking place two and a half years later) shall provisionally chair the committee, and no discussion may be held unless its subject matter is concerned with the election of the chair (Rule 54.4 of the Rules and Procedures).

7. Two tellers shall be drawn by lot from among the representatives of the committee present who are not candidates for either the chair or any vice-chair. The tellers shall remain in function for the election of the chair, the 1st vice-chair and the four other vice-chairs of the committee. They shall supervise the ballot and the counting of votes conducted by the Congress secretariat from the opening of the ballot until the signature of the record of the count.

8. In case of doubt or disagreement as to a delegate's right to vote or in the event of a dispute concerning an electoral matter for the election of the chair, the 1st vice-chair and the four other vice-chairs, the secretary of the committee shall have sole authority to interpret the Rules and Procedures and Administrative Rule No. 2.

Election of the chair of a committee

9. **Where there is only one candidate** for the office of chair, the candidate shall be declared chair without proceeding to a ballot unless a representative of the committee, or a duly mandated substitute, asks for the floor immediately after the announcement of the single candidature by the chair⁴ and before the candidate has been declared chair without proceeding to a secret ballot (Rule 48.6 of the Rules and Procedures).

10. In order to be admissible, such a request must be accompanied by a written request containing the surnames, first names, country and signatures of at least ten representatives or duly mandated substitutes (in accordance with Rule 48.6 of the Rules and Procedures), from at least four national delegations, who must be present in the room at the time the admissibility of the request is verified. The written request shall be transmitted to the chair. The committee secretary shall verify the status and the presence of the members supporting the request.

11. After these verifications, if the request is not in order, the candidate shall be declared chair without proceeding to a vote (Rule 48.6 of the Rules and Procedures).

12. If the request is admissible, the chair shall announce a single-candidate secret ballot (possibly by electronic means) to vote "for", "against" or to abstain (Rules 48.5 and 48.6 of the Rules and Procedures).

13. Before the requested ballot is opened, the oldest member shall give the candidate the floor for not more than three minutes (Rule 40.1 of the Rules and Procedures).

14. At the end of the ballot, the chair shall announce the result to the committee. If, after this ballot, the single candidate is not elected (Rule 48.8 of the Rules and Procedures), a new election must be held. In this case, the meeting shall be suspended for one hour, and the new candidatures shall reach the committee secretary not later than fifteen minutes before it resumes.

15. **Where there is more than one candidate**, the committee shall vote by secret ballot (possibly by electronic means) (Rule 48.7 of the Rules and Procedures). The chair shall read out the list of candidates then give them the floor in alphabetical order of surnames for not more than three minutes each (Rule 40.1 of the Rules and Procedures).

16. The chair shall inform the delegates about the conduct of the ballot then announce that it is open. He or she will favour the use of electronic voting if the number of candidates permits it. Otherwise, the ballot shall be held in a specified location near the meeting room. Single-candidate ballots and envelopes shall be made available to delegates entitled to vote. Only the ballot papers prepared by the secretariat of the committee may be used for the vote. The ballot paper shows each candidate's surname, first name, country, and whether or not he/she belongs to a Congress political group. Delegates shall enter one of the booths with ballot papers and an envelope to place the ballot of their choice in the envelope.

17. In order to verify identity and voting rights, all voters shall show the members of the Congress secretariat appointed to conduct the ballot, either their Congress badge with a photograph, or a national identity document with a photograph.

18. Members whose right to vote has been verified shall sign the voting register and place the envelope containing their ballot paper in the ballot box near the voting registers. The box and the registers remain under the constant supervision of the members of the Congress secretariat appointed for the ballot.

19. Before announcing the close of voting, the chair verifies that no one else wants to vote. After the announcement, no more delegates are allowed to enter to the polling station.

⁴ At the opening of a session for the renewal of delegations, the presidency of a committee shall be provisionally held by the oldest representative present, who must be a member in that committee.

At the opening of the session taking place two and a half years after a renewal session, at which the Bureau is renewed, the presidency of a committee shall be held by its outgoing chair, except in the cases provided for in Rule 48.4.

20. The votes are counted behind closed doors immediately after the vote by members of the Congress secretariat under the supervision of the two tellers. Only ballot papers from which the voter's intention to vote for one of the candidates can be clearly determined shall be considered valid. Ballot papers marked with another name, torn or bearing deletions or handwritten annotations (other than to indicate the choice of candidates by ticking the boxes in a single-ballot vote), and any ballot paper other than the one made available by the Congress secretariat when the vote is held, shall be counted as spoiled. Empty envelopes shall be counted as blank ballots.

21. A record shall be drawn up immediately upon completion of the count for each ballot. It shall indicate the number of valid, blank and spoiled ballot papers, and the number of votes received by each candidate. The record must be signed by the tellers and members of the secretariat who took part in the counting. The latter shall bring it to the chair. The result shall be strictly confidential until announced by the chair at the resumption of the sitting.

22. The chair shall announce the result of the ballot which shall be published without delay on the website of the Congress. If a new election is to be held (Rules 48.6 and 48.7 of the Rules and Procedures), he/she shall give information on the conduct of the new ballot and shall announce the times of suspension and resumption of the sitting.

23. The chair shall hand over to the committee chair-elect, who shall immediately proceed with the election of the 1st vice-chair (Rule 48.5 of the Rules and Procedures).

Election of the 1st vice-chair

24. The committee shall elect its 1st vice-chair according to the same procedure as for the election of the chair

Election of the four other vice-chairs

25. As soon as the committee has elected its 1st vice-chair, it must elect by secret ballot, on a single ballot paper, the remaining four vice-chairs (Rule 48.9 of the Rules and Procedures). After reading out the list of candidates for the vice-chairs, the committee chair shall give each one the floor, for no longer than three minutes, in alphabetical order of surnames (Rule 40.1 of the Rules and Procedures).

26. The chair provides practical information on voting and declares the secret ballot open (Rule 48.9 of the Rules and Procedures).

27. The election shall be held with a single ballot paper containing the surnames and first names of all candidates, set out in alphabetical order of surnames, completed with their country, chamber and political group, if any, within the Congress. Members shall enter one of the ballot booths with an envelope and a ballot paper and mark a cross in the boxes beside the names of the candidates of their choice (three at least, four at the most) (Rule 48.9 of the Rules and Procedures).

28. As with the election of the chair and the 1st vice-chair of the committee, the members of the secretariat appointed for this ballot then verify the members' identity and right to vote. Those duly entitled to vote shall sign the register of voters and place their ballot paper in the ballot box.

29. Before announcing the close of voting, the chair verifies that no one else wants to vote. After the announcement, no more delegates are allowed to enter to the polling station.

30. The remainder of the procedure is similar to that for the election of the chair and the 1st vice-chair of the committee (paragraphs 20, 21 and 24).

31. At the end of the vote count, the candidates are ranked in order of precedence according to the number of votes gained. A candidate ranked to become the 4th or 5th vice-chair will be eliminated if four persons of the same sex have already been elected as chair or vice-chair before him/her and the next candidate(s) in the ranking move up one place.

32. The chair shall announce the result of the elections for the 2nd, 3rd, 4th and 5th vice-chairs which are immediately published on the Congress website. The complete list (chair and 5 vice-chairs) in order of precedence is made available at the document distribution counter: she shall indicate, their surnames, first names, country, chamber and political group, if any, within the Congress.

Administrative Rule No. 3 – Access and allocation of seats in the Hemicycle and in the chambers, discipline and order in the meeting rooms and public gallery and provision of documents

Access and allocation of seats

1. A seating plan of the meeting rooms (Hemicycle and chamber meeting room) shall be available at the entrance, showing the allocation of seats according to the different categories of persons listed below.
2. With the exception of the persons listed below, no-one may enter the meeting rooms without the permission of the Secretary General of the Congress.
 - Representatives or substitutes duly mandated, in their assigned (numbered) seat,
 - Substitutes not representing a representative,
 - Former Congress Presidents,
 - Honorary members,
 - Delegation secretaries,
 - Secretaries of political groups of the Congress,
 - Guest speakers and accompanying persons,
 - Designated representatives of the Committee of the Regions of the European Union,
 - Representatives of the Parliamentary Assembly of the Council of Europe,
 - Representatives of the Committee of Ministers,
 - Representatives of member states' national governments or parliaments,
 - Representatives of non-member states which hold observer status with the Council of Europe,
 - Representatives of organisations holding partner or guest observer status with the Congress,
 - Representatives of non-member countries having special guest or partner for local democracy status with the Congress,
 - Representatives of associations of local and regional authorities of member states consulted for the appointment of national delegations,
 - President of the Conference of INGOs
 - Advisors and personal assistants of members of the Congress (maximum of two per member),
 - Congress Secretariat,
 - Former Secretaries General of the Congress
 - Authorised members of the Secretariat General of the Council of Europe,

Persons authorised to enter must sit in the seats indicated to them.

3. Only persons in possession of a badge issued on the authority of the Congress Secretary General shall be admitted to the public galleries, notably:
 - Representatives of non-governmental organisations which hold participatory status with the Council of Europe,
 - Representatives of European and international associations which do not have partner status.

Discipline in the chamber and the galleries

4. Persons admitted to the public galleries must not disturb the proceedings or show overt approval or disapproval of a speaker, a subject of discussion or a decision by the President or express any preference during an election.
5. The President may order the removal of any person infringing this rule.

Provision of documents

Congress official documents

6. All Congress documents concerning the items on the agenda of the Congress and its chambers, which have been prepared by the Congress secretariat, are official documents of the Congress. They shall bear the logo and the header of the Congress.
7. As well as being published on the Congress website, they shall be made available to delegates at the document distribution counter located on the 1st floor of the Palais beside the Hemicycle, under the responsibility of the Congress Secretary General.
8. All official documents concerning the items on the agenda of the chamber not meeting in the Hemicycle shall also be made available in front of its meeting room.
9. In addition to the official documents of the Congress and the chambers, the Secretary General of the Congress may decide to make available to delegates at the document distribution counter certain public documents issued by other Council of Europe bodies.
10. Registration forms for speaking during debates are made available to delegates at the entrance to the Hemicycle or the chamber's meeting room. They are placed on the tables where the delegates sign the attendance registers before entering the meeting room. During sittings, copies are also available from the Table Office secretariat next to the presidential rostrum or the chair.
11. Documents containing amendments deemed admissible are made available on the day when they are debated, at the document distribution counter and, in the case of those relating to the chamber not convened in the hemicycle, in front of its meeting room.

Non-official documents

12. All documents not issued by a Council of Europe organ or authority acting in its official capacity, or by an external body called upon to do so by such an organ or authority, shall be regarded as non-official documents.
13. In particular, these are documents presented on a personal basis by Congress delegates, unsolicited communications from governments or other authorities of non-member states, communications from non-governmental organisations, press articles, etc.
14. These documents shall not be presented or reproduced on paper bearing the Congress header. The Council of Europe Secretariat staff placed at the disposal of the Congress, whether the Congress secretariat or general services, shall not arrange for the circulation of non-official documents.
15. However, the Secretary General of the Congress may if he/she thinks fit, and if appropriate after consulting the President of the Congress or the members of the Bureau and/or the political groups, authorise the release at the document distribution counter of a non-official document of which he/she has received a supply. In these matters, authority may be delegated to the Secretary General of the Congress or to the Executive Secretaries of the chambers.

Committee documents

16. Official documents relating to committee meetings shall be made available to their members in front of the meeting room under the supervision of the committee secretaries. Such provision of non-official documents and their distribution during its meeting are subject to the prior authorisation of the committee chair. In these matters, authority may be delegated to the committee secretary.

Administrative Rule No. 4 – Rights and privileges of honorary members

(complements the rule in the Rules and Procedures on “Honorary membership”)

When the Congress Bureau decides to confer the title of honorary member upon former delegates to the Congress (or its predecessor bodies), in accordance with Rule 8 of the Rules and Procedures of the Congress:

1. These honorary members shall be invited to attend Congress sessions (sittings of the Congress and its chambers) and Statutory Forum meetings, at their own expense.
2. Honorary members shall not have access to Congress Bureau meetings, nor to meetings of the committees.
3. During sessions, they shall sit in the designated seats reserved for honorary members in the Hemicycle. The honorary members shall only be entitled to take the floor when expressly invited to do so by the Chair of the sitting in relation to a specific item on the agenda.
4. Honorary members may be invited, in that capacity, to attend specific events or conferences held by the Congress or its chambers, at their own expense.
5. By accepting the title of honorary member, a former Congress member shall automatically commit himself/herself to subscribe to the aims and basic principles of the Council of Europe, as set out in Rule 6.5 of the Congress Rules and Procedures and the Code of Conduct of Congress members (Chapter XIV of the Congress Rules and Procedures) for Congress delegates.
6. Honorary members shall receive a medal which will be awarded by the President of the Congress at a ceremony held during a plenary sitting of the Congress.
7. Honorary members who are re-appointed to their national delegations shall see their honorary status suspended for the duration of their membership of the Congress.
8. In the event of a serious breach of the Code of Conduct for Congress members, honorary members shall lose their honorary status.

Administrative Rule No. 5 – Standing and deputy standing rapporteurs on human rights, thematic and deputy thematic spokespersons of the Congress and members appointed to follow the activities of other bodies or other organisations

(complements the provisions in the Congress Rules and Procedures on Congress standing rapporteurs on human rights and thematic spokespersons)

1. The Congress Bureau shall appoint a standing rapporteur on human rights and two deputy standing rapporteurs on human rights, in accordance with the Congress Rules and Procedures.
2. The Congress Bureau may appoint thematic spokespersons for specific subjects on which it wishes to have qualified representatives, having regard to their experience and specific knowledge of the subjects concerned. One deputy thematic spokesperson may be appointed for each thematic spokesperson.
3. The bureaux of the chambers and the committees may likewise appoint thematic spokespersons and deputy thematic spokespersons. However, such appointments shall be submitted to the Congress Bureau for formal approval.
4. The standing rapporteur on human rights and thematic spokespersons must be representatives. The deputy standing rapporteurs on human rights and deputy thematic spokespersons may be representatives or substitutes.
5. The Congress Bureau shall be responsible for ensuring that no Congress member simultaneously holds two or more functions which, in accordance with the Congress Rules and Procedures, may not be held at the same time by a single member.
6. For these appointments, the Congress Bureau shall ensure, as far as possible, a fair representation of gender and geographical origins.
7. The Bureau shall pay special attention to the language skills (good knowledge of at least one of the two official languages of the Council of Europe (English and French)) and to the availability of the persons proposed.
8. The Congress Secretary General shall submit for information to the Bureau, on an annual basis, the list of all appointed spokespersons.
9. Each thematic spokesperson is appointed for one specific theme on the basis of a written mandate which specifies their relevance to the priorities of the Congress, the political objective of their appointment, as well as their mission and duties. Each mandate shall be submitted to the Bureau of the Congress for approval and for a period of two and a half years, renewable.
10. At the first or second meeting following its renewal, the Bureau shall review all existing mandates. Where necessary, it shall abolish mandates whose theme is no longer relevant, or appoint new thematic spokespersons in line with the Congress priorities.
11. Whenever necessary, in between meetings of the Congress Bureau, the President of the Congress, in consultation with the presidents of the chambers, shall decide, on an ad hoc basis, on any urgent appointments, following consultation with the chair of the committee concerned.
12. The Congress Bureau shall apply the same criteria and the same procedure when appointing delegates to represent the Congress in Council of Europe bodies and other organisations which ask the Congress to follow their work or to participate in meetings and events organised by them.

Administrative Rule No. 6 – Meetings held outside of the Council of Europe seat⁵

(complements the rule in the Rules and Procedures on “Place and frequency” in Chapter “Sessions of the Congress and chambers”)

1. The Congress Bureau may decide to hold some of its meetings outside of the Council of Europe seat. The Bureau may also authorise a request from a committee or any other Congress body (except for the Congress itself (cf. Rule 13 of the Rules and Procedures), to meet outside of the Council of Europe seat.
2. The Bureau shall examine any written invitation sent to the President of Congress, to the chairs of committees and/or to the Secretary General of the Congress and judge the appropriateness and validity of the invitation.
3. The Bureau shall, in particular, ensure that these meetings do not interfere with election campaigns in the host country.
4. The host authorities of the meeting shall commit to providing, free of charge:
 - one or several meeting room(s) compatible with the needs of the Congress, including appropriate interpretation equipment,
 - rooms and equipment for the Secretariat in the meeting place,
 - if needed, a welcome team and help with transportation.
5. The practical arrangements shall be compiled in a document or prior agreement. The Secretary General of the Congress shall ensure that budgetary neutrality over the annual accounting period is maintained when organising these meetings.

⁵ The phrase “Council of Europe seat” refers to the headquarters of the Council of Europe in Strasbourg and the office in Paris.

Administrative Rule No. 7 – Use of Congress visual identity and online information material

1. For communication purposes, the Congress uses the logo of the Council of Europe together with a visual of the Congress with specific references: in English, *The Congress* and in French, *Le Congrès*. This set (logo and visual) is the central element of the Congress' visual identity.
2. This visual identity is the property of the Congress. Its use by the public is subject to authorisation. This authorisation is granted for any use of the visual identity in accordance with the values and principles of the Council of Europe. It is not to be used, under any circumstances, for commercial purposes. Each application will be considered individually in order to ascertain whether the conditions of use are met. Authorisation does not confer any entitlement to exclusivity
3. Requests for authorisation should be sent to the Congress of Local and Regional Authorities of the Council of Europe by email: congress.web@coe.int.
4. Individual members of the Congress, national delegations to the Congress as well as political groups of the Congress and all internal entities of the Congress, may make full use of the Congress visual identity, without prior authorisation, provided it is reproduced in its entirety, without graphic adaptation or modification of proportions. They must clearly indicate their name or title directly below the visual identity in order to avoid confusion between any position put forward in their document and the official political expression of the Congress as an assembly.
5. In addition, all information material available on the Congress website is subject to the Disclaimer of the Council of Europe (Appendix)
6. The Secretary General of the Congress oversees the application of this rule.

Appendix to Administrative Rule No. 7

Disclaimer

The Council of Europe portal and the websites which are linked to it are intended to provide public access to information on the aims, activities and achievements of the Council of Europe in general.

The Council of Europe declines to accept any responsibility for the content of those sites. The information which they contain

- is solely of a general nature and does not refer to the specific situation of any individual or legal entity
- is not necessarily complete, exhaustive, accurate or up to date
- occasionally refers to external sites over which the Council of Europe has no control and in respect of which it declines to accept any responsibility
- does not constitute a professional or legal opinion.

It is not possible to guarantee that a document available online faithfully reproduces an officially adopted text, because it does not constitute an official publication.

While it cannot guarantee that there are no errors on its site, the Council of Europe does endeavour, where appropriate, to correct those that are drawn to its attention.

The Council of Europe reserves the right to deny, at its sole discretion, any user whatsoever access to the Site or to a part thereof.

Protection of personal data

The Council of Europe is committed to respect for private life. Its policy on protection of personal data is founded on Secretary General's Regulation of 17 April 1989 outlining a data protection system for personal data files in the Council of Europe.

Most pages of the Council of Europe site require no personal information except in certain cases to allow requests for on-line services to be met. In such cases, the information is processed in accordance with the **confidentiality** policy described below.

Confidentiality

Where a user connects to the site, certain of his/her particulars, such as Internet digital address (IP), navigation round the site, software used, time spent and other like data are stored on the Council of Europe servers. These items do not specifically identify the user. The information is only put to internal use, for purposes of analysing the traffic on the site.

Any personal information, such as name, electronic or postal address or other information, which may be supplied when completing the forms stored on this site, is not made available to the public, or disclosed or sold to third parties. The Council of Europe retains the data only for as long as needed for their processing and for the purpose to which consent has implicitly been given. Beyond that, the information is not re-used.

Conversely, the Council of Europe accepts no responsibility as regards the security of the information in question – this policy covers all Council of Europe websites.

Congress Delegate Data

As part of its statutory activities, the Congress collects data relating to its members and some of its partners such as national associations of local and regional authorities. This includes personal data, political affiliation, regional or local mandate and membership of the various bodies of the Congress. These data are stored for the duration of the Congress mandate. The Congress also collects the e-mail addresses of internet users who wish to receive its newsletter. Should they wish to unsubscribe, this can be done using an online form.

Congress members have access to their data via their personal Who's Who accounts (Congress database). They can log into it with the username and password given to them when the national delegation was appointed.

Internet users can subscribe to the Congress's newsletter via an online form.

Right to object and to opt out

The members of the Congress can amend or supplement their data any time. They can also indicate whether or not they wish to have their contact details published on the Congress website and the COE CongressApp application.

We commit ourselves to giving internet users the right to object and opt out as far as their personal data are concerned. The right to object is understood as being the possibility offered to internet users to refuse to allow their personal data to be used for certain purposes specified when their data are collected. The right to opt out is understood as being the possibility given to internet users to request that their personal data no longer be included, for example, on a mailing list.

Right of access

The Congress shall grant the right of access and rectification to the people concerned who wish to consult, amend, or even delete information concerning them.

To exercise this right, please contact us at the following e-mail address: Congress.adm@coe.int

Disclosure of personal information

Personal information may be communicated to employees or technical teams to manage user accounts, the website/mobile application and the services offered. Any disclosure of personal data will be strictly controlled and carried out in compliance with the legislation in force.

The Congress does not disclose personal data to a third party without the consent of the data subjects. In such cases, it acts in compliance with the legislation in force.

The personal information collected by the Congress is stored in a secure environment. Council of Europe employees are obliged to respect the confidentiality of your data.

Reproduction of material

© Council of Europe

Unless otherwise indicated, reproduction of material posted on Council of Europe websites, and reproduction of photographs for which the Council of Europe holds copyright – see legal notice “photo credits” – is authorised for private use and for informational and educational uses relating to the Council of Europe’s work. This authorisation is subject to the condition that the source be indicated and no charge made for reproduction.

Persons wishing to make some other use than those specified above, including commercial use, of information and text posted on these sites are asked to apply for prior written authorisation to the Council of Europe, Directorate of Communication.

© Photo credit - “All reproduction and representation rights reserved”

Photographs marked ©AFP or ©GAMMA – or **Shutterstock** - are protected by intellectual property rights vested in these agencies. Similarly, photographs marked © or DR (Droits réservés), followed by the name of an agency or freelance photographer, are protected by intellectual property rights vested in the agencies or persons concerned.

Consequently, none of these photographs may be reproduced, modified, re-circulated, commercially exploited or re-used in any form whatsoever without the prior written consent of the agencies or persons concerned.

Photographs marked “Council of Europe” and unmarked photographs are the property of the Council of Europe - they may be used on any medium, provided that the source is indicated. No charge may be made for such use, which must be private or concerned with information and education on the Council’s work.

Specific instructions on photos of the Council of Europe buildings

All use of photos relating to:

- **the Palais de l'Europe**

is subject to the architect's identity "Henry Bernard" being mentioned in addition to the Council of Europe photo credit

- **the Human Rights Building**

is subject to the architect's prior consent being sought from the design office “Richard Rodgers Partnership” in London, and "Atelier Claude Bucher Architectes" in Strasbourg.

- **the EDQM**

is subject to the architect's identity “Art & Build Architectes” in Brussels and “Denu & Paradon Architectes” in Strasbourg being mentioned in addition to the Council of Europe photo credit.

- **the AGORA**

is subject to the architect's identity "Art & Build Architectes" in Brussels and "Denu & Paradon Architectes" in Strasbourg being mentioned in addition to the Council of Europe photo credit.

Archived web sites

The above-mentioned clauses pertaining to Disclaimers, Protection of personal data, Confidentiality, Reproduction of material © Council of Europe, © Photo credit - "All reproduction and representation rights reserved" and "Specific instructions on photos of the Council of Europe buildings" apply in full to websites archived by the Council of Europe and to websites archived by third parties at the behest of the Council of Europe.

Failure to comply with these mandatory conditions will render the offender and any other person responsible, liable to the criminal and civil penalties provided for in law.

Administrative Rule No. 8 – Access to and declassification of Congress documents

(complements the rule in the Rules and Procedures on “Access to and declassification of Congress documents”)

The Bureau of the Congress of Local and Regional Authorities of the Council of Europe, with respect to the Congress’s statutory role as defined in Statutory Resolution (CM/Res(2020)1) of the Committee of Ministers of the Council of Europe and for the better dissemination of the Congress’s work and activities to its members, its main interlocutors and the public in general,

1. taking into account the following texts:
 - Statute of the Council of Europe;
 - Resolution (2000)2 on the Council of Europe’s information strategy;
 - Resolution (2001)6 on access to Council of Europe documents reaffirming the principle that “transparency is the rule and confidentiality the exception”;
 - the relevant texts adopted in this field by the Council of Europe for its member States, particularly the Declaration on the freedom of expression and information of 29 April 1982, Recommendation No. R(81)19 on access to information held by public authorities and Recommendation No. R(2000)13 on a European policy on access to archives;
 - decision CM/Del/Dec(98)641 item 1.3 on access to Council of Europe documents;
 - Rules and Procedures revised by the Congress in Resolution 454 (2020);
2. adopts the following provisions regarding access and declassification of Congress documents:⁶

Public documents

- a. Public documents are not subject to any particular classification. They are immediately published or made accessible and comprise:
 - i. the working documents of the plenary sessions of the Congress, of the sessions of the Chamber of Local Authorities and the Chamber of Regions, of Statutory Forum meetings and committee meetings (except those held *in camera*) and working groups (except those held *in camera*);
 - ii. the minutes of the Congress working structures whose meetings are public;

Documents whose accessibility is deferred

- b. The following documents are only made public after a certain time-period:
 - i. documents classified as "confidential" which are declassified ten years after being produced. Such documents are marked “confidential” and bear the footnote: "This document has been classified as “confidential” and will be declassified 10 years after its production”;
 - ii. documents treated as confidential, though not marked “confidential”, which are made accessible:
 - **immediately** after the meeting at which they are examined; they bear the footnote: "This document is confidential until after its examination by ... [structure concerned]"; or
 - **after their adoption** during or after a meeting held *in camera*, unless otherwise decided by the president of the structure concerned; these are the decisions and/or minutes of the meetings of the Bureau of the Congress, of the Bureau of the Chamber of Local Authorities, of the Bureau of the Chamber of Regions and of the Group of Independent Experts. Where the decision has been taken not to make these documents accessible

⁶ Including confidential (and restricted)⁶ documents of the past Congress working structures (Standing Committee, committees, working groups...)

immediately after adoption they shall follow the provisions of paragraph 2.b.i. or of the one below; or

- **after two years**, following an *ad hoc* decision by the President of the structure concerned in the course of a meeting held *in camera*. Such documents bear the footnote: "This document will remain confidential for two years after its examination by ... [structure concerned]".

3. This administrative rule also covers the documents of the Congress's predecessor bodies which are declassified, unless otherwise decided on an *ad hoc* basis by the Secretary General, in consultation with the President of the Congress.

4. This rule is implemented in strict compliance with the rules on the protection of personal data.

Administrative Rule No. 9 – Organisation of side events during the sessions of the Congress of Local and Regional Authorities

General provisions

1. The Congress authorises side-events (exhibitions, information stands, receptions, official openings, meetings etc.) to be held during its sessions, in order to offer local and regional authorities a platform for the exchange of knowledge and good practice in fields of interest for the Congress.
2. These side-events must be fully in line with the Council of Europe's values, principles and decisions.
3. They must be consistent with the Congress's mission and priorities.
4. They must not have a profit-making purpose; no commercial activity, such as sales or acceptance of orders or similar activities, including those for charitable or fund-raising purposes, will be accepted during the period in which the Council of Europe premises are used.
5. An authorisation to hold an event may be withdrawn at any time for security reasons or to ensure that the normal running of the Congress session is maintained.
6. No posters advertising the event are permitted on the Council of Europe premises.
7. Failure to comply with this Administrative Rule in respect of content, security measures or any other overriding imperative may cause the event to be terminated, in part or entirely, at the organiser's expense.

The type of events for which an application may be submitted

8. Applications may relate to:
 - a. an exhibition or an information stand;
 - b. a reception or official opening (hereafter "**event**") including opening speeches by one or more representatives appointed by the organiser and a president or vice-president of the Congress, and, if applicable, artistic performances (music, singing, dancing, costume displays, etc.);
 - c. a meeting.

Entities authorised to submit an application

9. The following institutions or entities are authorised to propose exhibitions, stands, events or meetings on the premises of the Council of Europe (hereafter "**the organiser**"):
 - a. Council of Europe Directorates;
 - b. national delegations to the Congress of Local and Regional Authorities;
 - c. delegations holding special status with the Congress;
 - d. Permanent Representations to the Council of Europe;
 - e. Congress partners;
 - f. national associations of local and regional authorities;
 - g. international associations;
 - h. think tanks, research institutes, foundations, associations and networks addressing issues of local and regional concern operating on a non-profit basis.
10. The organiser shall undertake to comply with the conditions set out in this Administrative Rule.

Submission and approval of the application

11. Applications must be:
 - a. received by the Table Office at the latest seven weeks before the opening of the session in question;
 - b. submitted by means of the appended form, on which all the relevant information and technical needs must be entered;
 - c. supported by a national delegation to the Congress of Local and Regional Authorities or a Permanent Representation to the Council of Europe. This obligation shall not apply to European institutions or to Council of Europe Directorates.
12. All exhibition/information stand applications must include a complete description (size, weight, etc.) of the material to be exhibited and, where applicable, photographs of the works together with the accompanying texts to be exhibited on the Council of Europe premises.
13. All applications must include:
 - a. a complete description of the planned staging of the event;
 - b. a complete list of participants involved and the order in which they will take part.

Approval procedure

14. The Bureau of the Congress shall consider the application at its last but one meeting preceding the session in question and shall decide on its relevance in the light of the Congress's priorities and activities and the other applications received, and provided that the specific arrangements required by the organiser are compatible with the Council of Europe's technical capabilities and have been validated by the competent technical department.
15. The Bureau of the Congress shall specify the date and time of events in accordance with the session agenda. Events cannot begin until the debates in the sitting have ended.
16. Applications complying with the procedural requirements and conditions set out in this Administrative Rule shall be processed in the order in which they are received, with the exception of applications submitted by the Chairmanship of the Committee of Ministers, which shall take priority.
17. If a Committee of Ministers Chairmanship event has subsequently to be rescheduled to tie in with the day on which the Chairmanship's representative addresses the Congress, the organiser shall have no redress in the event that its time slot has to be amended.
18. If the same national delegation or Permanent Representation submits applications for events (reception, official opening, etc.) to be held during two consecutive sessions, the Bureau of the Congress reserves the right not to consider the second application except where no other event application has been received from another delegation or Permanent Delegation by the deadline of seven weeks prior to the opening of the session.

Installation and dismantling of exhibitions/information stands

19. The Council of Europe can provide the organiser with services, technical equipment and display items (grid panels, tables, etc.), subject to availability and the prior approval of the competent department. A request for such services must be made at least four weeks before the event.
20. The items listed in the material and furniture catalogue requested by the organiser using the official form shall be delivered by the Council of Europe's removal team at the latest in the afternoon, two days prior to the opening of the session (taking account of working days).

21. The organiser shall be responsible for installing and dismantling the exhibition/stand and for supplying the means of hanging the works to be displayed.
22. If the exhibition is set up by an outside contractor, the artist whose works are being exhibited or a person with responsibility (organiser) for the exhibition must be present during the installation and/or dismantling and be contactable at all times.
23. The Council of Europe reserves the right to refuse the installation of material which does not conform to safety standards or logistical capabilities.
24. The Council of Europe reserves the right to modify the allocation of venue and equipment and/or services provided to the organiser in the light of its own needs.
25. Exhibitions/information stands must:
- a. be completely installed the day before the opening of the session between 7.30 and 20.00;
 - b. remain in situ for the whole duration of the session;
 - c. be dismantled within four hours following the close of the session if it ends in the morning, and by 12.00 the following day, if the session ends in the evening.
26. As the Council of Europe has no storage facilities, the installation and dismantling of an exhibition or stand must be carried out during the Council's normal opening hours. If that is not possible, additional fees may be charged.
27. The organiser must give notification, 48 hours before the delivery date, of:
- a. the approximate time of delivery;
 - b. the name(s) of the persons making the delivery;
 - c. the registration number, mark and model of the delivery vehicle.
28. Before the start of the session, a final verification of the event shall be carried out by a Council of Europe member of staff in conjunction with the organiser.
29. Following the dismantling of the exhibition or stand, the organiser must ensure that the allocated space has been cleared of all associated material or documentation.

Organisation of a reception

30. The organiser may contact:
- a. the Council of Europe's catering company; the organisational arrangements, provision of material and waiter service will then be included in the terms of the contract;
 - b. an outside caterer; in this case, no refrigerating or heating equipment can be provided and no access to the kitchens will be possible. The organiser of the reception shall be responsible for all dealings with the caterer, deliveries, table linen, etc.

Access to the Council of Europe during the Congress sessions

31. At least seven working days before the opening of the session, the organiser must submit a badge request for all outside persons who will need access to the Palais de l'Europe (organisers, installation team, drivers, artists, musicians, speakers at the official opening of the event, etc.). An ID document containing a photograph is required to obtain a Council of Europe badge. Badges must be worn at all times when on Council of Europe premises.

Costs to be borne by the organiser

32. The organiser shall undertake to pay all material and administrative costs relating to the exhibition, information stand and/or the event, including, as appropriate:

- a. transport costs, customs fees, and the costs for installing/dismantling the organiser's equipment,
- b. any insurance costs in respect of the persons involved and the items exhibited;
- c. costs relating to catering services;
- d. interpreting services;
- e. invitation costs;
- f. surveillance costs (if items of value are being exhibited);
- g. costs due to damage caused to the Council of Europe's assets, including cleaning costs;
- h. all costs arising from cancellation of the exhibition/stand or the event by the organiser or by the Council of Europe.

Liability

33. The organiser shall take full responsibility and release the Council from all liability in the following areas:

- a. customs and health formalities and all other legal obligations arising from the import and export of the items to be exhibited and/or products to be consumed;
- b. the transport, delivery, preparation and consumption of food and beverages to be served during the organiser's event on Council of Europe premises (with the exception of the catering services provided by the Council of Europe);
- c. any damage caused by the consumption of food and beverages served during the organiser's event on Council of Europe premises (with the exception of the catering services provided by the Council of Europe).

34. The organiser shall undertake to be fully insured to cover civil liability in respect of:

- a. all injuries to persons;
- b. services provided or objects exhibited;
- c. any risk of damage, loss or theft of materials used or works exhibited;
- d. all outside persons (catering firms, external suppliers, etc.) against any risk arising from work on Council of Europe premises.

35. The organiser shall undertake to use the Council of Europe areas in a responsible and cautious manner and shall be held responsible for any damage to Council of Europe facilities, during the installation, in the course of the event and during the dismantling of the exhibition/stand. Any moving of materials within Council of Europe buildings must be carried out using the appropriate equipment (trolleys, etc.) belonging to the organiser or made available by the Council of Europe.

36. The Council of Europe disclaims all liability for any damage, loss or theft of exhibition material occurring in the premises or during transport to and from its premises.

37. If any items of value are exhibited (whether or not they are equipped with an alarm), the Safety and Security Section must be informed. It may be possible to arrange a surveillance service (for which a fee shall be charged).

38. The Council of Europe reserves the right, in the event of an accident or for security reasons, to take all necessary steps to safeguard its own interests as well as those of any persons found on its premises, without any possible recourse available to the organiser.

In the event of failure to comply with the conditions of approved applications

39. Where the conditions under which the event/exhibition/information stand was applied for by the organiser and subsequently approved by the Bureau of the Congress are not complied with, the three presidents (President of the Congress, President of the Chamber of Local Authorities and President of the Chamber of Regions) may, on behalf of the Congress, decide to cancel an event and/or require the organiser to remove immediately any contentious item from the exhibition or information stand, without any possible recourse available to the organiser and at the latter's expense.

40. Should the breach of the conditions be repeated by the same national delegation or Permanent Representation, the three presidents may decide to deny it the right to submit an application for the following two sessions.