

The Bureau of the Congress

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Analysis of the steering committees' terms of reference with a local and/or regional dimension

Document submitted for information to the Bureau of the Congress on 3 February 2020

¹ This document is classified as confidential until it has been examined by the Bureau of the Congress.

Identification of the relevance of the terms of reference of Council of Europe steering committees for the priorities adopted by the Congress as well as for regions participating in member States' delegations to these steering committees

This document contains the terms of reference of the intergovernmental structures of the Council of Europe, also called "steering committees", as adopted by the Committee of Ministers for the years 2020 and 2021. The steering committees discuss CoE policies and legal instruments and prepare replies for the Committee of Ministers to recommendations by the Congress and the Parliamentary Assembly.

The Congress secretariat identified committees to which the Congress is invited and where a local and/or regional dimension of the issues treated is given. The words "local", "regional", if referring to subnational levels, and "Congress" are highlighted in yellow for better visibility.

The terms of reference can be downloaded from: CM(2019)131-addfinal.

Meeting documents and lists of participants of the steering committees can be found on their public websites www.coe.int. These may be useful in identifying representatives of regions such as representatives of the regions and communities in Belgium, *Bundesratsbeauftragte* in Germany, *Gemeinsame Ländervertreter* in Austria or the Swiss representatives of the Conference of Cantonal Governments (KdK). Additional regional consultation and / or participation structures may exist in other countries.

The Congress is invited to participate in several of these bodies of senior civil servants representing national (and some regional) ministries of member States. According to the respective agendas the Congress secretariat participates in these meetings and reports back to the Bureau or the committee concerned.

This document is presented to the Congress Bureau on 3 February 2020 and sent to the heads, deputy heads and secretaries of the national delegations in the Congress. These can make it available to the national associations or co-ordination structures or local authorities and regions to whom they can serve as a further assessment tool, according to the distribution of competencies and the involvement of regional (and local) experts in member States delegations to these steering committees.

1361st (Budget) meeting, 19-21 November 2019

11 Programme, Budget and Administration

11.1 Programme and Budget 2020-2021

- Terms of Reference of Intergovernmental Structures

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PART 1: ORDINARY BUDGET

STEERING COMMITTEE FOR HUMAN RIGHTS (CDDH)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/ PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Effective ECHR implementation Sub-programme: Effectiveness of the ECHR System at national and European level / Bioethics
MAIN TASKS
<p>Under the authority of the Committee of Ministers, and bearing in mind the Council of Europe legal standards as well as the relevant jurisprudence of the European Court of Human Rights, the CDDH will conduct the intergovernmental work of the Council of Europe in the human rights field and will advise and give its legal expertise to the Committee of Ministers on all questions within its field of competence. In particular, the CDDH will:</p> <ul style="list-style-type: none"> (i) work on the protection, development and promotion of human rights in Europe to: <ul style="list-style-type: none"> (a) contribute to enhancing the protection of human rights by improving the effectiveness of the control mechanism of the European Convention on Human Rights and the implementation of the Convention at national and European levels, this work being a permanent priority for the CDDH; (b) provide effective responses at the normative and general policy levels to the challenges posed to human rights in European societies; (ii) follow the implementation of the non-binding instruments that it has prepared as well as conventions for which it has been given supervision by the Committee of Ministers; (iii) advise other bodies of the Organisation to ensure that their activities concerning human rights duly reflect the requirements of the Convention and the case-law of the Court; (iv) contribute to co-operation and support activities to national initiatives in the field of the protection, development and promotion of human rights; (v) without prejudice to the missions of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies protecting human rights; (vi) where necessary, co-ordinate transversal intergovernmental activities in the field of human rights including bioethics; (vii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (viii) take due account of gender and children's rights perspectives and of Roma and Traveller¹ issues, building cohesive societies, promoting and protecting rights of persons with disabilities in the performance of its tasks; (ix) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,² in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers; (x) contributes to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 3: Good health and well-being and Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Orient and oversee the work of the Committee of Experts on the System of the European Convention on Human Rights (DH-SYSC) (see DH-SYSC terms of reference).

¹ The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "Gens du voyage", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

² Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

- (ii) Provide effective responses to the challenges that European societies face in terms of human rights, both normatively and politically, by ensuring as much as necessary appropriate co-ordination and co-operation with relevant conventional and monitoring bodies and other Council of Europe bodies involved. Where appropriate, develop a draft non-binding instrument of the Committee of Ministers (e.g. declaration, recommendation, guidelines) on the prohibition of trade in goods used for torture and the death penalty.
- (iii) On the basis of work conducted in 2018-2019, prepare one or more draft non-binding instruments of the Committee of Ministers or other tools (for example a recommendation, guidelines, good practice handbook) concerning human rights issues in the context of migration.
- (iv) On the basis of work conducted in 2018-2019, proceed to the revision of Recommendation No R(97)14 of the Committee of Ministers to member States on the establishment of independent national institutions for the promotion and protection of human rights.
- (v) On the basis of developments in the member States, within the Council of Europe and in other fora, update the Handbook on Human Rights and the Environment and, if appropriate, develop a draft non-binding instrument of the Committee of Ministers (e.g. recommendation, guidelines) recalling existing standards in this field.
- (vi) On the basis of developments in the member States, within the Council of Europe and in other fora, prepare, if appropriate, a Handbook on Human Rights and Artificial Intelligence and contribute to possible standard-setting work which would be undertaken within the Organisation.
- (vii) Organise, as necessary, thematic debates on the situation of member States with regard to the right of access to official documents, in particular with regard to the signing and ratification of the 2009 Tromsø Convention (CETS No. 205).
- (viii) Supervise from the human rights perspective the intergovernmental work in the field of bioethics (see DH-BIO terms of reference).
- (ix) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of member States are invited to designate one or more representatives of the highest possible rank in the field of human rights.

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

Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

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

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

- European Union (one or more representatives, including, as appropriate, the European Union Agency for Fundamental Rights (FRA));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- other international organisations (Organisation for Security and Co-operation in Europe (OSCE) / Office for Democratic Institutions and Human Rights (ODIHR), Office of the United Nations High Commissioner for Human Rights).

Observers:

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

- Belarus;
- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- European Network of National Human Rights Institutions (ENNHRI);
- Non-governmental organisations (Amnesty International, International Commission of Jurists (ICJ), European Trade Union Confederation (ETUC), International Federation of Human Rights (FIDH), European Roma and Travellers Forum).

WORKING METHODS**Plenary meetings:**

48 members, 2 meetings in 2020, 4 days

48 members, 2 meetings in 2021, 4 days

Bureau meetings:

8 members, 2 meetings in 2020, 2 days

8 members, 2 meetings in 2021, 2 days

The Committee will also appoint from amongst its members a Gender Equality Rapporteur, a Children's Rights Rapporteur, a Rapporteur on the Rights of Persons with Disabilities and a Rapporteur on Roma and Traveller Issues.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

Subject to the agenda, the Chairs of the subordinate structures to the CDDH may be invited to attend CDDH Bureau and/or plenary meetings.

SUBORDINATE STRUCTURE(S)

The CDDH supervises its subordinate bodies:

- Committee of Experts on the System of the European Convention on Human Rights (DH-SYSC) (see separate terms of reference) and Drafting Groups;
- Committee on Bioethics (DH-BIO) (see separate terms of reference).

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	4	48	136.0	20.9	146.0	3.5 A; 2 B
2021	2	4	48	136.0	20.9	146.0	3.5 A; 2 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COMMITTEE OF EXPERTS ON THE SYSTEM OF THE EUROPEAN CONVENTION ON HUMAN RIGHTS (DH-SYSC)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate Body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Human Rights Programme: Effective ECHR implementation Sub-Programme: Effectiveness of the ECHR system at national and European level</p>
SPECIFIC TASKS
<p>The specific tasks will be carried out in light of the Committee of Ministers' decisions on the follow-up to the evaluation set out by the Interlaken Declaration.</p> <ul style="list-style-type: none"> (i) Develop proposals to improve the effective processing and resolution of cases relating to inter-State disputes. (ii) Enhance the national implementation of the system of the European Convention on Human Rights, in order to assist the State authorities involved in the operation of the Convention and in the process of the execution of judgments to fulfill their mission in the best possible way, in the light of existing national best practices. To this end, develop guidelines covering all of the action at national level expected from States Parties to prevent and remedy violations of the Convention, accompanied by a Guide of existing best practices and update Recommendation (2002)13 on the publication and dissemination in the member States of the text of the European Convention on Human Rights and of the case-law of the European Court of Human Rights.
COMPOSITION
<p>Members:</p> <p>Governments of member States are invited to designate one or more representatives of the highest possible rank in the field of human rights.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair).</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Congress of Local and Regional Authorities of the Council of Europe; - European Court of Human Rights; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - HELP Network Consultative Board; - Committees or other bodies of the Council of Europe engaged in related work, as appropriate. <p>The following may send representatives, without the right to vote and without defrayal of expenses:</p> <ul style="list-style-type: none"> - European Union (one or more representatives, including, as appropriate, the European Union Agency for Fundamental Rights (FRA)); - Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America; - other international organisations (Organisation for Security and Co-operation in Europe (OSCE) / Office for Democratic Institutions and Human Rights (ODIHR), Office of the United Nations High Commissioner for Human Rights, Office of the United Nations High Commissioner for Refugees).

Observers:

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

- Belarus;
- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- Non-governmental organisations (Amnesty International, European Trade Unions Confederation (ETUC), International Commission of Jurists (ICJ), International Federation of Human Rights (FIDH), European Roma and Travellers¹ Forum, Open Society Justice Initiative (OSJI)), as well as the European Network of National Human Rights Institutions (ENNHRI).

WORKING METHODS**Plenary meetings:**

48 members, 2 meetings in 2020, 3 days

48 members, 2 meetings in 2021, 3 days

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	48	89.2			1 A; 1 B
2021	2	3	48	89.2			1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

¹ The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "*Gens du voyage*", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

COMMITTEE ON BIOETHICS (DH-BIO)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods

Type of committee: Subordinate body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Effective ECHR implementation Sub-programme: Bioethics
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Under the authority of the Committee of Ministers, the DH-BIO carry out the tasks assigned to the Steering Committee on Bioethics (CDBI) by the Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine (Convention on Human Rights and Biomedicine). (ii) Finalise a draft additional Protocol on the protection of human rights and dignity of persons with mental disorders with regard to involuntary placement and involuntary treatment. (iii) Launch and follow the implementation of the Strategic Action Plan 2020 – 2025 with a particular focus on human rights challenges raised by new technologies, such as neurotechnologies. (iv) Carry out a study on “good practices in mental health care – how to promote voluntary measures”. (v) Map legislation and best practices with a view to preparing a guide for health care professionals on children’s participation in the decision-making process in the biomedical field. (vi) Examine the ethical and legal issues raised by development in genome editing technologies in relation to Article 13 of the Convention on Human Rights and Biomedicine. (vii) Ensure the dissemination of the training course on essential principles for the protection of human rights in the biomedical field intended for legal and health professionals in non-official languages in the framework of the HELP programme. (viii) Launch a Guide on Public Debate and ensure its dissemination, including in non-official languages. (ix) Hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector including possible new activities and those that might be discontinued.
COMPOSITION
<p>Members:</p> <p>Governments of the member States are invited to designate one or more representatives of the highest possible rank, with appropriate expertise in the various aspects of bioethics, in particular legal, medical and scientific aspects, including in relation to emerging technologies, and able to consider these from a human rights perspective.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair).</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.</p> <p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - Consultative Committee of the Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data (T-PD); - Steering Committee on the Rights of the Child (CDENF); - European Committee on Legal Cooperation (CDCJ); - Committee on Transplantation of Organs and Tissues (CD-P-TO); - Committee on Blood Transfusion (CD-P-TS); - Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- other international organisations: WHO, UNESCO, OECD and European Science Foundation (ESF).

Observers:

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

- Australia, Israel;
- the Conference of European Churches (KEK);
- other non-governmental organisations, including professional organisations, which could be invited by the DH-BIO to attend specific meetings of the DH-BIO in accordance with CM/Res(2011)24.

WORKING METHODS

Plenary meetings:

48 members, 2 meetings in 2020, 4 days

48 members, 2 meetings in 2021, 4 days

Bureau meetings:

7 members, 2 meetings in 2020, 2 days

7 members, 2 meetings in 2021, 2 days

The Chair or Vice-Chair of the DH-BIO may be invited to attend the meetings of the CDDH and its Bureau in order to inform on progress with its work.

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	4	48	118.4	19.0		1 A; 1 B
2021	2	4	48	118.4	19.0		1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

STEERING COMMITTEE ON MEDIA AND INFORMATION SOCIETY (CDMSI)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Human Rights Programme: Effective ECHR implementation Sub-programme: Freedom of expression, media and data protection</p>
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the CDMSI steers the Council of Europe's work in the fields of freedom of expression, media, internet governance and other information society-related issues and oversees the work on personal data protection.</p> <p>The CDMSI advises the Committee of Ministers on all questions within its area of expertise, including freedom, independence, pluralism and diversity of media; safety of journalists; support for professional journalism, protection and promotion of human rights, in particular freedom of expression in the information society.</p> <p>The CDMSI facilitates and promotes co-operation among Council of Europe member States by developing common policies, reviewing their implementation and fulfilling any other activity which might be assigned to it by the Committee of Ministers. The CDMSI takes due account of relevant transversal perspectives.</p> <p>To this end, the CDMSI is instructed to:</p> <ul style="list-style-type: none"> (i) evaluate, plan and carry out standard-setting activities in areas within its expertise, including review and consolidation of existing instruments, in the light of developments relating to the information society; (ii) promote and facilitate awareness raising on Council of Europe standards and their implementation by member States; (iii) identify emerging challenges to member States in areas within its expertise, conduct studies and legal analyses on freedom of expression and media-related issues, with a special focus on the challenges arising from information society developments and undue influence on democratic processes, and make proposals to the Committee of Ministers; (iv) co-ordinate standard-setting work in respect of the protection of personal data and the right to private life, in close association with other relevant Council of Europe bodies such as the T-PD and the CDCJ; (v) follow and, as appropriate, contribute to the substantive aspects of co-operation programmes with Council of Europe member States and support activities within national initiatives in the field of the media and information society; (vi) take the European Convention on Human Rights and the evolving jurisprudence of the European Court of Human Rights into consideration in its thematic work; (vii) follow the implementation of the non-binding instruments that it has prepared as well as conventions for which it has been given supervision by the Committee of Ministers; (viii) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms; (ix) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (x) take due account of gender and children's rights perspectives, building cohesive societies and promoting and protecting rights of persons with disabilities in the performance of its tasks; (xi) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers; (xii) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.

¹ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

SPECIFIC TASKS	
(i)	Oversee the Implementation Strategy of Recommendation CM/Rec(2016)4 on the safety of journalists and other media actors: prepare, promote and disseminate an Implementation Guide as a tool to boost the implementation of the recommendation; create tools for sharing best practices and training in the field.
(ii)	In co-operation with the Steering Committee on Anti-discrimination, Diversity and Inclusion (CDADI), develop a new and comprehensive legal instrument on combating hate speech building on the case-law of the European Court of Human Rights and drawing upon existing Council of Europe texts.
(iii)	Examine, assess and alert on emerging issues related to freedom of expression in the digital age.
(iv)	Contribute to the implementation of the next Digital Governance Strategy in its field of expertise.
(v)	Prepare the Council of Europe Conference of Ministers responsible for Media and Information Society (Nicosia, Cyprus, 28-29 May 2020) in accordance with its subject and expected results, as outlined in the conference proposal approved by the Committee of Ministers on 28 November 2018 (CM/Del/Dec(2018)1330/5.1); ensure follow-up to the Committee of Ministers' decisions taken subsequent to the 2020 Ministerial Conference.
(vi)	Prepare a draft recommendation with guiding principles for media and communication governance in order to address the shift from established channels to social networks and of related risks (manipulation of public opinion, lack of public trust, information disorder).
(vii)	Prepare a draft recommendation by the Committee of Ministers to member States on election communication and media coverage of electoral campaigns.
(viii)	Prepare a guidance note on regulatory/policy requirements, compatible with freedom of expression and information, responding to users' needs and technical possibilities related to the prioritisation of public interest content on relevant social and search platforms and other news aggregators.
(ix)	Prepare a draft recommendation by the Committee of Ministers to member States on the impacts of digital technologies on freedom of expression.
(x)	Prepare a guidance note on best practices by and with internet intermediaries and other stakeholders towards effective legal and procedural frameworks for self-regulatory and co-regulatory mechanisms for the restriction or moderation of illegal or harmful content, in line with the European Convention on Human Rights, the case-law of the European Court of Human Rights and other relevant Council of Europe standards on freedom of expression and information.
(xi)	Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.
COMPOSITION	
<p>Members:</p> <p>Governments of member States are invited to designate one or more representatives of the highest possible rank in the relevant fields (freedom of expression, media, internet governance and data protection policies).</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair).</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.</p>	
<p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Congress of Local and Regional Authorities of the Council of Europe; - European Court of Human Rights; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - Ad hoc Committee on Artificial Intelligence (CAHA); - Council of Europe Committee on Counter-Terrorism (CDCT); - European Commission against Racism and Intolerance (ECRI); - European Committee on Legal Co-operation (CDCJ); 	

- Consultative Committee of the Convention for the Protection of Individuals with regard to automatic processing of personal data (T-PD);
- Cybercrime Convention Committee (T-CY);
- Steering Committee for Human Rights (CDDH);
- Steering Committee for Education Policy and Practice (CDPPE);
- European Committee on Democracy and Governance (CDDG);
- Joint Council on Youth (CMJ);
- European Audiovisual Observatory;
- other committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union (including, as appropriate, the European Union Agency for Fundamental Rights (FRA));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- Organisation for Security and Co-operation in Europe (OSCE);
- Organisation for Economic Co-operation and Development (OECD);
- Organization of American States (OAS);
- UN agencies (United Nations Educational, Scientific and Cultural Organisation - UNESCO);
- International Telecommunication Union (ITU).

Observers:

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

- Belarus;
- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- civil society and representatives of business, technical, professional and academic communities.

WORKING METHODS

Plenary meetings:

48 members, 2 meetings in 2020, 3 days

48 members, 2 meetings in 2021, 3 days

Bureau meetings:

7 members, 2 meetings in 2020, 2 days

7 members, 2 meetings in 2021, 2 days

The Committee will appoint a Gender Equality Rapporteur and a Rapporteur on the rights of persons with disabilities from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

SUBORDINATE STRUCTURE(S)

The CDMSI supervises its subordinate bodies:

- Committee of Experts on Freedom of Expression and Digital Technologies (MSI-DIG) (see separate terms of reference);
- Committee of Experts on Media Environment and Reform (MSI-REF) (see separate terms of reference);
- Committee of Experts on Combating Hate Speech (ADI/MSI-DIS) (see separate terms of reference).

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	48	123.5	19.0		2 A; 1 B
2021	2	3	48	123.5	19.0		2 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COMMITTEE OF EXPERTS ON FREEDOM OF EXPRESSION AND DIGITAL TECHNOLOGIES (MSI-DIG)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate Body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Effective ECHR implementation Sub-programme: Freedom of expression, media and data protection
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Prepare a draft recommendation by the Committee of Ministers to member States on the impacts of digital technologies on freedom of expression; (ii) Prepare a guidance note on best practices by and with internet intermediaries and other stakeholders towards effective legal and procedural frameworks for self-regulatory and co-regulatory mechanisms for the restriction or moderation of illegal or harmful content, in line with the European Convention on Human Rights, the case-law of the European Court of Human Rights and other relevant Council of Europe standards on freedom of expression and information.
COMPOSITION
<p>Members:</p> <p>The Committee shall be composed of 13 members, comprising seven member States' representatives, designated by the CDMSI, and six independent experts, appointed by the Secretary General with recognised expertise related to freedom of expression, media and the functioning and broader impacts of digital technologies.</p> <p>The Council of Europe will bear the travel and subsistence expenses of these 13 members.</p> <p>Other member States may designate representatives without defrayal of expenses.</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>Participants:</p> <p>The following may send representatives without the right to vote and without defrayal of expenses:</p> <ul style="list-style-type: none"> - European Union (including, as appropriate, the European Union Agency for Fundamental Rights (FRA)); - Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America; - European Audiovisual Observatory; - Organisation for Security and Co-operation in Europe (OSCE); - United Nations Educational, Scientific and Cultural Organisation (UNESCO) and other UN agencies; - representatives of civil society, academic communities and the private sector. <p>Observers:</p> <p>The following may send representatives, without the right to vote and without defrayal of expenses:</p> <ul style="list-style-type: none"> - non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities.
WORKING METHODS
<p>Plenary meetings:</p> <p>13 members, 2 meetings in 2020, 2 days 13 members, 2 meetings in 2021, 2 days</p> <p>The Committee will appoint a Gender Equality Rapporteur from amongst its members.</p> <p>The rules of procedure of the Committee shall be governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.</p> <p>Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.</p>

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	13	31.9			0.5 A; 0.5 B
2021	2	2	13	31.9			0.5 A; 0.5 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COMMITTEE OF EXPERTS ON MEDIA ENVIRONMENT AND REFORM (MSI-REF)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Effective ECHR implementation Sub-programme: Freedom of expression, media and data protection
SPECIFIC TASKS
<p>(i) Prepare a draft recommendation by the Committee of Ministers to member States with guiding principles for media and communication governance in order to address the shift from established channels to social networks and of related risks (manipulation of public opinion, lack of public trust, information disorder) with a view to ensuring consistency of relevant laws and policies with Council of Europe standards on the right to freedom of expression and information.</p> <p>(ii) Prepare a draft recommendation by the Committee of Ministers to member States on election communication and media coverage of electoral campaigns.</p> <p>(iii) Prepare a guidance note on regulatory/policy requirements, compatible with freedom of expression and information, responding to users' needs and technical possibilities related to the prioritisation of public interest content on relevant social and search platforms and other news aggregators.</p>
COMPOSITION
<p>Members:</p> <p>The Committee shall be composed of 13 members, comprising seven member States' representatives, designated by the CDMSI, and six independent experts, appointed by the Secretary General with recognised expertise in the fields of freedom of expression and media policy online and off-line.</p> <p>The Council of Europe will bear the travel and subsistence expenses of these 13 members.</p> <p>Other member States may designate representatives without defrayal of expenses.</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>Participants:</p> <p>The following may send representatives, without the right to vote and without defrayal of expenses:</p> <ul style="list-style-type: none"> - European Union (including, as appropriate, the European Union Agency for Fundamental Rights (FRA)); - Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America; - European Audiovisual Observatory; - European Committee on Democracy and Governance (CDDG); - Organisation for Security and Co-operation in Europe (OSCE); - UN Agencies (United Nations Educational, Scientific and Cultural Organisation – UNESCO); - representatives of civil society, academic communities and media organisations. <p>Observers:</p> <p>The following may send representatives, without the right to vote and without defrayal of expenses:</p> <ul style="list-style-type: none"> - non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities.
WORKING METHODS
<p>Plenary meetings:</p> <p>13 members, 2 meetings in 2020, 2 days 13 members, 2 meetings in 2021, 2 days</p> <p>The Committee will appoint a Gender Equality Rapporteur from amongst its members.</p> <p>The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.</p>

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	13	31.9	-	-	0.5 A; 0.5 B
2021	2	2	13	31.9	-	-	0.5 A; 0.5 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

AD HOC COMMITTEE ON ARTIFICIAL INTELLIGENCE (CAHAI)¹

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc Committee

Terms of reference valid from: **11 September 2019 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Effective ECHR implementation Sub-programme: Freedom of expression, media and data protection
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the CAHAI is instructed to:</p> <ul style="list-style-type: none"> - examine the feasibility and potential elements on the basis of broad multi-stakeholder consultations, of a legal framework for the development, design and application of artificial intelligence, based on Council of Europe's standards on human rights, democracy and the rule of law. <p>When fulfilling this task, the Ad hoc Committee shall:</p> <ul style="list-style-type: none"> - take into account the standards of the Council of Europe relevant to the design, development and application of digital technologies, in the fields of human rights, democracy and the rule of law, in particular on the basis of existing legal instruments; - take into account relevant existing universal and regional international legal instruments, work undertaken by other Council of Europe bodies as well as ongoing work in other international and regional organisation; - take due account of a gender perspective, building cohesive societies and promoting and protecting rights of persons with disabilities in the performance of its tasks.
SPECIFIC TASKS
<p>Complete the feasibility study and produce the potential elements on the basis of broad multi-stakeholder consultations, of a legal framework for the development, design and application of artificial intelligence, based on the Council of Europe standards on human rights, democracy and the rule of law.</p> <p>A progress report including specific proposals for further action and if need be to its working methods should be presented by 31 May 2020.</p>
COMPOSITION
<p>Members:</p> <p>Governments of member States are invited to designate one or more representatives of the highest possible rank with recognised expertise in the field of digital governance and the legal implications of the functioning of different forms of AI relevant to the Council of Europe mandate.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair). Member States may send other representatives without defrayal of expenses.</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Congress of Local and Regional Authorities of the Council of Europe; - European Court of Human Rights; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - Committees and other bodies of the Council of Europe bodies engaged in related work as appropriate; - Eurimages, European Audiovisual Observatory.

¹ Approved at the Deputies' 1353rd meeting (cf. CM/Del/Dec(2019)1353/1.5).

The following may send a representative without the right to vote and without defrayal of expenses:

- European Union (including, as appropriate, the Fundamental Rights Agency (FRA));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- other international organisations including: Organisation for Security and Co-operation in Europe (OSCE), Organisation for Economic Co-operation and Development (OECD), United Nations Educational, Scientific and Cultural Organisation (UNESCO) and other UN agencies and international organisations.

Observers:

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

- the European Network of National Human Rights Institutions;
- Council of Europe partner internet companies;
- civil society organisations, other private sector and academic communities relevant to the work of the Ad hoc Committee, as appropriate and in accordance with paragraph 8 of Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

WORKING METHODS

Plenary meetings:

48 members, 2 meetings in 2020, 3 days

48 members, 2 meetings in 2021, 3 days

Bureau meetings:

7 members, 2 meetings in 2020, 2 days

7 members, 2 meetings in 2021, 2 days

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

The Committee will appoint a Gender Equality Rapporteur from amongst its members.

The Committee shall co-ordinate and consult with other intergovernmental committees working on the subject.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	48	80.0	19.0	14.6	1A; 0.5B
2021	2	3	48	80.0	19.0	14.6	1A; 0.5B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

GENDER EQUALITY COMMISSION (GEC)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Equality and Human Dignity Sub-Programme: Gender Equality
MAIN TASKS
<p>Under the authority of the Committee of Ministers, building on the achievements in the area of gender equality, including notably the Council of Europe Gender Equality Strategy 2018-2023, the Gender Equality Commission (GEC) will steer the Council of Europe's intergovernmental work in the field of gender equality and advise the Committee of Ministers on appropriate action to be taken in its field of competence, taking due account of relevant transversal perspectives. In particular, the GEC will:</p> <ul style="list-style-type: none"> (i) promote gender equality as a visible priority for the Organisation (internally and externally) and, to this end, support all committees and bodies of the Organisation in ensuring that a gender equality perspective is maintained in their activities; (ii) conduct needs' assessments and provide advice on the development of standards, co-operation and monitoring activities within its field of competence; (iii) provide expertise to member States on the development of legislation, policies, practice, training schemes and awareness material to support implementation of internationally agreed standards at national level; and facilitate exchange of experiences and good practices; (iv) oversee and support the implementation of the Council of Europe Gender Equality Strategy (2018-2023); (v) support governments, parliaments, local authorities, civil society and the private sector for the purpose of achieving real progress on gender equality in member States; (vi) promote the inclusion in the political agendas of the Council of Europe member States and beyond of the need to prevent and combat all forms of violence against women and domestic violence; (vii) engage in co-ordination and joint planning at regional and international level with the European Union, including the Fundamental Rights Agency (FRA) and the European Institute for Gender Equality (EIGE), the UN, in particular UN Women and the United Nations Global Compact, the World Bank, the OAS, the OSCE, the OECD, other intergovernmental organisations and civil society with the aim of strengthening equality and enhancing women's rights as an integral part of universal human rights; promote the visibility of the Council of Europe's standards at these levels through participation in meetings at the level of the UN Commission on the Status of Women, the Committee on the Elimination of Discrimination against Women and the Human Rights Council; (viii) follow the implementation of the non-binding instruments that it has prepared as well as conventions for which it has been given supervision by the Committee of Ministers; (ix) contribute to co-operation and other activities to support national initiatives in this field; (x) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms; (xi) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (xii) take due account of building cohesive societies and promoting and protecting the rights of persons with disabilities in the performance of its tasks; (xiii) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers; (xiv) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 5: Gender Equality and Goal 16: Peace, Justice and Strong institutions.

¹ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

SPECIFIC TASKS

- (i) Prepare a draft Committee of Ministers' Recommendation on migrant and refugee women, on the basis of Recommendation Rec(79)10 concerning women migrants.
- (ii) Prepare studies, analyses of good practices and/or factsheets on such subjects as: gender equality in the development, design and application of artificial intelligence; sexism and violence, including harassment, against women in the political arena; online forms of violence against women and girls; the engagement of men and boys in promoting gender equality policies; selected articles of the Istanbul Convention.
- (iii) Identify a topic of particular relevance in the field of gender equality and organise an annual thematic conference to exchange experience and good practices and facilitate progress on this topic.
- (iv) Prepare annual reports on the implementation of the Council of Europe Gender Equality Strategy (2018-2023), and in this context, in particular, review the effectiveness of Recommendation Rec(2003)3 on balanced participation of women and men in political and public decision making, and Recommendation R(96)5 on reconciling work and family life.
- (v) Define an approach for following on the implementation of legal instruments (see main tasks viii and xiii), including notably Recommendation Rec/CM(2019)1 on preventing and combating sexism.
- (vi) Contribute towards the implementation of the United Nations Beijing Declaration and Platform for Action.
- (vii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION**Members:**

Governments of member States are invited to designate one or more representatives of the government of the highest possible rank in the field of gender equality.

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

Each member of the Commission shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

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

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

- European Union (one or more representatives, including, as appropriate, the European Union Agency for Fundamental Rights (FRA) and the European Institute for Gender Equality (EIGE));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- other international organisations: Organisation for Security and Co-operation in Europe (OSCE) (including ODIHR), United Nations (including UN Women and other relevant UN agencies), and Organisation for Economic Co-operation and Development (OECD).

Observers:

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

- Amnesty International, Human Rights Watch, European Women's Lobby and WAVE (Women against Violence in Europe);
- non-member States with which the Council of Europe has a Neighbourhood Partnership, including relevant co-operation activities.

WORKING METHODS							
<p>Plenary meetings: 48 members, 2 meetings in 2020, 2.5 days 48 members, 2 meetings in 2021, 2.5 days</p> <p>Bureau meetings: 3 members, meetings to be held by video-link and, where possible, in the margins of the plenary meetings.</p> <p>The Gender Equality Commission is an integral part of the Council of Europe transversal programme on Gender Equality. With a view to fulfilling its main tasks, the GEC will maintain close links and exchanges with other elements of the transversal programme, including the Gender Equality Rapporteurs appointed by the respective steering committees and/or monitoring bodies of the Council of Europe, and the Council of Europe Gender Mainstreaming Team.</p> <p>The Commission will appoint from amongst its members a Rapporteur on the rights of persons with disabilities.</p> <p>The rules of procedure of the Gender Equality Commission are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.</p> <p>Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.</p>							
SUBORDINATE STRUCTURE							
<p>The GEC supervises its Drafting Committee in charge of preparing a draft Committee of Ministers' Recommendation on migrant and refugee women (GEC-MIG) (see separate terms of reference).</p>							

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2.5	48	90.8			1 A; 1 B
2021	2	2.5	48	90.8			1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

DRAFTING COMMITTEE ON MIGRANT WOMEN (GEC-MIG)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate Body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Equality and Human Dignity Sub-programme: Gender Equality
SPECIFIC TASKS
(i) Draft a Recommendation on migrant and refugee women, on the basis of Recommendation Rec(79)10 concerning women migrants and of an analysis of needs and gaps that need to be addressed.
COMPOSITION
<p>Members:</p> <p>Governments of member States are invited to designate one representative of the highest possible rank in the relevant field.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative from 8 member States.</p> <p>Member States may send additional representatives, without defrayal of expenses, to the meetings of the Drafting Committee.</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Congress of Local and Regional Authorities of the Council of Europe; - European Court of Human Rights; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - Committees or other bodies of the Council of Europe engaged in related work, as appropriate. <p>Observers:</p> <p>The following may send representatives, without the right to vote and without defrayal of expenses:</p> <ul style="list-style-type: none"> - all participants and observers to the Gender Equality Commission.
WORKING METHODS
<p>Meetings:</p> <p>47 members of which 8 members' travel and subsistence expenses will be borne by the Council of Europe, 2 meetings in 2020, 1.5 days</p> <p>47 members of which 8 members' travel and subsistence expenses will be borne by the Council of Europe, 2 meetings in 2021, 1.5 days</p> <p>The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.</p> <p>Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.</p>

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	1.5	47 ¹	17.6			0.5 A; 0.5 B
2021	2	1.5	47 ¹	17.6			0.5 A; 0.5 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

¹ 8 of which will be covered by the Council of Europe for their travel and subsistence expenses.

STEERING COMMITTEE FOR THE RIGHTS OF THE CHILD (CDENF)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Equality and Human Dignity Sub-programme: Children's Rights
MAIN TASKS
<p>Under the supervision of the Committee of Ministers, the CDENF will guide the intergovernmental work in the field of the rights of the child and advise the Committee of Ministers on appropriate action to be taken in its field of competence, taking due account of relevant transversal perspectives. In particular, the CDENF will:</p> <ul style="list-style-type: none"> (i) ensure that the rights of the child are mainstreamed into all relevant Council of Europe committees and bodies and support member States in mainstreaming children's rights; (ii) facilitate regular exchanges of knowledge, good practices and experiences among member States in the areas covered by the Council of Europe Strategy for the Rights of the Child (e.g. through thematic factsheets, policy briefs, handbooks, thematic visits, and the Clearinghouse to exchange good practices and tools on integrated and systemic approaches against violence); (iii) provide expertise to member States on the development of legislation, policies, practice, training schemes and awareness-raising material to support implementation of international standards including the United Nations Convention on the Rights of the Child (UNCRC) and the Council of Europe standards related to the rights of the child at national level; (iv) advise the Committee of Ministers and the Secretary General on appropriate action to be taken and provide advice as requested; (v) advise on the priority areas for the development of co-operation activities in the area of the rights of the child; (vi) oversee the implementation of the Council of Europe Strategy for the Rights of the Child (2016-2021); (vii) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms, in particular the Lanzarote Committee;¹ (viii) follow the implementation of the non-binding instruments that it has prepared and, where appropriate, review the implementation of relevant Committee of Ministers' recommendations; (ix) ensure co-operation and synergies with relevant UN bodies, notably the UN Committee on the Rights of the Child, as well as with the European Union and other relevant international organisations and civil society; (x) promote the visibility of the Council of Europe's standards at international level; (xi) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector including possible new activities and those that might be discontinued; (xii) take due account of a gender perspective, building cohesive societies, and promoting and protecting rights of children with disabilities in the performance of its tasks; (xiii) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,² in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers; (xiv) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 1: No poverty; Goal 4: Quality Education; Goal 5: Gender Equality; Goal 8: Decent Work and Economic Growth; Goal 10: Reduce inequality; Goal 11: Sustainable Cities and Communities; Goal 16: Peace, Justice and Strong institutions and Goal 17: Global partnership for sustainable development.

¹ The Committee of the Parties to the Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse.

² Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

SPECIFIC TASKS

- (i) Update the action plan and prepare a final report on the implementation of the Council of Europe Strategy for the Rights of the Child (2016-2021).
- (ii) Ensure follow-up to the mid-term evaluation of the Strategy, including by contributing to a draft Council of Europe Strategy on the Rights of the Child (2022-2027) to be submitted to the Committee of Ministers for adoption by 31 December 2021.
- (iii) Continue work to enhance the implementation of international and Council of Europe standards on the protection of children from violence in member States, notably through the European Day on the Protection of Children against Sexual Exploitation and Sexual Abuse (18 November) and the development of non-binding instruments (e.g. guidelines, guide to good practices, recommendation) on systems for professionals to report violence against children, and on measures and interventions aimed at preventing peer violence and sexual abusive behaviour by children.
- (iv) In close co-operation with other relevant Council of Europe committees, undertake actions for the development and promotion of activities and draft non-binding instruments (for example recommendation, declaration, policy guidelines, guide to good practices) concerning the rights of the child, and in particular on:
 - 1) the protection of the best interests of the child in situations of a) parental separation, and b) child-care proceedings (in co-operation with the CDCJ),
 - 2) the rights of children and children's participation in the decision-making process in the biomedical field (DH-BIO);
 - 3) children's privacy and personal data (in co-operation with T-PD);
 - 4) addressing welfare and child protection challenges relating to child returnees, as a contribution to the implementation of the Council of Europe Counter-Terrorism Strategy (2018-2022).
- (v) Organise events, thematic visits and/or exchanges on selected topics, including on the follow-up given by States to Recommendation CM(2018)7 of the Committee of Ministers to member States on Guidelines to protect and fulfil the rights of the child in the digital environment, and the implementation of guidelines on guardianship and age assessment for children in the context of migration.
- (vi) Undertake practical steps to strengthen effective participation of children in decision making both at the level of the Organisation and of member States, taking into account the need to develop and implement adequate child-safeguarding policies.
- (vii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION**Members:**

Governments of member States are invited to designate one or more representative of the highest possible rank, with wide expertise and high responsibilities in the field of children's rights.

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

Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

Participants:

The following may send representatives, without the right to vote and at the charge of their administrative budgets:

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

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

- European Union: one or more representatives, including the European Commission, the European Union Agency for Fundamental Rights (FRA);
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- other international organisations including: United Nations Committee on the Rights of the Child (UNCRC), United Nations Children's Fund (UNICEF), United Nations High Commissioner for Refugees (UNHCR), Office of the High Commissioner on Human Rights (OHCHR); World Health Organisation (WHO), United Nations Special Representative of the Secretary-General on Violence against Children (UN SRSG VAC), United Nations Special Rapporteur on the sale of children, child prostitution and child pornography, International Organisation of the Francophonie (OIF), Council of the Baltic Sea States (CBSS).

Observers:

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

- Belarus;
- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- Eurochild;
- European Network of Ombudspersons for Children (ENOC);
- Defence for Children International;
- Global Initiative to End all Corporal Punishment of Children;
- Inter-agency Panel on Juvenile justice (IPJJ);
- End Child Prostitution, Child Pornography and Trafficking of Children for Sexual Purposes (ECPAT international);
- Save the Children;
- SOS Children's Villages;
- Missing Children Europe;
- Confederation of Family Organisations in the European Union (COFACE);
- International Association of Youth and Family Judges and Magistrates;
- International Social Service (ISS)
- World Vision International;
- other civil society and representatives of professional communities, as appropriate.

WORKING METHODS**Plenary meetings:**

48 members, 2 meeting in 2020, 3 days

48 members, 2 meeting in 2021, 3 days

Bureau meetings:

5 members, 4 meetings to be held by video-conference and where possible, in the margins of plenary meetings.

Groups of experts

2 limited groups of experts (8 members each), 4 meetings, 2 days.

The Committee may also appoint up to 7 thematic Rapporteurs, including Gender Equality Rapporteur(s), from amongst its members (priority topics: violence, migration, digital environment, gender equality, disability).

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

SUBORDINATE STRUCTURE

The CDENF supervises its subordinate body:

- Committee of experts on the rights and the best interests of the child in parental separation and in care proceedings (CJ/ENF-ISE) (see separate terms of reference).

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	48	132.3		24.9	1 A; 1 B
2021	2	3	48	132.3		24.9	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COMMITTEE OF EXPERTS ON THE RIGHTS AND THE BEST INTERESTS OF THE CHILD IN PARENTAL SEPARATION AND IN CARE PROCEEDINGS (CJ/ENF-ISE)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate Body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Human Rights / Rule of Law Programme: Equality and Human Dignity / Rule of Law-based institutions Sub-programme: Children's Rights/ Legal Co-operation</p>
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Undertake a review of law, policy and practice on how the best interests of the child and their rights are protected in situations of parental separation. (ii) Undertake a review of law, policy and practice on how the best interests of the child are protected in domestic law proceedings by public authorities to limit parental responsibilities or place a child in care. (iii) Prepare, as appropriate, on the basis of the above-mentioned reviews, guidelines or other policy instruments or practical tools to give guidance to member States and other stakeholders in this area, in line with international and European standards and good practice, including the case-law of the European Court of Human Rights, relevant conventions of the Council of Europe and the United Nations Convention on the Rights of the Child.
COMPOSITION
<p>Members:</p> <p>The Committee of Experts shall be composed of 10 representatives of member States of the highest possible rank and/or independent experts (5 designated by the CDCJ and 5 by the CDENF according to each steering committee's procedures), with established expertise, including at international level, in law, policy and practice relating to family law and children's rights.</p> <p>Its composition will give due regard to geographical representation and periodic rotation of member States and will take account of the gender equality dimension.</p> <p>The Council of Europe will bear the travel and subsistence expenses of these 10 members. Other member States may send a representative to the meetings of the Committee of Experts at their own expense.</p> <p>Each member of the Committee of Experts shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>The Chair and Vice-Chair of the Committee of Experts shall be designated by CDCJ and CDENF in common agreement.</p>
<p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Congress of Local and Regional Authorities of the Council of Europe; - European Court of Human Rights; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union (one or more representatives, including, as appropriate, the European Commission, the European Union Agency for Fundamental Rights (FRA));
- Hague Conference on Private International Law (HCCH);
- other international organisations including: United Nations Committee on the Rights of the Child (UNCRC), United Nations Children's Fund (UNICEF), the Committee on the Elimination of Discrimination against Women (CEDAW), Office of the High Commissioner on Human Rights (OHCHR), World Health Organisation (WHO), United Nations Special Representative of the Secretary-General on Violence against Children (UN SRSG VAC), Council of the Baltic Sea States (CBSS);
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico and United States of America.

Observers:

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

- Belarus;
- non-member States with which the Council of Europe has a Neighbourhood partnership including relevant cooperation activities;
- European Network of Ombudspersons for Children (ENOC);
- Defence for Children international (DCI);
- International Association of Youth and Family Judges and Magistrates (IAYFJM);
- International Social Service (ISS);
- other civil society and professional communities, as appropriate.

WORKING METHODS

Meetings:

10 members, 2 meetings in 2020, 3 days

10 members, 2 meetings in 2021, 3 days

The Chair or Vice-Chair of the CJ/ENF-ISE will be invited to attend the meetings of the CDCJ and of the CDENF and/or their Bureaux to report on progress with the work of the CJ/ENF-ISE.

The rules of procedure of the Committee of Experts are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	10	27.0			0.5 A; 0.5 B
2021	2	3	10	27.0			0.5 A; 0.5 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

STEERING COMMITTEE ON ANTI-DISCRIMINATION, DIVERSITY AND INCLUSION (CDADI)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Human Rights Programme: Anti-Discrimination, Diversity and Inclusion Sub-programme: Anti-discrimination, diversity and inclusion – Roma and Travellers¹ – National minorities, regional or minority languages – Migrants</p>
MAIN TASKS
<p>Under the authority of the Committee of Ministers and bearing in mind the Council of Europe's legal standards, the jurisprudence of the European Court of Human Rights and the findings and recommendations of the relevant monitoring mechanisms, the CDADI steers the Council of Europe's intergovernmental work to promote equality for all and build more inclusive societies, offering effective protection from discrimination and hate and where diversity is respected. The work of the CDADI shall take into account the work of the European Commission against Racism and Intolerance (ECRI), without prejudice to the latter's mandate.</p> <p>The CDADI advises the Committee of Ministers on all questions within its mandate, including preventing and combating hate speech and discrimination on the grounds covered by ECRI, with a particular focus on fighting anti-Gypsyism and improving the active participation and inclusion of Roma and Travellers in society, safeguarding the rights of persons belonging to national minorities and the use of regional or minority languages, and promoting intercultural integration.</p> <p>The CDADI promotes and facilitates thematic exchanges and peer reviews of experience and good practice among Council of Europe member States to develop common policy responses, analyse implementation and fulfil any other task assigned to it by the Committee of Ministers.</p> <p>In particular, the CDADI will:</p> <ul style="list-style-type: none"> (i) ensure follow up to the Declaration on the occasion of the 70th anniversary of the Council of Europe reaffirming "the importance of anti-discrimination and equality policies in a democratic society characterised by pluralism, tolerance and broadmindedness", the Decision underlining "the need to address increasing inequality, racism, xenophobia, hate speech and discrimination on grounds of religion or belief or any other ground mentioned in the report of the Secretary General", as well as the Decision "reaffirming the importance of intergovernmental cooperation", taken at the 129th Session of the Committee of Ministers, Helsinki, 17 May 2019; (ii) focus on the following tasks: <ul style="list-style-type: none"> a. identify ways and means to enhance the implementation of relevant existing standards and address implementation challenges; b. carry out substantive legal analyses and hold peer exchanges on trends, developments and good practice in the member States; c. make proposals to the Committee of Ministers for the development of common policy responses, including standard-setting activities, to key challenges for member States within its field of expertise; <p>In so doing, it shall draw on the case law of the European Court of Human Rights and build on the findings and recommendations of ECRI, the Advisory Committee on the Framework Convention for the Protection of National Minorities and the Committee of Experts of the European Charter for Regional or Minority Languages;</p> (iii) promote and facilitate awareness raising of Council of Europe standards in relation to Roma and Traveller inclusion, national minorities, regional or minority languages, intercultural integration, combatting discrimination and intolerance on any ground covered by Article 14 of the European Convention on Human Rights, amongst others religion or belief, sexual orientation or gender identity²; and review implementation of relevant recommendations of the Committee of Ministers to member States, including Recommendation CM/Rec(2010)5;

¹ The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "*Gens du voyage*", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

² In accordance with CM/Rec(2010)5 "on measures to combat discrimination on grounds of sexual orientation or gender identity"; several delegations made declarations upon adoption of this Recommendation at the Deputies' 1081st meeting (31 March 2010); the Russian Federation expressed its position on this Recommendation in its corresponding interpretative statement made at the time of adoption of the Recommendation.

- (iv) work to ensure that preventing and combating discrimination forms an integral part of the development of policies and legal standards relating to artificial intelligence, both at the Council of Europe and at the member State level;
- (v) follow and support relevant co-operation programmes with Council of Europe member States and, where appropriate, facilitate the dissemination of their results;
- (vi) based on the results of the Thematic Action Plan on the Inclusion of Roma and Travellers (2016-2019), adopted by the Committee of Ministers on 2 March 2016, support the implementation of the Council of Europe strategic priority actions in the field of Roma and Traveller inclusion (post-2019 strategic document);
- (vii) taking due account of the results of the Action Plan on Building Inclusive Societies (2016-2019), promote and review the implementation of Recommendation CM/Rec(2015)1 of the Committee of Ministers to member States on intercultural integration and follow and support the work of the Intercultural Cities Networks and facilitate multi-level co-operation in the field of intercultural integration, notably as regards migrants;
- (viii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued;
- (ix) take due account of a gender perspective and to promoting and protecting rights of persons with disabilities in the performance of its tasks;
- (x) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind priorities of the CDADI, an examination of some or all of the conventions for which it has been given responsibility,³ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers;
- (xi) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 1: No poverty; Goal 3: Good health and well-being; Goal 4: Quality Education; Goal 5: Gender Equality; Goal 8: Decent work and economic growth; Goal 10: Reduce inequality; Goal 11: Sustainable Cities and Communities; Goal 16: Peace, Justice and Strong institutions.

SPECIFIC TASKS

- (i) Analyse and evaluate, through an exchange of member States' experiences, specific issues or areas related to Roma and Traveller inclusion and prepare thematic reports, and hold thematic discussions at regular intervals, including contributions from Roma and Traveller civil society, through hearings or otherwise.
- (ii) In co-operation with the Steering Committee on Media and Information Society (CDMSI), develop a new and comprehensive legal instrument on combating hate speech, building on the case law of the European Court of Human Rights and drawing upon existing Council of Europe texts.
- (iii) Carry out a study and identify good practices in member States on the active political participation of national minority youth, as a means to further protect persons belonging to national minorities and cultural diversity and promote interaction between all members of society.
- (iv) Develop a multi-level policy framework for intercultural integration taking as a starting point CM/Rec(2015)1 on Intercultural integration and the results of the Intercultural Cities Programme and its Inclusive Integration Policy Lab.
- (v) Contribute to the Council of Europe's intergovernmental work on artificial intelligence by identifying opportunities, threats and solutions in the field of non-discrimination, equality and tolerance.
- (vi) Hold regular exchanges with relevant European Networks and NGOs upon decision of the Committee.
- (vii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of member States are invited to designate one or more representatives of the highest possible rank in the relevant fields (anti-discrimination, Roma and Traveller issues, national minority and language protection, diversity management and migrant and refugee inclusion).

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

Each member of the CDADI shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

³ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- European Commission against Racism and Intolerance (ECRI);
- Advisory Committee on the Framework Convention for the Protection of National Minorities;
- Committee of Experts of the European Charter for Regional or Minority Languages;
- Parliamentary Assembly of the Council of Europe;
- **Congress of Local and Regional Authorities of the Council of Europe;**
- European Court of Human Rights;
- Commissioner for Human Rights of the Council of Europe;
- Council of Europe Development Bank (CEB);
- Conference of INGOs of the Council of Europe;
- Committees or other bodies of the Council of Europe engaged in related work, as appropriate

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

- European Union (one or more representatives, including, as appropriate, the European Union Agency for Fundamental Rights (FRA));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- other international organisations, including the Organization for Security and Co-operation in Europe/Office for Democratic Institutions and Human Rights (OSCE/ODIHR), United Nations (including the United Nations High Commissioner for Human Rights (OHCHR), United Nations High Commissioner for Refugees (UNHCR), and other relevant UN agencies), International Organization for Migration (IOM), Organisation for Economic Co-operation and Development (OECD), and the World Bank.

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- European Network of National Human Rights Institutions (ENNHRI);
- non-governmental organisations and specialised institutions (Amnesty International, European Network of Equality Bodies (Equinet)) and representatives of academic, professional and business communities.

WORKING METHODS

Plenary meetings:

48 members, 2 meetings in 2020, 3 days

48 members, 2 meetings in 2021, 3 days

Bureau meetings:

5 members, 2 meetings in 2020, 2 days

5 members, 2 meetings in 2021, 2 days

The rules of procedure of the CDADI are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

In addition, the following provisions shall apply:

The CDADI holds two regular meetings a year, one of which may be hosted by a member State. When a regular meeting is hosted by a member State, arrangements with the host country shall ensure that the meeting will not entail additional costs for the Council of Europe.

The CDADI shall have the possibility to invite representatives of ECRI, the Advisory Committee on the Framework Convention for the Protection of National Minorities, and the Committee of Experts of the European Charter for Regional or Minority Languages to exchange views on developments in their respective work.

The CDADI will form a Working Group to develop the multi-level policy framework for intercultural integration, in particular as regards migrants, which shall be composed of representatives of 10 member States with specialised knowledge in intercultural integration and diversity management, designated according to a method which shall have due regard to geographical balance and the existence of Intercultural cities or intercultural city networks in the state concerned, as well as representatives of 10 local authorities that are full members of the Intercultural Cities Programme. Due regard should be given to ensuring a gender balance. The Council of Europe will bear the travel and subsistence expenses of these 20 members. Other member States may send other representatives without defrayal of expenses.

The CDADI will appoint a Gender Equality Rapporteur from amongst its members and a Rapporteur on the rights of persons with disabilities.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

Subject to the agenda, the chairs of the subordinate structures may be invited to attend CDADI Bureau and/or plenary meetings.

SUBORDINATE STRUCTURE(S)

The CDADI coordinates, supervises and follows the work of its subordinate bodies:

- the Committee of Experts on Roma and Traveller Issues (ADI-ROM) (see separate terms of reference);
- the Committee of Experts on Combating Hate Speech (ADI/MSI-DIS) (see separate terms of reference).

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	48	104.8	19.0	53.6	2 A; 1 B
2021	2	3	48	104.8	19.0	53.6	2 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COMMITTEE OF EXPERTS ON ROMA AND TRAVELLER¹ ISSUES (ADI-ROM)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate Body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Anti-Discrimination, Diversity and Inclusion Sub-programme: Anti-discrimination, diversity and inclusion – Roma and Travellers – National minorities, regional or minority languages – Migrants
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Based on the results of the Thematic Action Plan on the Inclusion of Roma and Travellers (2016-2019), oversee the implementation of the strategic priority actions in the field of Roma and Travellers inclusion (post-2019 strategic document). (ii) Review the implementation of national legislation and policies, and practice concerning Roma and Travellers inclusion, through thematic reports based on visits, with a view to promoting relevant Council of Europe standards, including the case law of the European Court of Human Rights and the findings and recommendations of Council of Europe monitoring bodies, such as the European Commission against Racism and Intolerance (ECRI), the Advisory Committee on the Framework Convention for the Protection of National Minorities, the Committee of Experts of the European Charter for Regional or Minority Languages and the European Committee for Social Rights, without pursuing activities amounting to monitoring. (iii) Based on the above-mentioned thematic reports, exchange information, views and experience on member States' legislation, policies and practice concerning Roma and Travellers inclusion in order to identify examples of effective measures and practices and to assist member States in the development and implementation of successful Roma and Traveller inclusion policies paying due attention to persons in particularly vulnerable situations. (iv) Contribute to the development of a new and comprehensive legal instrument on combating hate speech; (v) Carry out a study on the causes, prevalence and consequences of anti-Gypsyism and possible responses thereto, taking into account the findings and recommendations of the European Commission against Racism and Intolerance (ECRI), with a view to giving guidance to the CDADI in this field. (vi) Prepare recommendations, advice and opinions for the CDADI on issues pertaining to the protection and promotion of the human rights of Roma and Travellers and their inclusion and active participation in society, including on emerging issues requiring urgent attention. (vii) Hold exchanges during its meetings with the ad hoc rapporteurs of the biannual Council of Europe Dialogue meetings with Roma and Travellers civil society on the outcome of the Dialogue, in order to strengthen their involvement and participation in the implementation and review of Council of Europe action. (viii) Support the organisation of the International Roma Women's Conference in 2021. (ix) Ensure co-operation and synergies with the work of other international organisations active in this area, in particular with the European Union, the Organisation for Security and Co-operation in Europe (OSCE) and relevant United Nations specialised agencies.
COMPOSITION
<p>Members:</p> <p>Governments of member States are invited to designate one or more representatives of the highest possible rank in the field of Roma and Traveller issues.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative each from 26 member States to be designated by the Ad-Hoc Committee of Experts on Roma and Traveller Issues (CAHROM) at its 18th meeting (October 2019) according to a method which shall have due regard to geographical representation, periodic rotation of member states and the size of the Roma and Traveller population. Subsequent decisions on the rotation will be taken by the CDADI.</p> <p>Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p>

¹ The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "*Gens du voyage*", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

The Chair of ADI-ROM will be invited to attend the meetings of the CDADI and its Bureau to inform them on progress with its work.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- **Congress of Local and Regional Authorities of the Council of Europe;**
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- Council of Europe Development Bank (CEB);
- European Commission against Racism and Intolerance (ECRI);
- Advisory Committee on the Framework Convention for the Protection of National Minorities;
- Committee of Experts of the European Charter for Regional or Minority Languages;
- Committees or other bodies of the Council of Europe engaged in related work as appropriate.

The following may send a representative without the right to vote and without defrayal of expenses:

- European Union (one or more representatives, including its Fundamental Rights Agency- FRA);
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- other international organisations, including the Organisation for Security and Co-operation in Europe/Office for Democratic Institutions and Human Rights (OSCE/ODIHR), United Nations (including its specialised agencies, programmes, funds and other entities), Regional Cooperation Council (RCC), International Holocaust Remembrance Alliance (IHRA), World Health Organization (WHO) – Regional Office for Europe, World Bank, European Centre for Minority Issues (ECMI).

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- Amnesty International;
- European Network of Equality Bodies (Equinet);
- European Network of National Human Rights Institutions (ENNHRI);
- European Roma and Travellers Forum (ERTF);
- European Roma Information Office (ERIO);
- European Roma Rights Centre (ERRC);
- Forum of European Roma Young People (FERYP);
- International Roma Women's Network IRWN/Phenjalipe;
- Open Society Foundations (OSF);
- Roma Education Fund (REF).

WORKING METHODS

Plenary meetings:

47 members of which 26 members' travel and subsistence expenses will be borne by the Council of Europe, 2 meetings in 2020, 2 days

47 members of which 26 members' travel and subsistence expenses will be borne by the Council of Europe, 2 meetings in 2021, 2 days

The rules of procedure of the ADI-ROM are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

In addition, the following provisions shall apply:

The ADI-ROM holds two meetings per year, one of which may be hosted by a member State. When a meeting is hosted by a member State, arrangements with the host country shall ensure that the meeting will not entail additional costs for the Council of Europe.

The ADI-ROM will form small thematic groups to analyse and evaluate specific issues identified by the Committee by means of exchanges of information and experiences (reporting) and thematic visits. Each thematic group is composed of one expert from a member State wishing to benefit from the experience of other member States ("requesting country") and up to four experts from member States wishing to share their experience in this area ("partner country"). Experts of the thematic groups can be ADI-ROM members of the countries concerned or experts appointed by the ADI-ROM. The requesting country invites the partner countries' experts and the Secretariat to visit the country for a maximum of two and half days. With prior approval of the thematic group, representatives of European Institutions and agencies and of other international organisations having participant or observer status with the ADI-ROM, and members of the Secretariat of other relevant Council of Europe bodies, may participate in thematic visits at their own expense. The thematic reports resulting from those visits are discussed and endorsed in ADI-ROM meetings and submitted to the CDADI for decision on the follow-up. The ADI-ROM will carry out at least two such peer-reviews per year.

The members of each thematic group will be invited to attend the ADI-ROM meeting at which their report is discussed. The travel and subsistence expenses related to their participation in that meeting will be reimbursed.

If an ADI-ROM meeting takes place in a member State, it may be also be used for a thematic visit.

The Committee will appoint a Gender Equality Rapporteur, a Roma Youth Rapporteur, a Roma Children Rapporteur and a Rapporteur on Anti-Gypsyism and Hate Speech and Violence from amongst its members.

In derogation from Article 6 of Appendix 1 to Resolution CM/Res(2011)24, and in conformity with Article 17 of the same appendix, in addition to the official working languages of the Organisation (English, French), interpretation will be provided into the Romani language and the agenda translated into Romani for regular meetings whenever necessary and within the limits of available budgetary appropriations. Any adopted pertinent texts (e.g. Recommendations adopted by the Committee of Ministers) will also be translated into Romani.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	47 ²	59.7		9.3	1 A; 1 B
2021	2	2	47 ²	59.7		9.3	1 A; 1 B

*The costs take into consideration the per diem, travel, interpretation, translation and document printing. Costs calculated on the basis of the per diem and recharged services costs at their 2020 level.

² 26 of which will be covered by the Council of Europe for their travel and subsistence expenses.

COMMITTEE OF EXPERTS ON COMBATING HATE SPEECH (ADI/MSI-DIS)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Human Rights / Rule of Law</p> <p>Programme: Anti-discrimination, diversity and inclusion / Effective ECHR implementation</p> <p>Sub-programme: Anti-discrimination, diversity and inclusion – Roma and Travellers – National minorities, regional or minority languages – Migrants / Freedom of expression, media and data protection</p>
SPECIFIC TASKS
<p>(i) Prepare a draft recommendation by the Committee of Ministers on a comprehensive approach to addressing hate speech, including in the context of an online environment, within a human rights framework building on the case law of the European Court of Human Rights and drawing upon existing Council of Europe texts and the legacy of the No Hate Speech Movement Youth Campaign, as well as possible practical tools to give guidance to member States and other stakeholders in this area.</p>
COMPOSITION
<p>Members:</p> <p>The Committee shall be composed of 10 representatives, 5 on behalf of CDADI and 5 of CDMSI, of the highest possible rank in the fields of equality, non-discrimination and inclusion policies, addressing hate speech through non-legal and legislative actions, and/or freedom of expression and media policy designated by the governments of member States, and 6 independent experts, appointed by the Secretary General, with established expertise in these fields.</p> <p>The composition of the Committee of Experts will reflect an equitable geographic distribution amongst the member States and will take account of the gender equality dimension.</p> <p>The Council of Europe will bear the travel and subsistence expenses of these 16 members. Other member States may send other representatives without defrayal of expenses.</p> <p>Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the meetings of the ADI/MSI-DIS pertaining to the conventions to which they are Parties.</p> <p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Congress of Local and Regional Authorities of the Council of Europe; - European Court of Human Rights; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - European Commission against Racism and Intolerance (ECRI); - Advisory Committee on the Framework Convention for the Protection of National Minorities; - Steering Committee for Human Rights (CDDH); - European Committee on Crime Problems (CDPC); - European Steering Committee on Youth (CDEJ); - Advisory Council on Youth (CCJ); - other committees and bodies of the Council of Europe engaged in related work, as appropriate.

The following may send a representative without the right to vote and without defrayal of expenses:

- European Union (one or more representatives, including, as appropriate, the European Union Agency for Fundamental Rights – FRA);
- other international organisations, including Organisation for Security and Co-operation in Europe/Office for Democratic Institutions and Human Rights (OSCE/ODIHR), United Nations (including Committee for the Elimination of Racial Discrimination (CERD), United Nations High Commissioner for Human Rights (OHCHR), United Nations Educational, Scientific and Cultural Organisation (UNESCO) and other relevant UN agencies), Organisation for Economic Co-operation and Development (OECD);
- Non-governmental organisations and representatives of the academic community and the private sector, including internet intermediaries, and the network of national committees of the No Hate Speech Movement;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America.

Observers:

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

- non-member states with which the Council of Europe has a Neighbourhood Partnership including relevant cooperation activities.

WORKING METHODS

Meetings:

16 members, 2 meetings in 2020, 2 days

16 members, 2 meetings in 2021, 2 days

The Chair of the ADI/MSI-DIS will be invited to attend the meetings of the CDADI and the CDMSI and/or their Bureau to inform them on progress with its work.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	16	46.2			0.5 A, 0.25 B
2021	2	2	16	46.2			0.5 A, 0.25 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN SOCIAL COHESION PLATFORM (PECS)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Human Rights Programme: Social Rights Sub-programme: Social Rights
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the European Social Cohesion Platform (PECS) will promote the Council of Europe's work in the area of social cohesion, in particular the European Social Charter and its collective complaints procedure in order to ensure equal and effective access to social rights. In particular the PECS will:</p> <ul style="list-style-type: none"> (i) ensure the mainstreaming of social cohesion throughout the Council of Europe by further developing the concept, by contributing to impact assessments of the various activities in the different sectors with regard to achieving social cohesion, including the relevant activities aimed at building inclusive societies, and by promoting specific actions which contribute to social cohesion. Particular attention will be paid to ensuring that everyone can enjoy their social rights, as guaranteed by the European Social Charter and other relevant instruments, in practice and without any discrimination, with a special emphasis on vulnerable groups, persons with disabilities and young people, taking into account the findings of the relevant monitoring mechanisms. For this purpose, the PECS will support co-operation activities carried out upon the request of member States; (ii) foster the exchange of good practices and innovative approaches in the field of social cohesion among member States, as well as with relevant international organisations and other stakeholders; promote dialogue with the European Union, the United Nations and other international organisations, with a view to identifying opportunities for co-operation in the field of social cohesion; (iii) examine new trends in and challenges to social cohesion; (iv) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (v) take due account of gender and children's rights perspectives and to promoting and protecting rights of persons with disabilities in the performance of its tasks; (vi) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 1: No poverty; Goal 3: Good health and well-being; Goal 4: Quality Education; Goal 5: Gender Equality; Goal 8: Decent Work and Economic Growth; Goal 11: Sustainable Cities and Communities; Goal 13: Climate action and Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Examine new trends and challenges to social cohesion in specific areas such as eradication of child poverty, digitalisation and IT developments, protection and integration of migrants and refugees, social and health protection, in particular combating poverty and exclusion which may foster violent radicalisation, and the access of vulnerable groups, persons with disabilities and young people to social rights, while including a human dignity and anti-discrimination perspective in this work. (ii) Prepare a study on the impact of digitalisation and IT developments on social rights. (iii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION**Members:**

The governments of Council of Europe member States are invited to designate one or more representatives of the highest possible rank in the field of social cohesion.

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

Each member of the Platform shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- **Congress of Local and Regional Authorities of the Council of Europe;**
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- European Commission for Democracy through Law (Venice Commission);
- European Committee of Social Rights;
- Council of Europe Development Bank (CEB);
- Committees or other bodies of the Council of Europe engaged in related work, as appropriate, in particular:
 - o Governmental Committee of the European Social Charter and the European Code of Social Security;
 - o Steering Committee for Human Rights (CDDH);
 - o Gender Equality Commission (GEC);
 - o Ad Hoc Committee on Artificial Intelligence (CAHA);
 - o Steering Committee on Anti-discrimination, Diversity and Inclusion (CDADI);
 - o European Committee on Crime Problems (CDPC);
 - o European Committee on Legal Co-operation (CDCJ);
 - o Steering Committee on Media and Information Society (CDMSI);
 - o European Committee on Democracy and Governance (CDDG);
 - o Steering Committee for Educational Policy and Practice (CDPPE);
 - o European Steering Committee for Youth (CDEJ);
 - o Advisory Council on Youth (CCJ);
 - o Steering Committee for Culture, Heritage and Landscape (CDCPP).

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

- European Union, including, as appropriate, the European Union Agency for Fundamental Rights (FRA), the European Foundation for the Improvement of Living and Working Conditions (EUROFOUND);
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- Countries concerned with the Council of Europe policy towards neighbourhood regions;
- United Nations including its specialised agencies, programmes, funds and other entities, in particular International Labour Organisation;
- Organisation for Security and Co-operation in Europe (OSCE) (including ODIHR);
- Organisation for Economic Co-operation and Development (OECD);
- Nordic Centre for Welfare and Social Issues (NVC) under the aegis of the Nordic Council of Ministers;
- European Trade Union Confederation (ETUC) and/or Business Europe and International Organisation of Employers ("social partners");
- other non-governmental organisations upon invitation from the PECS.

Observer:

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

- European Youth Forum.

WORKING METHODS**Plenary meetings:**

48 members, 2 meetings in 2020, 2 days

48 members, 2 meetings in 2021, 2 days

Bureau meetings:

7 members, 2 meetings in 2020, 1 day

7 members, 2 meetings in 2021, 1 day

The Platform will appoint from amongst its members a Gender Equality Rapporteur, a Children's Rights Rapporteur and a Rapporteur on the rights of persons with disabilities.

The rules of procedure of the Platform are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	48	40.8			1 A
2021	2	2	48	40.8			1 A

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

CONSULTATIVE COUNCIL OF EUROPEAN PROSECUTORS (CCPE)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of Law Programme: Rule of Law based institutions Sub-programme: Independence and efficiency of justice
MAIN TASKS
<p>As a consultative body composed exclusively of serving prosecutors (unique in this way at European level), representing the various existing prosecution systems in the 47 member States, as a direct and privileged interlocutor of the prosecutors in member States and of national bodies entrusted with the management of prosecution services, and having regard to Recommendation Rec(2000)19 on the role of public prosecution in the criminal justice system and Recommendation CM/Rec(2012)11 on the role of public prosecutors outside the criminal justice system, the CCPE shall:</p> <ul style="list-style-type: none"> (i) advise the Committee of Ministers on issues regarding the status of prosecutors and the exercise of their functions and prepare and adopt opinions for the attention of the Committee of Ministers on these issues. While doing so, it shall take into consideration the Council of Europe Plan of Action on strengthening judicial independence and impartiality, the Reports by the Secretary General of the Council of Europe on the State of Democracy, Human Rights and the Rule of Law in Europe and the evolving case law of the European Court of Human Rights; (ii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (iii) take due account of gender perspective in the performance of its tasks; (iv) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Prepare and adopt at least two opinions for the attention of the Committee of Ministers on issues which relate to the implementation of Recommendation Rec(2000)19 and the functioning of the prosecutions services in member States in an independent and impartial manner. (ii) In accordance with the Council of Europe Plan of Action on strengthening judicial independence and impartiality of 2017, taking into account the Reports by the Secretary General of the Council of Europe on the State of Democracy, Human Rights and the Rule of Law in Europe, and ensuring proper co-ordination with the CCJE and the CEPEJ, draft and publish in 2021 a descriptive biennial report focused on independence and impartiality of prosecution services in the member States of the Council of Europe, relying on information received in particular from CCPE members and on judgments of the European Court of Human Rights, opinions of the Venice Commission, reports of the Human Rights Commissioner, of the Parliamentary Assembly and, where appropriate, of GRECO and other bodies; this report will not contain ratings or rankings of member States' performance and will not constitute a monitoring mechanism. (iii) Promote the implementation of Recommendation Rec(2000)19, in particular by gathering information on the functioning of prosecution services in Europe and through the organisation of conferences on topics of common concern to the profession; if appropriate, it could initiate a reflection on the opportunity to propose to relevant committees of the Council of Europe an updating of this Recommendation. (iv) Provide targeted co-operation and expert advice at the request of member States, CCPE members, prosecutorial bodies or relevant associations of prosecutors, to enable States to comply with Council of Europe standards concerning prosecutors. (v) Prepare texts or opinions concerning the specific situation of prosecutors at the request of the Committee of Ministers or other bodies of the Council of Europe, such as the Secretary General or the Parliamentary Assembly. (vi) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of member States are entitled to designate one or more representatives (preferably one member and one deputy member) of the highest possible rank within the prosecution system. Members should be chosen in contact, where such authorities exist, with the national authorities responsible for prosecutors and with the national administration responsible for managing the prosecution service, from among serving prosecutors having a thorough knowledge of questions relating to the functioning of the prosecution system combined with utmost personal integrity.

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

Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- European Committee on Crime Problems (CDPC);
- Consultative Council of European Judges (CCJE);
- European Commission for the Efficiency of Justice (CEPEJ);
- European Committee of Legal Co-operation (CDCJ);
- other Committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union (one or more representatives, including, as appropriate EUROJUST),
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America.
- Observer States to the CCPE: Kazakhstan, Morocco.

Observers:

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

- International Association of Prosecutors (IAP);
- Association "Magistrats européens pour la démocratie et les libertés" (MEDEL).

WORKING METHODS

Plenary meetings:

48 members, 1 meeting in 2020, 2 days

48 members, 1 meeting in 2021, 2 days

Bureau meetings:

Consisting of the President, the Vice-President and two other members of the Council.

4 members, 2 meetings in 2020, 1 day

4 members, 2 meetings in 2021, 1 day

Additional working methods:

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

2 meetings of limited members of the CCPE (max. 10 members, including the Gender Equality Rapporteur) per year, to prepare the draft Opinion.

Where appropriate, 2 meetings of limited members of the CCPE (max. 4 members) per year to provide targeted co-operation with member States to comply with Council of Europe standards concerning prosecutors.

1 European conference of prosecutors if appropriate.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups / conferences	Secretariat (A, B)
2020	1	2	48	34.8	10.0	57.0	0.5 A; 0.75 B
2021	1	2	48	34.8	10.0	57.0	0.5 A; 0.75 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

CONSULTATIVE COUNCIL OF EUROPEAN JUDGES (CCJE)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of Law Programme: Rule of Law based institutions Sub-programme: Independence and efficiency of justice
MAIN TASKS
<p>As a consultative body composed exclusively of serving judges (unique in this way at European level), representing a direct and privileged interlocutor of judges in member States, tasked with fostering the independence, impartiality and competence of judges, and having regard to Recommendation CM/Rec(2010)12 on judges: independence, efficiency and responsibilities, the CCJE shall:</p> <ul style="list-style-type: none"> (i) advise the Committee of Ministers on issues regarding the status of judges and the exercise of their functions and prepare and adopt opinions for the attention of the Committee of Ministers on these issues. While doing so, it shall take into consideration the Council of Europe Plan of Action on strengthening judicial independence and impartiality, the Reports by the Secretary General of the Council of Europe on the State of Democracy, Human Rights and the Rule of Law in Europe and the evolving case law of the European Court of Human Rights; (ii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (iii) take due account of a gender perspective in the performance of its tasks; (iv) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Prepare and adopt at least two opinions for the attention of the Committee of Ministers on important issues as decided by the plenary meeting regarding the status of judges and the exercise of their functions in an independent and impartial manner. (ii) In accordance with the Council of Europe Plan of Action on strengthening judicial independence and impartiality of 2017, taking into account the Reports by the Secretary General of the Council of Europe on the State of Democracy, Human Rights and the Rule of Law in Europe, and ensuring proper co-ordination with the CCPE and the CEPEJ, draft and publish in 2021 a biennial descriptive report focused on judicial independence and impartiality in member States of the Council of Europe, relying on information received in particular from the CCJE members and on judgments of the European Court of Human Rights, opinions of the Venice Commission, reports of the Human Rights Commissioner, of the Parliamentary Assembly and, where appropriate, of GRECO and other bodies; this report will not contain ratings or rankings of member States' performance and will not constitute a monitoring mechanism. (iii) Provide targeted co-operation and expert advice at the request of member States, CCJE members, judicial bodies or relevant associations of judges, to enable States to comply with Council of Europe standards concerning judges. (iv) Prepare texts or opinions concerning the specific situation of judges at the request of the Committee of Ministers or other bodies of the Council of Europe, such as the Secretary General or the Parliamentary Assembly. (v) Encourage partnerships in the judicial field involving courts, judges and judges' associations. (vi) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.
COMPOSITION
Members: <p>Governments of member States are entitled to designate one or more representatives (preferably one member and one deputy member) of the highest possible rank in the relevant field. Members should be chosen in contact, where such authorities exist, with the national authorities responsible for ensuring the independence and impartiality of judges and with the national administration responsible for managing the judiciary, from among serving judges having a thorough knowledge of questions relating to the functioning of the judicial system combined with an utmost personal integrity.</p>

The Council of Europe will bear the travel and subsistence expenses of one judge from each member State (two in the case of the State whose representative has been elected Chair). Member States may send other representatives without the right to vote and without defrayal of expenses.

Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

Participants:

The following may send a representative without the right to vote and at the charge of their corresponding administrative budgets:

- European Court of Human Rights;
- Consultative Council of European Prosecutors (CCPE);
- European Commission for the Efficiency of Justice (CEPEJ);
- European Committee of Legal Co-operation (CDCJ);
- European Committee on Crime Problems (CDPC);
- other Committees or bodies of the Council of Europe engaged in related work, as appropriate.

The following may send a representative without the right to vote and without defrayal of expenses:

- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America.
- Observer State to the CCJE: Kazakhstan.

Observers:

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

- European Association of Judges (EAJ);
- Association "Magistrats européens pour la démocratie et les libertés" (MEDEL);
- Association of European Administrative Judges (AEAJ);
- Groupement des Magistrats pour la Médiation (GEMME);
- European Network of Judicial Training (ENJT);
- European Network of Councils for the Judiciary (ENCJ);
- The Council of Bars and Law Societies of Europe (CCBE).

WORKING METHODS

Plenary meetings:

48 members, 1 meeting in 2020, 3 days

48 members, 1 meeting in 2021, 3 days

Bureau meetings:

Consisting of the President, the Vice-President and two other members of the Council.

4 members, 2 meetings in 2020, 1 day

4 members, 2 meetings in 2021, 1 day

Additional working methods:

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

2 meetings of limited members of the CCJE (max. 10 members, including the Gender Equality Rapporteur) per year, to prepare the draft Opinion.

When appropriate, 2 meetings of limited members of the CCJE (max. 4 members) per year to provide targeted co-operation with member States to comply with Council of Europe standards concerning judges.

1 European conference of judges if appropriate.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION *

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups / conferences	Secretariat (A, B)
2020	1	3	48	43.2	10.0	57.0	0.5 A; 0.75 B
2021	1	3	48	43.2	10.0	57.0	0.5 A; 0.75 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN COMMITTEE ON LEGAL CO-OPERATION (CDCJ)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of Law Programme: Rule of Law based institutions Sub-programme: Legal co-operation
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the European Committee on Legal Co-operation (CDCJ) will oversee the Council of Europe's work in the field of public and private law and advise the Committee of Ministers on all questions within its areas of competence, taking due account of relevant transversal perspectives. For this purpose, the CDCJ will:</p> <ul style="list-style-type: none"> (i) identify new and emerging challenges to member States in areas within its expertise (inter alia justice and rule of law, administrative law, family law, children's rights, nationality), and plan, supervise and evaluate standard-setting activities in these areas; (ii) promote and facilitate co-operation and understanding between member States within its areas of competence; (iii) follow the implementation of the non-binding instruments that it has prepared and, if appropriate, of others within its area of competence; (iv) promote and facilitate the functioning and implementation of Council of Europe conventions, agreements and protocols; (v) contribute, where appropriate, to the implementation of co-operation projects and of other activities to support national initiatives within its areas of competence; (vi) contribute (if necessary) to the preparation of the Conference of the Ministers of Justice (subject to invitation), in co-operation with the CDDH and the CDPC, and ensure, as appropriate, the follow-up of any decision taken by the Committee of Ministers subsequent to the conference; (vii) provide legislative advice and training to national authorities on Council of Europe public and private law standards with a view to supporting member States in legal reforms to strengthen judicial independence and impartiality; (viii) raise awareness of national authorities and other relevant bodies of Council of Europe public and private law standards; (ix) take due account of the reports, decisions and conclusions of relevant monitoring mechanisms in the performance of its tasks; (x) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (xi) take due account of gender and children's rights perspectives; building cohesive societies and promoting and protecting rights of persons with disabilities in the performance of its tasks; (xii) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers ; (xiii) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Develop guidelines with a view to ensuring that online dispute resolution mechanisms are compatible with Articles 6 and 13 of the European Convention on Human Rights. (ii) Review the implementation of the Sofia Action Plan (Secretary General final report in 2021) on judicial Independence and Impartiality. (iii) Following the conference of Ministers of Justice organised by the French authorities within the French Chairmanship of the Committee of Ministers (14-15 October 2019), develop activities in the field of artificial intelligence.

¹ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

- (iv) Continue preparing a feasibility study aimed at protecting the profession of lawyer and, subject to the on-going feasibility study and CDCJ and CM decisions, draft an instrument.
- (v) Develop guidelines aimed at improving the efficiency and effectiveness of legal aid schemes in the member States in the areas of civil and administrative law.
- (vi) Develop guidelines on access to translation and/or interpretation in civil and administrative proceedings.
- (vii) Review protocols and procedures used by member States to determine and resolve cases of statelessness, in particular of migrant children (activity subject to results of the preliminary review in 2019).
- (viii) Review of policy and practice on how the best interests of the child and their rights are protected in situations of parental separation and in proceedings by public authorities to limit parental responsibilities or place a child in care; and prepare, as appropriate, on the basis of the above-mentioned reviews, guidelines, policy instruments or practical tools, in line with international and European standards and good practice.
- (ix) Submit to the Committee of Ministers a report on the work so far completed on the conditions of administrative detention of migrants, with proposals for possible avenues for the completion of this work.
- (x) Organise awareness-raising activities on powers of attorney and advance directives for incapacity and support member States to implement Recommendation CM/Rec(2009)11 on the issue.
- (xi) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of member States are invited to designate one or more representatives of the highest possible rank in the field of public and private law, with responsibility at the national level for the planning, development and implementation of policies relevant to the work of the Committee and appointed by their governments to co-ordinate at national level all elements of government policy relevant to the work of the Committee.

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

Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

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

The following may send a representative without the right to vote and without defrayal of expenses:

- European Union (including, as appropriate, the Fundamental Rights Agency (FRA));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- United Nations International Law Commission (ILC);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- International Institute for the Unification of Private Law (UNIDROIT);
- Hague Conference on Private International Law (HCCH);
- Organisation for Economic Co-operation and Development (OECD);
- Organisation for Security and Co-operation in Europe (OSCE);
- Office for Democratic Institutions and Human Rights (OSCE-ODIHR);
- International Commission on Civil Status (ICCS).

Observers:

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

- Belarus;
- International Social Service (ISS);²
- Office of the United Nations High Commissioner for Refugees (UNHCR).²

² As unanimously decided by the CDCJ at its 92nd meeting, 22-24 November 2017.

WORKING METHODS**Plenary meetings:**

48 members, 1 meeting in 2020, 3 days

48 members, 1 meeting in 2021, 3 days

Bureau meetings:

7 members, 2 meetings in 2020, 2 days

7 members, 2 meetings in 2021, 2 days

The Committee will also appoint one (two if possible) Gender Equality Rapporteur(s) and one Rapporteur on the rights of persons with disabilities and one Children's Rights Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

SUBORDINATE STRUCTURES

The CDCJ supervises its subordinate body:

- Committee of experts on the rights and the best interests of child in parental separation and in care proceedings (CJ/ENF-ISE) (see separate terms of reference).

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	1	3	48	70.5	18.5	89.3	1 A; 2 B
2021	1	3	48	70.5	18.5	89.3	1 A; 2 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COMMITTEE OF LEGAL ADVISERS ON PUBLIC INTERNATIONAL LAW (CAHDI)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of Law Programme: Rule of Law based institutions Sub-programme: Legal co-operation
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the Committee is instructed to:</p> <ul style="list-style-type: none"> (i) examine questions related to public international law; (ii) conduct exchanges with and co-ordinate views of member States; (iii) provide opinions at the request of the Committee of Ministers or at the request of other Steering Committees or Ad hoc Committees, transmitted via the Committee of Ministers; (iv) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (v) take due account of a gender perspective in the performance of its tasks; (vi) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Examine topical questions of public international law. (ii) Respond to requests for opinion or exchanges of views requested or transmitted by the Committee of Ministers. (iii) Continue its active role as the European Observatory of Reservations to International Treaties. (iv) Deepen exchanges of views on the work of the International Law Commission and of the Sixth Committee. (v) Continue to update and improve databases managed by the Committee related to "Immunities of States and international organisations", "Organisation and functions of the Office of the Legal Adviser of the Ministry of Foreign Affairs" and "UN sanctions and respect for Human Rights". (vi) Review recent developments regarding international disputes, namely cases before the European Court of Human Rights involving issues of public international law. (vii) Maintain contacts with lawyers and legal services of other entities or international organisations. (viii) Follow progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices, in the area of public international law.
COMPOSITION
<p>Members:</p> <p>Governments of member States are invited to appoint representatives, experts in the field of public international law, of the highest possible rank, preferably chosen among the Legal Advisers to the Ministries of Foreign Affairs.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair).</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p>

Participants:

The following may send representatives to meetings of the Committee without the right to vote or defrayal of expenses:

- European Union;
- States with observer status with the Council of Europe: Canada, Holy See, Japan, Mexico and United States of America;
- The Hague Conference on Private International Law;
- North Atlantic Treaty Organisation (NATO);
- Organisation for Economic Co-operation and Development (OECD);
- United Nations and its specialised agencies;
- European Organisation for Nuclear Research (CERN);
- International Criminal Police Organisation (INTERPOL);
- Organisation for Security and Co-operation in Europe (OSCE);
- International Committee of Red Cross (ICRC);
- Asian-African Legal Consultative Organisation (AALCO).

Observers:

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

- Australia, Belarus, Israel and New Zealand.

WORKING METHODS**Meetings:**

48 members, 2 meetings in 2020, 2 days

48 members, 2 meetings in 2021, 2 days

The Committee will appoint its successive Chairs and Vice-Chairs as CAHDI Gender Equality Rapporteurs.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	48	108.2	-	-	1.5 A, 1 B
2021	2	2	48	108.2	-	-	1.5 A, 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COUNCIL OF EUROPE COMMITTEE ON COUNTER-TERRORISM (CDCT)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Rule of Law Programme: Action against crime, security and protection of citizens Sub-programme: Action against crime and protection of citizens</p>
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the CDCT shall identify priority issues for intergovernmental legal co-operation and propose to the Committee of Ministers areas for action in the field of counter-terrorism, by providing technical and analytical advice, collecting information, conducting activities in this area and advising the Committee of Ministers on all questions within its area of competence. To this end, the CDCT is instructed to:</p> <ul style="list-style-type: none"> (i) follow the implementation of the Council of Europe instruments applicable to the fight against terrorism; (ii) co-ordinate the Council of Europe counter-terrorism activities; (iii) continue the work on country profiles on legislative and institutional counter-terrorism capacity of member States, where appropriate; on the development and exchange of “best practices” concerning, inter alia, preventing and suppressing terrorism; on financing of terrorism; on “foreign terrorist fighters”; on “terrorists acting alone”; on disengagement from terrorism and deradicalisation; and on the examination of other legal and practical priority issues related to the effective prevention and suppression of terrorism in full respect of the rule of law and democratic values, human rights and fundamental freedoms, as well as other provisions of international law, including international humanitarian law when it is applicable; (iv) identify possible additional priority activities against terrorism and make appropriate proposals to the Committee of Ministers with a view to intensifying Council of Europe action against terrorism, including preventive measures; (v) identify potential shortcomings in international law and address them in the most appropriate form, including a binding or non-binding legal instrument; (vi) further develop the database on the jurisprudence of the European Court of Human Rights relevant for the fight against terrorism; (vii) follow the implementation of the non-binding instruments that it has prepared as well as conventions for which it has been given supervision by the Committee of Ministers; (viii) contribute to co-operation and support activities to national initiatives in this field, promote internationally Council of Europe standards applicable to counter-terrorism through participation in the international counter-terrorism effort; (ix) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms; (x) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued. (xi) take due account of gender and children’s rights perspectives in the performance of its tasks; (xii) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers; (xiii) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) In close co-operation with other relevant Council of Europe committees, oversee the implementation of the Council of Europe Counter-Terrorism Strategy (2018-2022) focusing on prevention, prosecution and protection, in accordance with the prioritisation decided by the CDCT:

¹ Cf. relevant decision of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

- develop guidelines on practical policies and strategies to raise awareness on radicalisation and other preventive measures among frontline practitioners, in particular in schools;
 - examine the need for updating Council of Europe legal instruments pertaining to the financing of terrorism, including the Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and on the Financing of Terrorism (CETS No. 198);
 - identify best practices and elaborate an international binding or non binding instrument on the gathering of evidence from conflict zones for the purpose of criminal prosecution for terrorism offences;
 - ensure appropriate follow up to the workshop for judges and prosecutors dealing with the conduct of criminal trials against, and the prosecution of, foreign terrorist fighters, including returnees and relocators, held in Madrid in June 2019;
 - start working on the issue of emerging terrorist threats in Europe;
 - organise an international conference focusing on the questions and challenges arising from the return to Europe of women and children having been involved with a terrorist organisation abroad.
- (ii) As necessary, examine any other issue which may arise, and which is not covered by the Strategy.
- (iii) Continue the work on the elaboration of a pan-European legal definition of terrorism.
- (iv) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of member States are invited to designate one or more representatives of the highest possible rank with responsibility at the national level for the planning and/or development and/or implementation of policies relevant to the work of the Committee and with extensive knowledge of legal or financial questions concerning terrorism.

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

Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send a representative without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Commissioner for Human Rights;
- European Committee on Legal Co-operation (CDCJ);
- European Committee on Crime Problems (CDPC);
- Steering Committee for Human Rights (CDDH);
- Steering Committee on Media and Information Society (CDMSI);
- other committees or bodies of the Council of Europe engaged in related work, as appropriate.
- Committee of Experts on the Evaluation of Anti-Money Laundering Measures and the Financing of Terrorism (MONEYVAL).

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

- European Union (one or more representatives, including, as appropriate Europol and Eurojust);
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- United Nations;
- International Criminal Police Organisation-Interpol (ICPO-Interpol);
- Organisation for Security and Co-operation in Europe (OSCE);
- Organization of American States (OAS);
- Organization for Democracy and Economic Development (GUAM);
- Commonwealth of Independent States (CIS);
- International Committee of the Red Cross (ICRC);
- The Global Counterterrorism Forum (GCTF).

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- civil society and representatives of business, technical, professional and academic communities.

WORKING METHODS**Plenary meetings:**

48 members, 2 meetings in 2020, 3 days

48 members, 2 meetings in 2021, 3 days

Bureau meetings:

7 members (the Chair, the Vice-Chair, the Chair of the Consultation of the Parties and four members of the Committee), 2 meetings in 2020, 1 day

7 members (the Chair, the Vice-Chair, the Chair of the Consultation of the Parties and four members of the Committee), 2 meetings in 2021, 1 day

The Committee will also appoint a Gender Equality Rapporteur and a Rapporteur on Children's rights from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	48	100.0	7.6		1 A; 1 B
2021	2	3	48	100.0	7.6		1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN COMMITTEE ON CRIME PROBLEMS (CDPC)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of Law Programme: Action against crime, security and protection of citizens Sub-Programme: Action against crime and protection of citizens / Prisons and Police
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the CDPC shall identify priority elements for intergovernmental legal co-operation, propose to the Committee of Ministers areas for action in criminal law and procedure, criminology and penology, by providing scientific advice, collecting information, conducting activities in these areas and by advising the Committee of Ministers on all questions within its area of competence, taking due account of relevant transversal perspectives. In particular, the CDPC is instructed to:</p> <ul style="list-style-type: none"> (i) steer legal co-operation among the Council of Europe member States in order to assist them to develop modern penal policies. In particular, it shall develop common standards in the fields of criminal law and in preventing and combating all forms of criminal activities, including both substantive and procedural aspects; (ii) follow the implementation and promotion of the relevant Council of Europe Conventions in the criminal law field¹ including, where appropriate, any conventional bodies established by them, for their revision and updating as necessary and for facilitating friendly settlements of any difficulty which may arise out of their execution and implementation; (iii) co-ordinate the implementation of the Action Plan on Transnational Organised Crime (2016-2020); (iv) assist member States, together with the PC-CP, in the implementation of the European Prison Rules, the European Rules for juvenile offenders, the Council of Europe Probation Rules, as well as the other relevant recommendations in the penitentiary field with a view to ensuring harmonised laws and practices in the execution of sanctions and measures throughout Europe. In order to assist member States in developing modern penal policies based on validated data and research, it will also ensure the regular collection of the Council of Europe Annual Penal Statistics (SPACE); (v) prepare, in co-operation with the CDDH and CDCJ, conferences, such as the Conferences of the Ministers of Justice and ensure the follow-up of any decision taken by the Committee of Ministers subsequent to the Conferences; (vi) ensure the follow-up to the Conferences of Directors of Prison and Probation Services; (vii) oversee the activities carried out by its subordinate committees/bodies (notably the PC-OC and PC-CP in the international co-operation and penitentiary field, respectively); (viii) ensure co-operation and transversal activities, where appropriate, with other relevant Council of Europe bodies (in particular GRECO, MONEYVAL, Pompidou Group, CDCT, T-CY, CEPEJ, CCPE, CCJE, CPT); (ix) provide an intergovernmental setting for the negotiation and finalisation of draft legal instruments or draft amendments to existing legal instruments prepared by ad hoc committees and committees of the parties, tasked by the Committee of Ministers with elaborating them; (x) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued. (xi) take due account of a gender perspective and of building cohesive societies in the performance of its tasks; (xii) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an assessment of some or all of the conventions for which it has been given responsibility,² in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers; (xiii) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.

¹ Cf. list of Conventions in document CM(2019)132.

² Cf. relevant decision of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

SPECIFIC TASKS

- (i) Consider the criminal law challenges, including related to trans-border judicial co-operation, posed by advances in artificial intelligence, robotics and smart autonomous machinery, including self-driving cars, drones and other forms of robots capable of causing physical harm independent of human operators.
- (ii) Ensure concrete follow-up to the work carried out on the smuggling of migrants, by co-ordinating the implementation of a series of actions, aiming at assisting member States in fostering international co-operation and investigative strategies in fighting the smuggling of migrants, including considering the preparation of an international legal instrument.
- (iii) Ensure follow-up to the high-level Conference “Responses to Prison Overcrowding” involving the ministries of justice, the judiciary and prison and probation services in order to promote the White Paper on Prison Overcrowding, providing a platform to explore and share best practices and concrete measures to reduce overcrowding in prisons.
- (iv) Continue the work already undertaken on victims’ rights within the criminal justice system, with a view to the possible preparation of a non-binding legal instrument (recommendation) or guidelines on this topic using a comprehensive approach.
- (v) Ensure the implementation of specific actions related to issues of transnational organised crime, including some remaining activities identified by the Committee in the Action Plan:
 - review the Recommendation Rec(2005)9 on the protection of witnesses and collaborators of justice;
 - review provisions on international co-operation in Council of Europe conventions and relevant reservations/declarations to these conventions;
 - consider ways to improve the existing legal network on the management and disposal of criminal assets;
 - organise a thematic session on the development of Joint Investigation Teams based on the Second Additional Protocol to the Convention on Mutual Legal Assistance in Criminal Matters;
 - ensure follow-up to the International Conference on Terrorism and Organised Crime, in particular concerning the links between transnational organised crime and terrorism, in close co-operation with the CDCT.
- (vi) Organise activities aimed at promoting the recently adopted Council of Europe Convention on Offences relating to Cultural Property (CETS No. 221) and encouraging States, including non-Council of Europe member States, to ratify it.
- (vii) Assist the efforts made by member States in raising awareness among practitioners, namely judges, prosecutors, law enforcement and relevant civil servants, of relevant Council of Europe work in the field of international co-operation in criminal law matters.
- (viii) Ensure follow-up to the 24th and 25th Conferences of Directors of Prison and Probation Services.
- (ix) Examine whether there is a need to review the Council of Europe Handbook for Prison and Probation Services regarding Radicalisation and Violent Extremism and enhance its implementation.
- (x) Enlarge the scope of judicial co-operation by promoting the ratification of existing Council of Europe conventions, referring also to developments in the EU.
- (xi) Consider the issue of cyber violence in the light of the different Council of Europe legal instruments which may apply.
- (xii) Effectively improve the impact of the work of the CDPC (and its subordinate bodies) by improving means of disseminating key documents to a larger number of practitioners, notably by encouraging each CDPC delegation to use networks of e-mail recipients at national levels, and, when appropriate, by carrying out country-based and targeted needs-specific activities (such as conferences, seminars, workshops) in co-operation with national institutions (ministries, universities, judicial councils, law enforcement agencies).
- (xiii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION**Members:**

Governments of member States are invited to designate one or more representatives of the highest possible rank with the following qualifications: senior officials and experts in the fields of criminal law and criminal procedure, penology or criminology, with responsibility at the national level for the planning, development and implementation of policies relevant to the work of the Committee and appointed by their governments to co-ordinate, at national level, all elements of government policy relevant to the work of the Committee.

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

Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- **Congress of Local and Regional Authorities of the Council of Europe;**
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- Consultative Council of European Prosecutors (CCPE);
- European Committee for the Prevention of Torture and Inhuman and Degrading Treatment (CPT) and any other relevant body of the Council of Europe;
- Ad Hoc Committee on Artificial Intelligence (CAHAI);
- Council of Europe Committee on Counter-Terrorism (CDCT);
- Cybercrime Convention Committee (T-CY);
- other committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America.

Observers:

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

- Non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- the Conference of Ministers of Justice of Ibero-American Countries (COMJIB);
- EuroPris;
- civil society and representatives of business, technical, professional and academic communities;
- other relevant International Organisations.

WORKING METHODS

Plenary meetings:

48 members, 2 meetings in 2020, 4 days

48 members, 2 meetings in 2021, 4 days

Bureau meetings:

9 members, 2 meetings in 2020, 2 days

9 members, 2 meetings in 2021, 2 days

The Committee shall appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

SUBORDINATE STRUCTURE(S)

The CDPC supervises its subordinate bodies:

- Committee of Experts on the Operation of European Conventions on Co-operation in Criminal Matters (PC-OC) (see separate terms of reference);
- Council for Penological Co-operation (PC-CP) (see separate terms of reference).

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	4	48	137.7	19.0		1 A; 1 B
2021	2	4	48	137.7	19.0		1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COUNCIL FOR PENOLOGICAL CO-OPERATION (PC-CP)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate Body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Rule of Law Programme: Action against crime, security and protection of citizens Sub-Programme: Prisons and Police</p>
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Draft a Committee of Ministers' Recommendation on the assessment, management and integration back into the community of persons who have committed sexual offences. (ii) Organise in 2020 and in 2021 the Council of Europe Conferences of Directors of Prison and Probation Services. (iii) Ensure the collection and publication of SPACE I and SPACE II statistics in due time in 2020 and in 2021. (iv) In the framework of the Council of Europe Counter-Terrorism Strategy for 2018-2022, assist the national authorities in implementing the Guidelines and the Handbook for Prison and Probation Services regarding Radicalisation and Violent Extremism. (v) Examine whether there is a need to review the Council of Europe Handbook for Prison and Probation staff Services regarding Radicalisation and Violent Extremism in order to include the management of right wing extremists and of returning foreign terrorist fighters. (vi) Together with CDCT and the CDPC, on the basis of Recommendation CM/Rec(2014)3 and United Nations Security Council Resolution 2396, draft a Committee of Ministers recommendation which aims at enabling the development of tailored strategies to address and counter terrorist narratives within the prison system. (vii) Examine the problems posed in relation to the management of offenders with mental health disabilities and disorders and whether there is a need to develop Council of Europe standards in this area. (viii) Examine the impact and added value of the use of new technologies, including artificial intelligence, on the work of prison and probation services and the management and treatment of suspects and offenders. (ix) Promote among the national authorities of the member States the latest relevant Committee of Ministers' Recommendations, namely the revised European Prison Rules, the European Rules on community sanctions and measures CM/Rec(2017)3; CM/Rec(2018)5 concerning children with imprisoned parents and CM/Rec(2018)8 concerning restorative justice in criminal matters.
COMPOSITION
<p>Members:</p> <p>The Committee shall be composed of one representative per member State, designated by the Government of that State from among officials of the highest possible rank in the relevant field.</p> <p>The PC-CP Working Group shall be composed of 9 members, elected in their personal capacity for a period of two years (renewable), with the following desirable qualifications: high-level representatives of prison administrations, of probation services and of juvenile justice agencies, researchers or other experts having a thorough knowledge of penological questions. The PC-CP Working Group shall elect its Chair and its Vice-Chair by majority ballot among its members for a period of one year (renewable once).</p> <p>The members of the PC-CP Working Group shall be elected by the CDPC at its plenary sessions from a list of candidates drawn up in accordance with paragraph 2 above. When electing these members, the CDPC shall take into account their qualifications and the desirability of giving preference to candidates whose professional obligations and linguistic abilities permit them to take a full and active part in the work of the Penological Council. The CDPC shall also take into account the gender balance and the equal geographical distribution of elected members. No two members may be nationals of the same State. A newly elected member shall not be of the same nationality as one of the outgoing members.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative per Council of Europe member State at the plenary meeting of the PC-CP as well as the travel and subsistence expenses of the nine members of the PC-CP Working Group.</p> <p>Other member States may also send representatives to the meetings of the PC-CP Working Group without defrayal of expenses.</p>

Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- European Committee on Crime Problems (CDPC);
- European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment (CPT);
- Ad Hoc Committee on Artificial Intelligence (CAHA);
- Consultative Council of European Prosecutors (CCPE);
- Consultative Council of European Judges (CCJE);
- other committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- United Nations Subcommittee on Prevention of Torture (SPT);
- United Nations Office on Drugs and Crime (UNODC);
- United Nations Children's Fund (UNICEF).

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- Confederation of European Probation (CEP);
- International Centre for Prison Studies;
- Penal Reform International (PRI);
- International Association of Juvenile and Family Court Magistrates (IAJFCM);
- EuroPris.

WORKING METHODS

Plenary meetings:

48 national representatives, 9 members of the PC-CP Working Group, 1 meeting in 2020, 3 days

48 national representatives, 9 members of the PC-CP Working Group, 1 meeting in 2021, 3 days

Working Group meetings:

9 members and 4 consultants, 3 meetings in 2020, 3 days

9 members and 4 consultants, 3 meetings in 2021, 3 days

The Committee will appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	1	3	48	53.7		57.3	1 A; 1 B
2021	1	3	48	53.7		57.3	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

COMMITTEE OF EXPERTS ON THE OPERATION OF EUROPEAN CONVENTIONS ON CO-OPERATION IN CRIMINAL MATTERS (PC-OC)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate Body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME	
Pillar: Rule of Law Programme: Action against crime, security and protection of citizens Sub-Programme: Action against crime and protection of citizens	
SPECIFIC TASKS	
(i)	<p>Improve the efficient functioning of the European Convention on Mutual Assistance in Criminal Matters and the Additional Protocols thereto, including by the development of practical guidelines and tools, where appropriate. In this regard, explore in particular possibilities to:</p> <ul style="list-style-type: none"> - facilitate the exchange of information from judicial records; - enable electronic transmission of requests for co-operation, responses to them and other communications; - facilitate the implementation of the Second Additional Protocol regarding the use of direct communication, Joint Investigation Teams, etc.
(ii)	<p>Contribute to the implementation of the Action Plan on Transnational Organised Crime adopted by the Committee of Ministers. In particular, address ways to improve international co-operation as regards the management, the recovery and the sharing of assets proceeding from crime, including by the elaboration of new standards and tools where necessary.</p>
(iii)	<p>Promote the ratification and efficient application of the treaties on international co-operation in criminal matters by the organisation of thematic sessions or conferences, the exchange of practice and, where appropriate, the development of practical guidelines and tools. Particular attention should thereby be paid to the following Conventions which suffer a low level of ratification:</p> <ul style="list-style-type: none"> - the European Convention on the Supervision of Conditionally Sentenced and Conditionally Released Offenders (ETS No 51); - the European Convention on the International Validity of Criminal Judgments (ETS No 70); - the European Convention on the Transfer of Proceedings in Criminal Matters (ETS No 73).
(iv)	<p>Identify, at the earliest stage possible, concrete problems experienced by Parties to the conventions, through discussion during meetings and on the online forum, propose practical solutions, such as procedural guidelines or notes for practitioners, and facilitate bilateral consultation.</p>
(v)	<p>Continue improving the PC-OC website as a user-friendly and reliable source of legal and practical information for practitioners (including, for example, country information, legal standards, case law, practical guidelines, model forms, thematic background papers and non-binding opinions of the PC-OC) needed to implement the conventions on international co-operation in criminal matters.</p>
(vi)	<p>In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an assessment of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers.</p>
COMPOSITION	
Members: <p>Governments of member States are invited to designate one or more representatives of the highest possible rank in the relevant field of international criminal law, in particular officials in charge of international co-operation in criminal matters.</p> <p>The Council of Europe will bear the travel and subsistence expenses of one representative from each member State (two in the case of the State whose representative has been elected Chair).</p> <p>Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p>	

¹ Cf. relevant decision of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Consultative Council of European Prosecutors (CCPE);
- Consultative Council of European Judges (CCJE);
- European Commission for the Efficiency of Justice (CEPEJ);
- Cybercrime Convention Committee (T-CY);
- other committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- United Nations Office for Drugs and Crime (UNODC);
- International Criminal Police Organisation (INTERPOL);
- United Nations Interregional Crime and Justice Research Institute (UNICRI);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- International Criminal Court (ICC);
- European Institute for Crime Prevention and Control (HEUNI);
- Organisation of American States (OAS);
- Ibero-American Network for International Legal Cooperation (IberRed).

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities.

WORKING METHODS

Plenary meetings:

48 members, 2 meetings in 2020, 3 days

48 members, 2 meetings in 2021, 3 days

Working Group meetings:

9 members (Bureau members and 7 members elected by the PC-OC), 2 meetings in 2020, 3 days

9 members (Bureau members and 7 members elected by the PC-OC), 2 meetings in 2021, 3 days

All member States may send representatives to the working group meeting without defrayal of expenses.

Bureau meetings:

The Bureau is composed of the Chair and the Vice-Chair. The Chair and the Vice-Chair are elected for a term of one year, renewable once.

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	48	107.4		30.4	1 A; 1 B
2021	2	3	48	107.4		30.4	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

AD HOC EUROPEAN COMMITTEE FOR THE WORLD ANTI-DOPING AGENCY (CAHAMA)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of law Programme: Action against crime, security and protection of citizens Sub-Programme: Sport Conventions
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the Ad hoc European Committee for the World Anti-Doping Agency (CAHAMA) will:</p> <ul style="list-style-type: none"> (i) develop and co-ordinate the positions of all States Party to the European Cultural Convention on issues relating to anti-doping policy development, support the work of all representatives of the European Public Authorities in the Executive Committee and Foundation Board of the World Anti-Doping Agency (WADA), standing and ad hoc committees of WADA, as well as WADA public authorities meetings and provide the Committee of Ministers with feedback, direction and advice; (ii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (iii) take due account of a gender perspective in the performance of its tasks; (iv) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Prepare and approve mandates for six representatives of the European Public Authorities in the WADA Executive Committee and Foundation Board on matters to be discussed and/or that are of importance at the meetings of these two bodies (including teleconferences and circular votes). (ii) Prepare guidelines for common action of the Council of Europe member States in their relations with WADA. Formulate consensual European positions on any relevant projects, initiatives or candidatures where consultation is needed and/or desirable and address them to WADA. (iii) Prepare and co-ordinate the participation of six representatives of the European Public Authorities in the WADA Executive Committee and Foundation Board in the meetings of these two bodies. (iv) Prepare and co-ordinate the participation of six representatives of the European Public Authorities in the WADA Executive Committee and Foundation Board in the meetings of the WADA Public Authorities' representatives (OneVoice). (v) Prepare and co-ordinate the position of the European Public Authorities concerning a possible revision of the World Anti-doping Code, International standards and WADA Statutory documents. Ensure that the common position of the member States of the Council of Europe is communicated to the WADA and taken into account during the drafting process. (vi) Receive reports from the representatives of the European Public Authorities in the WADA Executive Committee and Foundation Board on the implementation of the mandates approved by CAHAMA and, where appropriate, agree on necessary follow-up actions. (vii) Review the terms of reference of the WADA Executive Committee and WADA Foundation Board members appointed by the Council of Europe. (viii) Approve and submit to the Committee of Ministers the selection criteria for designating the two representatives of European Public Authorities in the WADA Foundation Board, the candidate from the European Public Authorities in the WADA Executive Committee, as well as the results (if any) of the indicative votes on the proposed candidates. (ix) Approve and submit to the Committee of Ministers the selection criteria for electing the WADA President or Vice-President, as well as the results (if any) of the indicative votes on the proposed candidates. (x) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.
COMPOSITION
<p>Members:</p> <p>The Governments of Council of Europe member States and of the other States Parties to the European Cultural Convention are invited to appoint as member of the CAHAMA a high-ranking official preferably from their national ministry or the relevant public authority responsible for anti-doping policies in sport.</p>

The members of the CAHAMA shall defray their own travel and subsistence expenses, in derogation from Resolution CM/Res(2011)24.

Each State Party may also designate national, governmental or non-governmental experts to participate in meetings of the Committee, without the right to vote or defrayal of expenses.

Each State Party to the European Cultural Convention shall have one vote.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- European Court of Human Rights;
- European Union;
- Institute of National Anti-Doping Organisations (iNADO);
- six representatives of European Public Authorities in the WADA Executive Committee and Foundation Board.

Should any representative of the European Public Authorities be appointed to chair one of WADA's Standing Committees (Finance, Education, Athletes and Health, Medical and Research), he or she may participate in the meetings or send a representative without the right to vote and without defrayal of expenses.

Observers:

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

- World Anti-Doping Agency (WADA);
- UNESCO.

WORKING METHODS

Plenary meetings:

51 members, 3 meetings in 2020, 1.5 days

51 members, 3 meetings in 2021, 1.5 days

Meetings of the 6 representatives of European Public Authorities in the WADA Executive Committee and Foundation Board

6 members, 2 meetings in 2020, 2 days; 1 member, 2 meetings in 2020, 1 day

6 members, 2 meetings in 2021, 2 days; 1 member, 1 meeting in 2021, 1 day

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

Budgetary information*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	3	1.5	51 ¹	8.0	-	-	0.5 A; 0.5 B
2021	3	1.5	51 ¹	8.0	-	-	0.5 A; 0.5 B

*The costs include interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

¹ Of which none are reimbursed by the Council of Europe.

EUROPEAN COMMITTEE ON DEMOCRACY AND GOVERNANCE (CDDG)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Democracy Programme: Democratic Governance Sub-programme: Democratic Governance
MAIN TASKS
<p>Under the authority of the Committee of Ministers, having regard to the Secretary General's reports on the State of Democracy, Human Rights and the Rule of Law, and building on the achievements in the area of local and regional democracy and multi-level governance, the European Committee on Democracy and Governance (CDDG) will steer the Council of Europe's intergovernmental work in the field of democracy and democratic governance and advise the Committee of Ministers in its field of competence, taking due account of relevant transversal perspectives. The overall aim of the CDDG is to contribute to strengthening democratic institutions, public administration reform, decentralisation and good governance, with particular emphasis on enhancing citizens' participation and strengthening public ethics. The CDDG will also work on meeting the challenges raised and using the opportunities offered by technological development to strengthen governance and democracy and citizens' trust in them. In particular, the CDDG is instructed to:</p> <ul style="list-style-type: none"> (i) act as a forum where members, associating as appropriate participants and observers, exchange information, views and experience and disseminate good practice in the design and implementation of democracy related reforms, including through compilation of best practice and guidelines; (ii) provide responses based on domestic legislation, practice and experience to member States so requesting that envisage policy reviews and legislative reforms, including through peer reviews and the rapid response service; (iii) develop as appropriate standards relating to modernisation of democratic institutions, public administration, citizens' participation and democratic governance at all levels; (iv) promote the implementation of the Twelve Principles of Good Governance through targeted action and the use of the tools of the Centre of Expertise for Good Governance; (v) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms; (vi) provide input and ensure follow-up to the sessions of the Council of Europe's World Forum for Democracy when the themes addressed fall within the mandate of the CDDG; (vii) promote and follow the implementation of the non-binding instruments that it has prepared; (viii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (ix) take due account of gender and children's rights perspectives, building cohesive societies and promoting and protecting rights of persons with disabilities in the performance of its tasks while closely associating civil society in its activities; (x) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with other relevant bodies, and report back to the Committee of Ministers. (xi) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 11: Sustainable Cities and Communities and Goal 16 Peace, Justice and Strong Institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Building on its previous work on e-democracy and taking into account the outcome of the 129th Session of the Committee of Ministers in Helsinki, prepare a study on the impact of the digital transformation, including artificial intelligence and automated decision-making, on democracy and good governance, also with a view to contributing to the work of the CAHAI.

¹ Cf. relevant decision of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

- (ii) Develop standards on new technologies and the different stages of the electoral process (including voter registration, transmission and tabulation of results, etc.) in the form of a Committee of Ministers' recommendation or guidelines as a follow-up to the Secretary General's reports on the State of Democracy, Human Rights and Rule of Law and taking into account the outcome of the 129th Session of the Committee of Ministers in Helsinki as well as the work of the Venice Commission in this area.
- (iii) Draft a recommendation for the Committee of Ministers on democratic accountability of elected officials and bodies at local and regional level with a view to complementing Recommendation CM/Rec(2019)3 on the supervision of local authorities' activities and updating previous work in this area.
- (iv) Promote the guidelines and the revised Handbook on public ethics at all levels of government.
- (v) Contribute to the implementation of the next Digital Governance Strategy in its field of expertise.
- (vi) Contribute to the updating of toolkits of the Centre of expertise for good governance reflecting the latest governance practices as well as the principles of efficiency and effectiveness.
- (vii) Report to the Committee of Ministers on a regular basis on the work and achievements of the European Stakeholders Platform which delivers the accreditation to the national platforms or bodies authorised to grant the European Label of Governance Excellence (ELoGE).
- (viii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of member States are invited to designate one or more representatives of the highest possible rank in the relevant field, with senior responsibility at national level for the implementation of democratic (constitutional) principles and/or the planning, development and implementation of policies in the field of democratic governance, including at local and regional level, and the modernisation of public administration, and/or for co-ordinating government policy relevant to the work of the Committee.

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

Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Congress of Local and Regional Authorities of the Council of Europe;
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- European Commission for Democracy through Law (Venice Commission);
- Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- Organisation for Economic Co-operation and Development (OECD);
- Office for Democratic Institutions and Human rights (ODIHR-OSCE).

Observers:

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

- Assembly of European Regions;
- Council of European Municipalities and Regions;
- European Council of Spatial Planners (ECTP-CEU).

Other non-governmental organisations may receive, upon request, observer status and have the right to send representatives without the right to vote and without defrayal of expenses.

WORKING METHODS**Plenary meetings:**

48 members, 2 meetings in 2020, 2 days

48 members, 2 meetings in 2021, 2 days

Bureau meetings:

7 members, 2 meetings in 2020, 2 days

7 members, 2 meetings in 2021, 2 days

The Committee will also appoint Rapporteurs on Gender Equality, on Children's Rights, on Roma and Travellers² Issues and on the rights of persons with disabilities from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Without prejudice to Resolution CM/Res(2011)24, draft agendas for meetings will be prepared with a view to facilitating participation by representatives, with due regard to the areas of expertise of those representatives.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	48	105	8.8	13.1	1.5 A; 1 B
2021	2	2	48	105	8.8	13.1	1.5 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

² The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "Gens du voyage", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

STEERING COMMITTEE FOR EDUCATION POLICY AND PRACTICE (CDPPE)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Democracy Programme: Democratic Participation Sub-programme: Education for Democracy
MAIN TASKS
<p>Under the authority of the Committee of Ministers and in the framework of the European Cultural Convention, the CDPPE will oversee the Council of Europe's actions in the field of general and higher education and advise the Committee of Ministers on all questions within its area of competence. Rooted in the four purposes of education as defined by the Committee of Ministers¹ and taking due account of transversal perspectives, the overall aim of the Education programme during the biennium is to support member States to develop their policies, legislation and practice in view of promoting quality, inclusive and corruption-free education systems, taking into account the Council of Europe Reference Framework for Democratic Culture. The CDPPE will cover Council of Europe priority areas and all levels of education. With this purpose, the CDPPE is instructed to:</p> <ul style="list-style-type: none"> (i) develop, at European level, education policies based on the core values and standards of the Council of Europe; (ii) exchange ideas, information and good practice among its members, associating, as appropriate, observers and participants on issues concerning education; (iii) promote and facilitate co-operation and understanding between member States; (iv) continue to ensure the follow-up of the decisions taken by the Committee of Ministers subsequent to the 25th Session of the Standing Conference of Ministers of Education on "Securing democracy through Education"; (v) promote reforms of general and higher education systems and policies to further develop democratic competences as well as participation and inclusion and to contribute to developing the European Higher Education Area; (vi) provide advice for policy makers and education professionals in States Parties to the European Cultural Convention in implementing education policies in line with the programme of activities adopted by the Committee of Ministers; (vii) draw up recommendations and other instruments allowing States Parties to the European Cultural Convention to develop education policies in conformity with the principles and standards of the Organisation and to implement them; (viii) identify opportunities for Council of Europe input and/or complementary Council of Europe action and programmes, taking into account the activities of other international organisations, in particular the European Union, the United Nations and the OSCE; (ix) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work; (x) follow the implementation of the non-binding instruments that it has prepared as well as conventions for which it has been given supervision by the Committee of Ministers; (xi) contribute to co-operation and support activities of national initiatives in this field; (xii) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms; (xiii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (xiv) take due account of a gender perspective, building cohesive societies, and promoting and protecting rights of persons with disabilities in the performance of its tasks;

¹ Cf. Appendix to Recommendation CM/Rec(2007)6:

- preparation for sustainable employment;
- preparation for life as active citizens in democratic societies;
- personal development;
- the development and maintenance, through teaching, learning and research, of a broad, advanced knowledge base.

- (xv) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,² in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers;
- (xvi) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 4: Quality Education; Goal 5: Gender Equality; Goal 10: Reduce inequality; Goal 13: Climate action; Goal 16: Peace, Justice and Strong institutions and Goal 17: Global partnership for sustainable development.

SPECIFIC TASKS

- (i) Develop policy guidelines and approaches to increase the effectiveness of education for democratic citizenship and human rights education at the European level through the implementation (teaching, learning, assessment) and continued development of the Reference Framework of Competences for Democratic Culture (RFCDC) in national contexts and prepare and conduct the next review of the Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education.
- (ii) Develop education policies to meet the opportunities and challenges of artificial intelligence and develop digital citizenship education as an integrated and sustainable part of formal education systems in Europe.
- (iii) Develop strategies for the implementation of language education policies which contribute to the education of learners as democratic citizens.
- (iv) Further the linguistic integration of refugees and migrants through the toolkit “Language Support for adult refugees” and contribute to the establishment of an Academy for democratic leadership of persons with a refugee background.
- (v) Encourage policy makers and education actors in member States to engage in a project for the development of open and inclusive learning environments and the promotion of the freedom of expression in schools and universities, in particular through a Democratic Schools Network.
- (vi) Based on the “Principles and Guidelines for quality history education in the 21st Century”, support member States’ development of education programmes that allow teachers to deliver quality history education, including Holocaust education, incorporating appropriate pedagogy, classroom strategies and teaching resources.
- (vii) Guide higher education policies towards contributing to the promotion of academic freedom and institutional autonomy, democratic higher education governance, the fair recognition of qualifications – including, through the European Qualifications Passport for Refugees, qualifications held by refugees, even when these cannot be adequately documented - based on the Lisbon Recognition Convention and structural reforms in the European Higher Education Area.
- (viii) Promote a culture of trust and integrity through the Platform on Ethics, Transparency and Integrity in Education (ETINED) and develop policy instruments to combat education fraud through an integrated policy approach on prevention, protection, participation, prosecution and trans-border co-operation.
- (ix) Foster integrity in higher education through the development and dissemination of policy framework documents and instruments for measuring integrity and transparency in higher education institutions across member States;
- (x) Foster the implementation of the Recommendation on Fostering a culture of ethics in the teaching profession (submitted to the Committee of Ministers for adoption in autumn 2019) and support the effectiveness of ethical codes in education in the member States.
- (xi) Contribute to the implementation of the UNESCO Education 2030 agenda/Sustainable Development Goal 4 with particular emphasis on the role of education for democracy and inclusion in the development of sustainable societies.
- (xii) Follow the work of the Council of Europe’s network of Schools of Political Studies and promote synergy with other parts of the Education Programme.
- (xiii) Ensure free access to on-line Council of Europe educational resources to member States, including publications, self-learning and master classes for education professionals on topical issues.
- (xiv) Provide rapid reaction, as far as possible, to requests from member States for advice and assistance on issues of education legislation and policy within the areas covered by the Education programme.
- (xv) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

² Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

COMPOSITION**Members:**

Governments of the 50 States Parties to the European Cultural Convention are invited to designate two representatives of the highest possible rank representing the (i) general education and (ii) higher education sectors, with responsibility at the national level for the planning, development and implementation of policies relevant to the work of the Committee and appointed by their governments and by the competent body or bodies representing universities or other institutions of higher education. Committee members will co-ordinate at national level all elements of government policy relevant to the work of the Committee.

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

States Parties to the European Cultural Convention may send other representatives without defrayal of expenses.

Each delegation shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Congress of Local and Regional Authorities of the Council of Europe;
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- Council of Europe Development Bank (CEB);
- North-South Centre;
- committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe: Canada, Japan, Mexico, United States of America;
- Arab League for Education Culture and Science Organisation (ALECSO);
- Nordic Council of Ministers;
- Organisation for Economic Co-operation and Development (OECD);
- Organisation for Security and Co-operation in Europe (OSCE);
- United Nations Educational, Scientific and Cultural Organisation (UNESCO).

Observers:

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

- Israel;
- the Conference of European Churches (KEK);
- Education International (EI);
- European Association of Institutions in Higher Education (EURASHE);
- European Council of Doctoral Candidates and Junior Researchers (EURODOC);
- European Cultural Foundation (ECF);
- European Federation of Catholic Universities (FUCE);
- European Science Foundation (ESF);
- European Students' Union (ESU);
- European University Association (EUA);
- the European Wergeland Centre (EWC);
- International Association of Universities (IAU);
- Lifelong Learning Platform;³
- Organising Bureau of European School Students Unions (OBESSU).

³ Cf. CM/Del/Dec(2018)1309/7.1.

WORKING METHODS**Plenary meetings:**

51 members, 2 meetings in 2020, 3 days for the 1st Session, 2 days for the 2nd Session

51 members, 2 meetings in 2021, 3 days for the 1st Session, 2 days for the 2nd Session

Bureau meetings:

12 members, 2 meetings in 2020, 2 days

12 members, 2 meetings in 2021, 2 days

The CDPPE elects a Bureau of six members, of whom the Chair and Vice-Chair of the Committee, representing in a balanced way the general and higher education sectors. Two members of the academic community and two NGO representatives, designated by the CDPPE, participate in the meetings of the Bureau, without the right to vote.

The Committee will also appoint a Gender Equality Rapporteur and a Rapporteur on the rights of persons with disabilities from amongst its members, who participate in the meetings of the Bureau.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2 / 3	51	93.8	15.8	-	1 A; 1 B
2021	2	2 / 3	51	93.8	15.8	-	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN STEERING COMMITTEE FOR YOUTH (CDEJ)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Democracy Programme: Democratic Participation Sub-programme: Youth for Democracy
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the European Steering Committee for Youth (CDEJ) will oversee the Council of Europe's programme in the field of youth and advise the Committee of Ministers on all questions within its area of competence. Taking due account of relevant cross-cutting perspectives, the overall aim is to stimulate co-operation between the governments of the States Parties to the European Cultural Convention with a view to developing and implementing youth policies based on Council of Europe standards, thereby facilitating young people's access to their rights. The CDEJ acts as the governmental partner in the co-management structures of the youth sector (the non-governmental partner being the Advisory Council on Youth - CCJ); the CDEJ and the CCJ co-operate within the Joint Council on Youth (CMJ) in order to establish the priorities of the Council of Europe youth sector. With this purpose, the CDEJ is instructed to:</p> <ul style="list-style-type: none"> (i) promote the values of the Council of Europe; (ii) elaborate youth policy standards and instruments where necessary; (iii) advise governments on their youth policy; (iv) promote Council of Europe youth policies by supporting member States in the implementation of key recommendations of the Committee of Ministers in the youth field, in particular: Recommendation CM/Rec(2019)4 on supporting young refugees in transition to adulthood; Recommendation CM/Rec(2017)4 on youth work; Recommendation CM/Rec(2016)7 on young people's access to rights; Recommendation CM/Rec(2015)3 on the access of young people from disadvantaged neighbourhoods to social rights (ENTER Recommendation); (v) stimulate youth research in Europe and support co-operation between youth researchers; (vi) promote the capacity building of public authorities in the implementation of Council of Europe standards in the youth field; (vii) promote the Council of Europe's standards by granting its "Quality Label for Youth Centres"; (viii) contribute to the Council of Europe's cross-cutting activities which concern youth; (ix) designate, for two years, the CDEJ members who shall be invited to represent it on the Programming Committee on Youth (CPJ), the co-management body in charge of establishing the youth sector's programme of activities; (x) contribute to the preparation of Council of Europe Conferences of Ministers responsible for youth and ensure, as appropriate, the follow-up of any decision taken by the Committee of Ministers subsequent to the Conferences; (xi) implement the youth-related elements of the thematic and country-specific Council of Europe action plans; (xii) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work; (xiii) follow the implementation of the non-binding instruments that it has prepared as well as conventions the Committee of Ministers has instructed/asked it to supervise; (xiv) contribute to co-operation and support activities of national initiatives in this field; (xv) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms; (xvi) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (xvii) take due account of a gender perspective, building cohesive societies, and promoting and protecting rights of persons with disabilities in the performance of its tasks;

- (xviii) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers;
- (xix) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 1: No poverty; Goal 3: Good health and well-being; Goal 4: Quality Education ; Goal 5: Gender Equality; Goal 8: Decent work and economic growth; Goal 10: Reduce inequality; Goal 11: Sustainable Cities and Communities and Goal 16: Peace, Justice and Strong institutions.

SPECIFIC TASKS

- (i) Assist member States on specific measures on youth policy issues upon request.
- (ii) Exchange information and good practices on youth policy development at the national level.
- (iii) Give advice on the implementation of European youth policy (peer support).
- (iv) Prepare policy standards in relevant youth-related fields, including on protecting youth civil society organisations.
- (v) Implement the project "Council of Europe Quality Label for Youth Centres".
- (vi) If applicable, during the European University on Youth Policies (Summer University) examine a specific topical youth policy issue and improve the capacity of CDEJ and CCJ members so they can actively participate in the Council of Europe's youth structures and programmes.
- (vii) Implement the partnership agreements with the European Youth Card Agency (EYCA) and with the European Youth Information and Counselling Agency (ERYICA) to improve the quality of services provided to young people in member States.
- (viii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of the 50 States Parties to the European Cultural Convention are invited to designate one or more representatives of the highest possible rank with expertise in the field of youth policies.

The Council of Europe will bear the travelling and subsistence expenses of one representative from each State Party to the European Cultural Convention (two in the case of the State whose representative has been elected Chair).

Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Congress of Local and Regional Authorities of the Council of Europe;
- Conference of INGOs;
- Council of Europe Development Bank (CEB);
- North-South Centre;
- Steering Committee for Educational Policy and Practice (CDPPE);
- other committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe: Canada, Japan, Mexico, United States of America.

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- Ibero-American Youth Organisation;
- Commonwealth Youth Programme Secretariat;
- League of Arab States;
- African Union;
- European Youth Information and Counselling Agency (ERYICA);
- European Youth Card Association (EYCA);
- European Youth Forum.

¹ Cf. Relevant decision of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

The “Pool of European Youth Researchers” (PEYR), co-operating with the Council of Europe Youth Department and the European Commission in the framework of their partnership in the field of youth, will be invited to send a representative, without the right to vote. The expenses of this representative are borne by the Council of Europe in derogation from Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

WORKING METHODS

Plenary meetings:

51 members, 2 meetings in 2020, 3 days.

51 members, 2 meetings in 2021, 3 days.

Held in parallel to the meetings of the Advisory Council on Youth (CCJ).

Bureau meetings:

Up to eight members, including the Chair and Vice-chair.

Two meetings of two days each per year, held in parallel to the meetings of the Bureau of the Advisory Council on Youth (CCJ).

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	51	96.6	7.8		1 A; 1 B
2021	2	3	51	96.6	7.8		1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

ADVISORY COUNCIL ON YOUTH (CCJ)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Democracy Programme: Democratic Participation Sub-programme: Youth for Democracy
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the Advisory Council on Youth (CCJ) will advise the Committee of Ministers on all questions relating to youth. Taking due account of relevant cross-cutting perspectives, the overall aim is to act as the non-governmental partner in the co-management structures of the youth sector (the governmental partner being the European Steering Committee for Youth - CDEJ); the CCJ and the CDEJ co-operate within the Joint Council on Youth (CMJ) in order to establish the priorities and expected results of the Council of Europe youth sector and the elaboration of youth policy standards. The CCJ will contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 1: No poverty; Goal 3: Good health and well-being; Goal 4: Quality Education ; Goal 5: Gender Equality; Goal 8: Decent work and economic growth; Goal 10: Reduce inequality; Goal 11: Sustainable Cities and Communities and Goal 16: Peace, Justice and Strong institutions.</p>
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Contribute to the effective mainstreaming of youth policies in the Council of Europe programme of activities by formulating opinions and proposals on general or specific questions concerning youth in the Council of Europe; where appropriate, address these opinions and proposals to the Committee of Ministers or other bodies of the Council of Europe. The Advisory Council on Youth may also be invited by the Committee of Ministers to formulate opinions on general or specific questions concerning youth policy. (ii) Formulate opinions and proposals concerning the priorities, expected results and budget allocations for the youth sector. (iii) Promote the Council of Europe's youth policies within the Organisation and beyond. (iv) Designate, for two years, the CCJ members who shall be invited to represent it in the Programming Committee on Youth (CPJ), the co-management body in charge of establishing the programme of activities of the youth sector. (v) Hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued. (vi) Take due account of a gender perspective, building cohesive societies, and promoting and protecting the rights of persons with disabilities in the performance of its tasks. (vii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.
COMPOSITION
<p>Members: 30 members:</p> <ul style="list-style-type: none"> (i) 7 representatives of national youth councils properly constituted in the States Parties to the European Cultural Convention and other States which participate in the activities of the Youth Department's programme, designated by the Committee of Ministers on the proposal of the European Youth Forum; (ii) 13 representatives of international non-governmental youth organisations (INGYOs) designated by the Committee of Ministers on the proposal of the European Youth Forum; (iii) 10 representatives of non-governmental youth organisations or networks, not members of the European Youth Forum, designated by the Committee of Ministers on the proposal of the Secretary General. <p>The Council of Europe will bear the travel and subsistence expenses of each member.</p> <p>Participants: The Conference of INGOs of the Council of Europe may send one representative, without the right to vote and at the charge of its administrative budget.</p>

Observers:

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

- European Youth Card Association (EYCA);
- European Youth Forum;
- European Youth and Information and Counselling Agency (ERYICA).

The "Pool of European Youth Researchers" (PEYR), co-operating with the Council of Europe Youth Department and the European Commission in the framework of their partnership in the field of youth, will be invited to send a representative, without the right to vote. The expenses of this representative are borne by the Council of Europe in derogation from Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

WORKING METHODS**Plenary meetings:**

30 members, 2 meetings in 2020, 3 days.

30 members, 2 meetings in 2021, 3 days.

Held in parallel to the meetings of the European Steering Committee for Youth (CDEJ).

Bureau meetings:

5 members, 2 meetings in 2020, 2 days.

5 members, 2 meetings in 2021, 2 days.

Held in parallel with the meetings of the Bureau of the European Steering Committee for Youth (CDEJ).

The Advisory Council on Youth will establish its rules of procedure in derogation from the provisions of Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

Additional working methods:

Special meetings/events involving CCJ members.

BUDGETARY INFORMATION*

The CCJ is financed by the subsidiary budget of the European Youth Centres.

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	3	30	-	-	-	1 A ;1 B
2021	2	3	30	-	-	-	1 A ;1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

JOINT COUNCIL ON YOUTH (CMJ)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Ad hoc Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Democracy Programme: Democratic Participation Sub-programme: Youth for Democracy
MAIN TASKS
<p>Under the authority of the Committee of Ministers, the Joint Council on Youth (CMJ) will oversee the Council of Europe's programme in the youth field and advise the Committee of Ministers on all questions within its area of competence. Taking due account of relevant cross-cutting perspectives, the CMJ, within the framework of the Council of Europe policy established by the Committee of Ministers, is the youth policy-making body of the youth sector, bringing together the members of the European Steering Committee for Youth (CDEJ) and the Advisory Council on Youth (CCJ). With this purpose, the CMJ is instructed to:</p> <ul style="list-style-type: none"> (i) develop jointly between member States and non-governmental youth organisations standards of European youth policy with a view to submitting them, where appropriate, to the Committee of Ministers and other relevant bodies of the Council of Europe; (ii) prepare the priorities and expected results of the youth sector and apportion the budgetary means available in the political and budgetary framework established by the Committee of Ministers; (iii) establish the youth sector's structure and policy for its programme, in particular through the Strasbourg and Budapest European Youth Centres and the European Youth Foundation; (iv) contribute to the effective mainstreaming of youth policies into the Council of Europe's programme of activities; (v) contribute to the cross-cutting activities of the Council of Europe that concern youth, including as appropriate in the field of artificial intelligence; (vi) where appropriate, contribute to the preparation of the Council of Europe Conferences of Ministers responsible for Youth and ensure, as appropriate, that any decisions taken by the Committee of Ministers subsequent to the Conferences are followed up; (vii) identify opportunities for input and/or complementary measures and programmes by the Council of Europe into the activities of other international organisations, in particular the European Union and the United Nations; (viii) implement the youth-related elements of the Council of Europe's thematic and country-specific action plans as necessary; (ix) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector including possible new activities and those that might be discontinued; (x) take due account of a gender perspective, of Roma and Traveller¹ issues and to promoting and protecting rights of persons with disabilities in the performance of its tasks; (xi) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 1: No poverty; Goal 3: Good health and well-being; Goal 4: Quality Education; Goal 5: Gender Equality; Goal 8: Decent work and economic growth; Goal 10: Reduce inequality; Goal 11: Sustainable Cities and Communities and Goal 16: Peace, Justice and Strong institutions.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Support young people's access to rights by promoting the implementation of the relevant Committee of Ministers' standards in this field with special emphasis on: Recommendation CM/Rec(2016)7 on young people's access to rights, Recommendation CM/Rec(2015)3 on the access of young people from disadvantaged neighbourhoods to social rights (ENTER Recommendation), and Recommendation CM/Rec(2010)7 on the Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education.

¹ The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "Gens du voyage", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

- (ii) Support youth participation and youth work as a way of increasing the possibilities for all young people to contribute actively to society in their living environment with special emphasis on the implementation of relevant Council of Europe standards, including Recommendation CM/Rec(2017)4 on youth work, Recommendation Rec(2006)14 on citizenship and participation of young people in public life, Congress Resolution 152 (2003) on the revised European Charter on the Participation of Young People in Local and Regional Life. Prepare a draft Committee of Ministers' recommendation or any other relevant policy instrument to protect youth civil society organisations and to enable young people to assume an active role in civil society.
- (iii) Support young people's capacities to promote peaceful and inclusive societies, notably through youth and education-policy measures which prevent and counter hate speech on-line with special emphasis on the implementation of relevant Council of Europe standards, including Recommendation CM/Rec(2019)4 on supporting young refugees in transition to adulthood.
- (iv) Finalise a new strategic framework on the Council of Europe youth policy for the period 2020-2030.
- (v) Regularly review progress towards the UNSDGs, as evidenced by monitoring mechanisms and promoted through standard setting and exchange of experiences and good practices

COMPOSITION

Members:

The members of the European Steering Committee for Youth (CDEJ) and the members of the Advisory Council on Youth (CCJ).

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

Participants:

The participants in the European Steering Committee for Youth (CDEJ) and the Advisory Council on Youth (CCJ), without the right to vote and at the charge of their corresponding administrative budgets.

Observers:

The observers in the European Steering Committee for Youth (CDEJ) and the Advisory Council on Youth (CCJ), without the right to vote and without defrayal of expenses.

The "Pool of European Youth Researchers" (PEYR), co-operating with the Council of Europe Youth Department and the European Commission in the framework of their partnership in the field of youth, will be invited to send a representative without the right to vote. The expenses of this representative are borne by the Council of Europe in derogation from Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

WORKING METHODS

Meetings:

80 members, 2 meetings in 2020, 1.5 days.

80 members, 2 meetings in 2021, 1.5 days.

The meetings of the CMJ are held during the meetings of the CDEJ and CCJ.

The Committee will also appoint a Gender Equality Rapporteur, a Rapporteur on Roma and Traveller issues and a Rapporteur on the rights of persons with disabilities from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION

The meetings of the CMJ take place during the meetings of the CDEJ and the CCJ at no extra cost.

PROGRAMMING COMMITTEE ON YOUTH (CPJ)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Subordinate body

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Democracy Programme: Democratic Participation Sub-programme: Youth for Democracy
SPECIFIC TASKS
(i) Establish, according to the decisions of the Joint Council on Youth on the priorities and expected results of the youth sector, and on the apportionment of the budgetary means available, the programmes of the European Youth Centres (Strasbourg and Budapest) and of the European Youth Foundation for 2020 and 2021. (ii) Monitor the implementation and ensure follow-up of the Centres' and the Foundation's programmes in 2020 and 2021.
COMPOSITION
Members: Up to 16 members: (i) up to eight members of the European Steering Committee for Youth (CDEJ), not members of the Bureau, representing governments from the member States of the Council of Europe, designated by the CDEJ with due regard to a well-balanced geographical distribution; (ii) up to eight members of the Advisory Council on Youth (CCJ), designated by the CCJ. The Council of Europe will bear the travel and subsistence expenses of each member.
Participants: The European Commission may send representatives to the meetings of the Programming Committee on Youth, without the right to vote or defrayal of expenses.
Observers: The European Youth Forum may send representatives to meetings of the Programming Committee on Youth without the right to vote or defrayal of expenses.
WORKING METHODS
Plenary meetings: 16 members, 2 meetings in 2020, 2 days. 16 members, 2 meetings in 2021, 2 days. The Programming Committee on Youth will establish its rules of procedure in derogation from the provisions of Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods. Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

The CPJ is financed by the subsidiary budget of the European Youth Centres.

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	16	34.3	-	-	0.75 A; 0.75 B
2021	2	2	16	34.3	-	-	0.75 A; 0.75 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

STEERING COMMITTEE FOR CULTURE, HERITAGE AND LANDSCAPE (CDCPP)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Democracy Programme: Democratic Participation Sub-programme: Culture, Nature and Heritage
MAIN TASKS
<p>Under the authority of the Committee of Ministers, in the framework of the European Cultural Convention, building notably on the outcomes of relevant ministerial conferences and having regard to the Secretary General's reports on the State of Democracy, Human Rights and the Rule of Law and the relevant decisions by the Committee of Ministers, the CDCPP will oversee the Council of Europe's intergovernmental work in the field of culture, heritage and landscape, and advise the Committee of Ministers on all questions within its area of competence. Taking due account of relevant transversal perspectives, the overall aim is to provide States Parties to the European Cultural Convention and other relevant Conventions with standards, policies and good practices to sustainably manage cultural, heritage and landscape resources, as a basis for democratic societies in a digitally evolving environment.</p> <p>With this purpose, the Committee is instructed to:</p> <ul style="list-style-type: none"> (i) develop standards as appropriate and act as a forum where States share information and good practices, devise and follow-up innovative policies and strategies related to the sustainable management of culture, heritage and landscape, meet the challenges and opportunities of digitisation and artificial intelligence in these sectors and promote intercultural dialogue; (ii) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work; (iii) facilitate the use of and implementation by member States of tools and guidelines (including Committee of Ministers' recommendations) on landscape, culture and cultural heritage policies at national, regional and local level, as appropriate; (iv) contribute to co-operation and support activities of national initiatives in these fields; (v) at the request of member States, facilitate the delivery of peer reviews, policy and legal advice, technical assistance, co-operation and capacity-building initiatives in the areas covered by these terms of reference and the relevant Council of Europe conventions; (vi) maintain, further develop and/ or make the best use of European platforms, conferences and networks – including electronic networks (in particular HEREIN, ELCIS, IFCD, Compendium of Cultural Policies and Trends in Europe) – with a view to collecting best practice, exchanging experience and developing new approaches to policies and strategies on culture, cultural heritage and landscape and their value for society; (vii) follow up existing standards of the Council of Europe and, where necessary, develop new ones for culture, heritage and landscape or adapt existing ones taking into account the outcomes of the platforms and conferences and as appropriate, the review of technical co-operation, Joint Projects and field projects on cultural heritage and integrated socio-economic development; (viii) continue to follow up the relevant ministerial conferences (Culture/Moscow, 2013; Cultural Heritage/Namur, 2015) in line with Committee of Ministers' decisions; (ix) promote high-level dialogue with representatives of the European Union, the United Nations/UNESCO, OSCE and other international organisations with a view to making use of each other's know-how and experience and identifying opportunities for co-operation and synergies in view of the Council of Europe's position as a unique pan-European Organisation for intergovernmental co-operation in the field of culture; (x) act as a catalyst for associating partner and observer organisations in the achievement of the goals of the Council of Europe in the fields of culture, cultural heritage and landscape, through synergies and collaborations; (xi) without prejudice to the mandates of intergovernmental committees of the Council of Europe that already follow the work of monitoring mechanisms, follow the activities of the relevant monitoring and other bodies or convention mechanisms; (xii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (xiii) take due account of a gender perspective, building cohesive societies, and promoting and protecting rights of persons with disabilities in the performance of its tasks;

- (xiv) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers;
- (xv) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 3: Good Health and well-being; Goal 11: Sustainable Cities and Communities; Goal 13: Climate action, Goal 15: Life on land and Goal 16: Peace, Justice and Strong Institutions.

SPECIFIC TASKS

- (i) Promote policy measures on the digitisation of culture, cultural heritage and the audiovisual sector in view of protecting their diversity and meeting the challenges and opportunities of artificial intelligence in this sector and help share best practices.
- (ii) Follow up and guide the implementation of the Faro Convention on the value of cultural heritage for society, including the Faro Convention Action Plan.
- (iii) Promote the Council of Europe Convention on Offences relating to Cultural Property and guide its implementation.
- (iv) Assist in the implementation of the European Cultural Heritage Strategy for the 21st Century.
- (v) Follow up and guide the implementation of the European Landscape Convention, including the preparation of its 11th Conference (2021) and the Council of Europe Landscape Award.
- (vi) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

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

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

States Parties to the European Landscape Convention may send representatives without defrayal of expenses.

Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to participate, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send a representative, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- **Congress of Local and Regional Authorities of the Council of Europe;**
- Conference of INGOs of the Council of Europe;
- Council of Europe Development Bank (CEB);
- Steering Committee on Media and Information Society (CDMSI);
- Steering Committee for Education Policy and Practice (CDPPE);
- European Committee on Crime Problems (CDPC);
- other committees or bodies of the Council of Europe engaged in related work, as appropriate.

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

- European Union;
- Observer States to the Council of Europe not party to the European Cultural Convention: Canada, Japan, Mexico, United States of America;
- United Nations Educational, Scientific and Cultural Organisation (UNESCO);
- Organisation for Economic Co-operation and Development (OECD);
- Organisation for Security and Co-operation in Europe (OSCE);
- European Free Trade Association (EFTA);
- Nordic Council of Ministers;
- Arab League Educational, Cultural and Scientific Organisation (ALECSO);
- United Nations Economic Commission for Europe (UN-ECE);
- International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM).

¹ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

Observers:

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

- Israel;
- European Cultural Foundation (ECF);
- European Cultural Centre in Delphi;
- Culture Action Europe;
- European Network of Cultural Administration Training Centres (ENCATC);
- European Roma and Travellers Forum (ERTF);
- European Association of Archaeologists (EAA);
- Europae Archaeologiae Consilium (EAC);
- Europa Nostra;
- International Council of Monuments and Sites (ICOMOS);
- Organisation of World Heritage Cities (OHWC);
- International Federation for Housing and Planning (IFHP);
- European Federation of Landscape Architects (EFLA);
- European Council of Town Planners (ECTP);
- European Council of Landscape Architecture Schools (ECLAS);
- International Association of the European Heritage Network (AISBL);
- European Confederation of Conservator-Restorers' Organisations (ECCO);
- European Federation for architectural heritage skills (FEMP);
- Civilscape.

WORKING METHODS**Plenary meetings:**

51 members, 1 meeting in 2020, 2.5 days

51 members, 1 meeting in 2021, 2.5 days

Bureau meetings:

9 members, 2 meetings in 2020, 1.5 days

9 members, 2 meetings in 2021, 1.5 days

The Committee will also appoint a Gender Equality Rapporteur and a Rapporteur on the rights of persons with disabilities from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	1	2.5	51	58.6	10.2	-	0.5 A; 0.5 B
2021	1	2.5	51	58.6	10.2	-	0.5 A; 0.5 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

PART 2: EUROPEAN DIRECTORATE FOR THE QUALITY OF MEDICINES AND HEALTHCARE

EUROPEAN COMMITTEE ON PHARMACEUTICALS AND PHARMACEUTICAL CARE (CD-P-PH)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of Law Programme: Action against crime, safety and security of citizens Sub-Programme: Quality of Medicines and Healthcare (EDQM, Pharmacopoeia)
MAIN TASKS
<p>Under the authority of the Committee of Ministers, in its composition restricted to the representatives of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia, the CD-P-PH is instructed to:</p> <ul style="list-style-type: none"> (i) fulfil the tasks of the Public Health Committee set out in the Convention on the Elaboration of a European Pharmacopoeia (ETS No. 50), as amended by the Protocol (ETS No. 134), Articles 2, 3, 4 and 8; (ii) fulfil the tasks set out in Resolution CM/Res(2018)1 on the classification of medicines as regards their supply; (iii) minimise public health risks posed by falsification of medical products and similar crimes through: <ul style="list-style-type: none"> a. developing and promoting the implementation of multi-sectorial approaches including co-operation among and within member States, risk management policies, knowledge transfer and prevention models, b. providing support to the Convention on the Counterfeiting¹ of Medical Products and Similar Crimes Involving Threats to Public Health (MEDICRIME Convention) (CETS No. 211), and contributing to the follow-up mechanism ensured by the Committee of the Parties to the above Convention; (iv) contribute to improving public health and access to good quality medicines and healthcare via developing harmonised provisions and practices for the appropriate use of medicines and promoting the implementation of the pharmaceutical care² philosophy and working methods in Europe; (v) ensure and follow up appropriate implementation of the results of the relevant activities of the Council of Europe at national level in States Parties to the Convention on the Elaboration of a European Pharmacopoeia; (vi) facilitate the development and maintenance of links with relevant European institutions and international organisations active in the field, in particular the European Commission and the World Health Organization (WHO); (vii) where deemed necessary, elaborate legal instruments, including resolutions for adoption by the Committee of Ministers, and prepare policies and guidance documents; (viii) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector including possible new activities and those that might be discontinued; (ix) take due account of a gender perspective in the performance of its tasks; (x) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work; (xi) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of the convention for which it has been given responsibility,³ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers; (xii) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 3: Good health and well-being.

¹ The wording "counterfeit" as used in the official title of the Convention should be interpreted as "falsified", without any Intellectual Property Rights (IPR) meaning.

² "Pharmaceutical care is the responsible provision of drug therapy for the purpose of achieving definite outcomes that improve a patient's quality of life" (source: Hepler C.D. and Strand L.M. Opportunities and Responsibilities in Pharmaceutical Care. Am. J. Hosp. Pharm. 1990; 47: 533-543).

³ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

SPECIFIC TASKS

- (i) Contribute to patient safety, the accessibility of medicines to patients and the responsible use of medicines through carrying-out the bi-annual revisions of the appendices of Committee of Ministers' Resolution CM/Res(2018)1 on the classification of medicines as regards their supply, promoting the harmonisation of the supply conditions of medicines in member States, and consolidating the co-operation with relevant competent authorities at national and European level active in the field of classification of medicines.
- (ii) Further contribute to the prevention of and fight against falsified medical products and similar crimes through:
 - developing awareness programmes, events, information materials and publications aimed at fostering political will and cooperation at national and international level;
 - performing targeted studies in the field of falsified medical products and similar crimes;
 - providing health and law enforcement officials with a platform, opportunities and tools for information and experience exchange;
 - while maintaining a multi-sectorial approach, building up and maintaining specific expertise;
 - supporting the MEDICRIME Convention and its Committee of the Parties.
- (iii) Further support the safe and appropriate use of medicines through:
 - the promotion of Committee of Ministers' Resolution aimed at advancing the implementation of pharmaceutical care at national level and encouraging the evaluation of the quality of pharmaceutical care practices (to be adopted in 2019);
 - the promotion of Committee of Ministers' Resolution CM/Res(2016)2 on good reconstitution practices in health care establishments for medicinal products for parenteral use;
 - the provision of a forum for exchange of experience on national policies and strategies related to pharmaceutical practices;
 - the development of guidance documents and standards aimed at optimising the medication use process and encouraging the provision of patient-centred care.
- (iv) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION**Members:**

Governments of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia are invited to designate a representative of the highest possible rank with expertise in a field covered by these terms of reference. Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

The sending authorities of the member States will bear the travel and subsistence expenses for their representatives' participation in the meetings of the CD-P-PH. The travel and subsistence expenses of the Chair for participating in the meetings of the CD-P-PH will be borne by the EDQM budget.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

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

The European Union is entitled to appoint a representative to the meetings of the CD-P-PH, without the right to vote except for the fulfilment of the tasks mentioned under item (i), and without defrayal of expenses.

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

- Council of Europe member States other than those mentioned above under "Members" and other States with observer status to the European Pharmacopoeia Commission;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- World Health Organization (WHO).

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- International professional societies, intergovernmental organisations (IGOs) and non-governmental organisations (NGOs) working on topics related to the tasks of the Committee.

WORKING METHODS**Plenary meetings:**

38 members, 1 meeting in 2020, 2 days.

38 members, 1 meeting in 2021, 2 days.

Extraordinary meetings of the CD-P-PH can be convened upon request by the Chairperson.

Representatives taking part in the Committee and its subordinate bodies shall complete a declaration of interest and confidentiality undertaking form (EDQM Form/226).

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

With a view to reaching its objectives and to enable multidisciplinary working methods, the CD-P-PH may, in derogation of CM/Res(2011)24 and within the limit of budgetary attributions, create subordinate bodies.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	1	2	38	8.6	-	-	1 A; 1 B
2021	1	2	38	8.6	-	-	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN COMMITTEE ON BLOOD TRANSFUSION (CD-P-TS)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Rule of Law Programme: Action against crime, safety and security of citizens Sub-Programme: Quality of Medicines and Healthcare (EDQM, Pharmacopoeia)</p>
MAIN TASKS
<p>Under the authority of the Committee of Ministers, in its composition restricted to the representatives of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia, the CD-P-TS will oversee and co-ordinate the Council of Europe's work in the field of blood transfusion and advise the Committee of Ministers on all questions within its field of competence. Taking due account of relevant transversal perspectives, the overall aim is to ensure social rights by elaborating and promoting high ethical, safety and quality standards in the field of blood transfusion. In particular, the CD-P-TS is instructed to:</p> <ul style="list-style-type: none"> (i) examine questions related to human blood transfusion, notably as regards quality and safety standards and their implementation, including collection, preparation, testing, storage, distribution and appropriate use of human blood and its components; (ii) assist member States in improving and, if needed, in restructuring their blood transfusion services by promoting principles of voluntary non-remunerated donations; (iii) propose ethical, safety and quality standards for professional practices and blood component specifications; (iv) ensure the transfer of knowledge and expertise and develop the competencies of experts through training and networking; (v) monitor practices in Europe and assess epidemiological risks and, in particular, the emergence of new blood-borne transmissible infectious agents that might jeopardise the safety of blood transfusion; (vi) promote standards in the collection, preparation, testing and use of blood and blood components using the latest scientific developments, in particular by updating the technical appendix to Recommendation R(95)15, also known as the "Guide to the Preparation, Use and Quality Assurance of Blood Components", and by regularly publishing it and promoting its implementation; (vii) ensure availability of rare blood units by means of the European Database of Frozen Blood Units of Rare Groups; (viii) approve proposals for resolutions prepared for adoption by the Committee of Ministers, in its composition restricted to the representatives of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia; (ix) organise external quality assessment programmes (EQA) such as proficiency testing schemes to measure the performance of testing laboratories in European blood establishments; (x) assist European blood establishments in the implementation of harmonised quality management systems, and European regulatory and technical standards; (xi) oversee the successful implementation of EU/EDQM funded activities, aiming at implementing both EU and Council of Europe standards and harmonising practices in Europe; (xii) participate in or organise scientific symposia/congresses to promote the implementation of the standards described in the Guide on the preparation, use and quality assurance of blood components and increase the visibility of the EDQM's activities in the field of blood transfusion; (xiii) co-operate with the Committee on Bioethics (DH-BIO) in the implementation of the Convention on Human Rights and Biomedicine (ETS No. 164) as far as blood transfusion is concerned; (xiv) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (xv) take due account of a gender perspective in the performance of its tasks; (xvi) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work;

- (xvii) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers;
- (xviii) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 3: Good health and well-being.

SPECIFIC TASKS

- (i) Update the relevant standards and publish a new edition of the "Guide to the Preparation, Use and Quality Assurance of Blood Components" in response to scientific progress in the field of blood transfusion.
- (ii) Organise international surveys to gather European data on the collection, testing and use of blood components and haemovigilance, analyse the data and make them available in annual reports to be published on the EDQM's website.
- (iii) Provide member States with tools to assess and improve plasma supply management.
- (iv) Provide blood establishments with tools to assess and improve the performance of testing laboratories.
- (v) Provide blood establishments with tools to implement and develop quality management systems and to implement the European standards.
- (vi) Provide member States with guidance on data collection on the incidence and prevalence of sexually-transmitted infections in the general population, in blood donors and among individuals with risky sexual behaviours for use as a scientific basis for amendments to donor deferral policy.
- (vii) Improve visibility of Council of Europe activities in the field of blood transfusion.
- (viii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia are invited to designate one representative of the highest possible rank with expertise in a field covered by these terms of reference. Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in voting.

The sending authorities of the member States will bear the travel and subsistence expenses for their representatives' participation in the meetings of the CD-P-TS. The travel and subsistence expenses of the Chair will be borne by the EDQM budget.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Congress of Local and Regional Authorities of the Council of Europe;
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- Committee on Bioethics (DH-BIO);
- Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

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

- Council of Europe member States other than those mentioned above under "Members" and other States with observer status to the European Pharmacopoeia Commission;
- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- World Health Organization (WHO).

¹ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant cooperation activities.
- international professional societies, intergovernmental organisations (IGOs) and non-governmental organisations (NGOs) working on topics related to the tasks of the Committee.

WORKING METHODS**Plenary meetings:**

38 members, 1 meeting in 2020, 2 days.

38 members, 1 meeting in 2021, 2 days.

Extraordinary meetings of the CD-P-TS can be convened upon request by the Chairperson.

Bureau meetings:

8 members, 1 meeting in 2020, 2 days.

8 members, 1 meeting in 2021, 2 days.

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

Representatives taking part in the Committee and its subordinate bodies shall complete a declaration of interest and confidentiality undertaking form (EDQM Form/226).

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

With a view to reaching its objectives and to enable multidisciplinary working methods, the committee may in derogation of CM/Res(2011)24, within the limit of budgetary attributions, create subordinate bodies.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	1	2	38	2.2	-	-	1 A; 1 B
2021	1	2	38	2.2	-	-	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN COMMITTEE ON ORGAN TRANSPLANTATION (CD-P-TO)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Rule of Law Programme: Action against crime, safety and security of citizens Sub-Programme: Quality of Medicines and Healthcare (EDQM, Pharmacopoeia)</p>
MAIN TASKS
<p>Under the authority of the Committee of Ministers, in its composition restricted to the representatives of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia, without prejudice to the competences of the other relevant committees, the CD-P-TO will oversee and co-ordinate the Council of Europe's work in the field of transplantation of organs, tissues and cells and advise the Committee of Ministers on all questions within its field of competence. Taking due account of relevant transversal perspectives, the overall aim is to promote the principle of non-commercialisation of organ, tissue and cell donation, strengthen measures to avoid trafficking of organs, tissues and cells and, in general, elaborate high ethical, safety and quality standards in the field of organ transplantation and tissues and cells for human application. In particular, the CD-P-TO is instructed to:</p> <ul style="list-style-type: none"> (i) monitor practices in Europe and identify and study emerging challenges with regards to ethical, quality and safety standards for the donation and transplantation/human application of organs, tissues and cells of human origin; (ii) elaborate quality and safety standards in the field and provide guidance for their implementation; in particular, by carrying out regular revisions and updates to the Guide on the quality and safety of organs for transplantation, and the Guide on the quality and safety of tissues and cells for human application; (iii) assist member States in improving their donation and transplantation services, whilst promoting the principle of voluntary non-remunerated donation; (iv) examine the organisational structures concerning donation and transplantation/human application of organs, tissues and cells of human origin with a view to addressing the causes of shortage; (v) regularly collect and analyse international data on donation and transplantation/human application of organs, tissues and cells of human origin, including biovigilance, for publication; (vi) elaborate legal and policy guidance in the field, in particular by approving proposals for resolutions prepared for adoption by the Committee of Ministers, in its composition restricted to the representatives of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia; (vii) assist member States in improving their transplantation services, in particular by developing links between national health authorities responsible for the donation and transplantation/human application of organs, tissues and cells of human origin and experts throughout Europe and ensure the transfer of knowledge and expertise; (viii) provide, upon request, assistance to States with observer status to the European Pharmacopoeia Commission in developing policies, laws and regulations relating to the donation and transplantation/human application of organs, tissues and cells of human origin, improving their donation and transplantation programmes, combatting organ shortage and improving access to transplant health services; (ix) oversee the successful implementation of EU/EDQM funded activities, aiming at implementing both EU and Council of Europe standards and harmonising practices in Europe; (x) reinforce co-operation and synergies with other international organisations and professional societies working in the field; (xi) contribute to the training of health professionals on organ, tissue and cell donation and transplantation/human application through the identification of needs and the elaboration of tailored support material; (xii) raise awareness among the general public on organ, tissue and cell donation and transplantation/human application and to provide information on matters of interest; (xiii) co-operate with the Committee on Bioethics (DH-BIO) in the implementation of all aspects of transplantation covered by the Convention on Human Rights and Biomedicine (ETS No. 164) and its Additional Protocol on transplantation of organs and tissues of human origin (ETS No. 168); (xiv) co-operate with the Group of Experts on Action against Trafficking in Human Beings (GRETA) in the implementation of all aspects of the fight against trafficking in human beings for the purpose of organ removal covered by the Convention on Action against Trafficking in Human Beings (ETS No. 197);

- (xv) co-operate with the Committee on Crime Problems (CD-PC) in the implementation of all aspects of the fight against trafficking in human organs covered by the Convention against Trafficking in Human Organs (ETS No. 216);
- (xvi) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector including possible new activities and those that might be discontinued;
- (xvii) take due account of a gender perspective in the performance of its tasks;
- (xviii) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work;
- (xix) in accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, carry out, at regular intervals, within the limits of the available resources and bearing in mind its priorities, an examination of some or all of the conventions for which it has been given responsibility,¹ in co-operation, where appropriate, with the relevant convention-based bodies, and report back to the Committee of Ministers;
- (xx) contribute to the achievement of the UN 2030 Agenda for Sustainable Development, in particular with regards to Goal 3: Good health and well-being.

SPECIFIC TASKS

- (i) Update and publish the Guide to quality and safety of organs for transplantation and the Guide to the quality and safety of tissues and cells for human application.
- (ii) Perform international surveys on organ transplantation and donation and regularly publish results in the Newsletter Transplant.
- (iii) Elaborate tools for member States to promote constant improvements in ethical, legal, regulatory and organisational frameworks for donation and transplantation by means of resolutions, policy guidelines, position papers, technical reports and any other means that may be deemed appropriate.
- (iv) Support national initiatives and participate in assistance activities to support national organisations in improving their donation and transplantation programmes, to promote the principles defended by the Council of Europe and to raise public and professional awareness on donation and transplantation issues.
- (v) Actively contribute to the fight against organ trafficking by:
 - collecting information on possible illicit transplantation activities in the member States through the network of National Focal Points (NFP) on transplant-related crimes, in accordance with Resolution CM/Res(2013)55;
 - elaborating technical and guidance documents for health authorities and health professionals to prevent, detect and combat organ trafficking and trafficking in human beings for the purpose of organ removal, in accordance with the Council of Europe Convention against Trafficking in Human Organs and the Council of Europe Convention on Action against Trafficking in Human Beings;
 - providing training and supporting multidisciplinary co-operation among relevant Authorities and bodies involved in the fight against transplant-related crimes through the network of NFP;
 - actively promoting and disseminating the aforementioned Conventions, contributing to their broad ratification, acceptance or approval and implementation; and
 - supporting the future Committee of the Parties of the Council of Europe Convention against Trafficking in Human Organs with regard to ethical and technical matters.
- (vi) Promote the organisation of the European Organ Donation Day, hosted every year in a different country with the support of local governmental organisations and/or others.
- (vii) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.

COMPOSITION

Members:

Governments of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia are invited to designate one representative of the highest possible rank with expertise in the field of organ transplantation and/or one representative of the highest possible rank with expertise in the field of tissues and cells for human application. Each member of the committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in voting.

The sending authorities of the member States will bear the travel and subsistence expenses for their representatives' participation in the meetings of the CD-P-TO. The travel and subsistence expenses of the Chair will be borne by the EDQM budget.

¹ Cf. relevant decisions of the Committee of Ministers (CM/Del/Dec(2013)1168/10.2) and list of Conventions in document CM(2019)132.

In accordance with decisions CM/Del/Dec(2013)1168/10.2 of the Committee of Ministers, in cases where there is no convention-based body including all the Parties, non-member States are invited to take part, with a right to vote, in the committee meetings pertaining to the conventions to which they are Parties.

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- Congress of Local and Regional Authorities of the Council of Europe;
- European Court of Human Rights;
- Council of Europe Commissioner for Human Rights;
- Conference of INGOs of the Council of Europe;
- Committee on Bioethics (DH-BIO);
- Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

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

- Council of Europe member States other than those mentioned above under "Members" and other States with observer status to the European Pharmacopoeia Commission;
- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- World Health Organisation (WHO).

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- international professional societies, intergovernmental organisations (IGOs) and non-governmental organisations (NGOs) working on topics related to the tasks of the Committee.

WORKING METHODS

Plenary meetings:

38 members, 2 meetings in 2020, 2 days

38 members, 2 meetings in 2021, 2 days

Representatives taking part in the CD-P-TO and its subordinate bodies shall complete a declaration of interests and confidentiality undertaking form (EDQM Form/226).

Extraordinary meetings of the CD-P-TO can be convened upon request by the Chairperson or Vice-Chairperson.

Bureau meetings:

8 members, 1 meeting in 2020, 1 day

8 members, 1 meeting in 2021, 1 day

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

With a view to reaching its objectives and to enable multidisciplinary working methods, the committee may, in derogation of CM/Res(2011)24 and within the limit of budgetary attributions, create subordinate bodies.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	2	2	38	8.3	-	-	1 A; 1 B
2021	2	2	38	8.3	-	-	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN COMMITTEE FOR FOOD CONTACT MATERIALS AND ARTICLES (CD-P-MCA)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
<p>Pillar: Rule of Law Programme: Action against crime, safety and security of citizens Sub-Programme: Quality of Medicines and Healthcare (EDQM, Pharmacopoeia)</p>
MAIN TASKS
<p>Under the authority of the Committee of Ministers and in its composition restricted to the representatives of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia, the Committee for Food Contact Materials and Articles (CD-P-MCA) is instructed to:</p> <ul style="list-style-type: none"> (i) examine questions related to the safety and quality of food contact materials and articles; (ii) collect and evaluate relevant data, especially, when materials and articles are used for both foodstuffs and pharmaceuticals; (iii) draft provisions for standards and prepare technical guidance related to food contact materials and articles, and, where deemed necessary, draft resolutions that are intended for adoption by the Committee of Ministers and follow their implementation; (iv) regularly update technical guidance documents to take account of state-of-the-art methodology; (v) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector including possible new activities and those that might be discontinued; (vi) take due account of a gender perspective in the performance of its tasks; (vii) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Develop or strengthen standards and policies to improve the health protection of consumers, in particular with a view to updating existing technical guidelines addressed by Council of Europe Resolutions. (ii) Draft general provisions for a new Council of Europe resolution on food contact materials and articles for which no harmonised measures have been implemented so far. (iii) Provide technical guidance for the safety and quality of food contact materials and articles made, for example, from metals, paper and board or coatings, subject to appropriate support from designated rapporteurs. (iv) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.
COMPOSITION
<p>Members:</p> <p>Governments of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia are invited to designate a representative of the highest possible rank with expertise for the implementation of national policies and programmes in the area of food contact materials and articles. Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>The sending authorities of these States will bear the travel and subsistence expenses for their representatives' participation in the meetings of the CD-P-MCA. The travel and subsistence expenses of the Chair will be borne by the EDQM budget.</p> <p>Participants:</p> <p>The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:</p> <ul style="list-style-type: none"> - Parliamentary Assembly of the Council of Europe; - Congress of Local and Regional Authorities of the Council of Europe; - European Court of Human Rights; - Council of Europe Commissioner for Human Rights; - Conference of INGOs of the Council of Europe; - Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

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

- Council of Europe member States other than those mentioned above under “Members” and other states with observer status to the European Pharmacopoeia Commission;
- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- European Food Safety Authority (EFSA).

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities.

WORKING METHODS

Plenary meetings:

38 members, 1 meeting in 2020, 2 days

38 members, 1 meeting in 2021, 2 days

Extraordinary meetings of the CD-P-MCA can be convened upon request by the Chairperson.

Representatives taking part in the Committee and its subordinate bodies shall complete a declaration of interest and confidentiality undertaking form (EDQM Form/226).

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

With a view to reaching its objectives and to enable multidisciplinary working methods, the CD-P-MCA may, in derogation of Resolution CM/Res(2011)24 and within the limits of budgetary appropriations, create subordinate bodies.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	1	2	38	9.3	-	-	1 A; 1 B
2021	1	2	38	9.3	-	-	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.

EUROPEAN COMMITTEE FOR COSMETICS AND CONSUMER HEALTH (CD-P-COS)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Type of committee: Steering Committee

Terms of reference valid from: **1 January 2020 until 31 December 2021**

PILLAR/PROGRAMME/SUB-PROGRAMME
Pillar: Rule of Law Programme: Action against crime, safety and security of citizens Sub-Programme: Quality of Medicines and Healthcare (EDQM, Pharmacopoeia)
MAIN TASKS
<p>Under the authority of the Committee of Ministers and in its composition restricted to the representatives of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia, the Committee for Cosmetics and Consumer Health (CD-P-COS) is instructed to:</p> <ul style="list-style-type: none"> (i) foster co-operation among member States and in particular promote technical collaboration in the field of market surveillance by Official Cosmetics Control Laboratories (OCCLs) and work towards mutual recognition of test results; (ii) identify emerging health threats related to the use of cosmetic products and consult with the European Network of OCCLs to ensure that they are adequately addressed; identify potential priorities for the work to be performed in the Network of OCCLs (e.g. test methods and market surveillance studies); (iii) where deemed necessary, prepare proposals for resolutions for adoption by the Committee of Ministers; (iv) respond to health risks posed by the use of specific ingredients with pharmacological or toxic effects in cosmetics and, where appropriate, propose appropriate measures and set standards and define policies; (v) considering that the scope also includes products applied intra-dermally for aesthetic and/or decorative purposes and other related borderline products not necessarily falling under the definition of a cosmetic product as given in Regulation (EC) No 1223/2009 on cosmetic products, address also questions of quality and safety of tattoos and permanent make-up. Products classified as medicinal products or medical devices are excluded from the terms of reference of this Committee; (vi) hold an exchange of views annually in order to evaluate its activities and advise the Committee of Ministers and the Secretary General on future priorities in its sector, including possible new activities and those that might be discontinued; (vii) take due account of a gender perspective in the performance of its tasks; (viii) take the pertinent aspects of the European Convention on Human Rights into consideration in its thematic work.
SPECIFIC TASKS
<ul style="list-style-type: none"> (i) Enhance the control of cosmetics and mutual recognition of results as part of a common work programme of CD-P-COS and the network of OCCLs; (ii) Promote the distribution of the Council of Europe's knowledge overview publication on safer tattooing and propose further measures when deemed necessary. (iii) Update existing guidelines (e.g. "Safe cosmetics for young children" or on essential oils) as needed. (iv) Review progress towards the United Nations Sustainable Development Goals (UNSDGs), as evidenced by monitoring mechanisms and promoted through standard-setting and exchange of experiences and good practices.
COMPOSITION
<p>Members:</p> <p>Governments of the States Parties to the Convention on the Elaboration of a European Pharmacopoeia are invited to designate a representative of the highest possible rank with expertise for the implementation of national policies and surveillance programmes relating to cosmetic products. Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.</p> <p>The sending authorities of these States will bear the travel and subsistence expenses for their representatives' participation in the meetings of the CD-P-COS. The travel and subsistence expenses of the Chair will be borne by the EDQM budget.</p>

Participants:

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

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

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

- Council of Europe member States other than those mentioned above under "Members" and other States with observer status to the European Pharmacopoeia Commission;
- European Union;
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;

Observers:

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

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities.

WORKING METHODS**Plenary meetings:**

38 members, 1 meeting in 2020, 1 day

38 members, 1 meeting in 2021, 1 day

Extraordinary meetings of the CD-P-COS can be convened upon request by the Chairperson.

Representatives taking part in the Committee and its subordinate bodies shall complete a declaration of interest and confidentiality undertaking form (EDQM Form/226).

The Committee will also appoint a Gender Equality Rapporteur from amongst its members.

The rules of procedure of the Committee are governed by Resolution CM/Res(2011)24 on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

With a view to reaching its objectives and to enable multidisciplinary working methods, the CD-P-COS may, in derogation of Resolution CM/Res(2011)24 and within the limits of budgetary appropriations, create subordinate bodies.

Whenever appropriate, it will prioritise environmentally sound working methods, such as virtual meetings facilitated by information technology and written consultations.

BUDGETARY INFORMATION*

	Meetings per year	Number of days	Members	Plenary €K	Bureau €K	Working groups	Secretariat (A, B)
2020	1	1	38	2.2	-	-	1 A; 1 B
2021	1	1	38	2.2	-	-	1 A; 1 B

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of the 2020 standard costs.