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CCPE-Bu (2006) 08

**BUREAU OF THE
CONSULTATIVE COUNCIL OF EUROPEAN PROSECUTORS
(CCPE-Bu)**

Report of the 1st meeting
Strasbourg, 18-20 December 2006

FOREWORD

During its meeting, the CCPE-Bu:

- a. decided on the subject it would deal with in 2007 (see part II of this report);
- b. adopted the questionnaire on international co-operation in the criminal field (see part III and Appendix III of this report);
- c. held an exchange of views on the working methods of the CCPE (see part V and Appendix IV of this report);
- d. considered the proposals concerning co-operation with other Council of Europe bodies and external bodies (see part VII of this report);
- e. fixed the dates of the meetings in 2007.

Secretariat memorandum drawn up by the
Directorate General of Legal Affairs

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I. INTRODUCTION

1. The Bureau of the Consultative Council of European Prosecutors (CCPE-Bu) held its 1st meeting in Strasbourg from 18 to 20 December 2006, with Mr Harald Range (Germany) in the chair. The list of participants is set out in Appendix I of this report.
2. It discussed and adopted the agenda as set out in Appendix II of this report.
3. The delegations of CCPE-Bu welcomed the fact that the Committee of Ministers had approved the CCPE's terms of reference for 2007 - 2008 and the Framework Overall Action Plan for the CCPE at the 981st meeting of the Ministers' Deputies (29 November 2006).
4. They took note of the oral report presented by the Bureau's member in respect of the Russian Federation concerning the high-level Conference of ministers of Justice and the Interior (Moscow, 9-10 November 2006) and the conclusions of the Conference.

II. IDENTIFICATION OF THE CCPE's PRIORITY AREAS OF ACTION

5. In accordance with the decision taken by the CCPE (see document CCPE (2006) 06, part II), the CCPE-Bu discussed the order of priority to be given to future activities, in the light of the comments submitted by members of the CCPE¹.
6. It first agreed that the CCPE should provide relevant opinions on the profession of public prosecutor in Europe, in co-ordination, where necessary, with other Council of Europe bodies (Commissioner for Human Rights, CCJE, CEPEJ) so as to avoid any duplication of effort. In light of the discussions and the comments received in writing, the CCPE-Bu decided that the first opinion of the CCPE, to be prepared in 2007, would concern the ways and means of improving international co-operation between public prosecution services in Europe, on the basis of Articles 37 to 39 of Recommendation Rec(2000)19 of the Committee of Ministers to member states on the role of public prosecution in the criminal justice system. This opinion should also take account of the work of the Committee of Experts on the Operation of European Conventions on co-operation in criminal matters field (PC-OC). It could comprise proposals concerning the improvement of the provisions of the Council of Europe's conventions in the criminal field.
7. The CCPE-Bu then identified other subjects which the CCPE should discuss in future, for example: the powers and responsibilities of public prosecution services outside the criminal field, the role of public prosecution services in safeguarding human rights, relations between public prosecution services and prison administrations, public prosecutors' responsibilities towards victims and witnesses and, particularly, towards

¹ The Secretariat received comments from 13 delegations.

juveniles, relations between the public prosecutor and political authorities, the training of public prosecutors, and alternatives to criminal proceedings.

8. At its 2nd meeting the CCPE-Bu would decide on the order of priority for its activities for the coming years, bearing in mind that it would have to take account of the priorities set by the Committee of Ministers.

9. The CCPE-Bu also reminded members that the CCPE's main task was to monitor the implementation of Recommendation Rec(2000)19². It was therefore necessary to establish methods for gathering useful information on examples of good practice and on difficulties being encountered in this field in member states. The CCPE-Bu would discuss this matter at its next meeting.

10. With a view to fulfilling the CCPE's terms of reference, one delegation suggested holding regular meetings on how to apply existing European standards in the field of mutual legal assistance. Each of these meetings would concern a specific subject (for example: children - international adoption, abduction, etc.).

11. The CCPE-Bu thought that prior to the preparation of each opinion, one or more members of the Council should prepare an introductory memorandum on the subject on which the opinion was to be drafted. It was therefore decided that the following delegations would prepare a memorandum on the following subjects: Hungary and Portugal - human rights issues, vocational training and juveniles; France and Russia - prosecutors' discretionary powers; Italy and Poland - relations between the public prosecutors office and political authorities. The delegations of Hungary, Portugal and Russia would also prepare a report on the powers and responsibilities of public prosecutors outside the criminal field. The CCPE-Bu would discuss this report in 2008.

III. PREPARATION OF THE OPINION ON INTERNATIONAL COOPERATION

12. The CCPE-Bu discussed and adopted the questionnaire on international co-operation in the criminal field, which the Secretariat had prepared at its request, after making a number of amendments (see Appendix III of this report).

13. It instructed the Secretariat to send the questionnaire to all members of the CCPE, asking them to send it their replies before 31 January 2007. The replies received would be sent to the members of the Bureau.

14. The Secretariat was also asked to appoint an expert to analyse the replies to the questionnaire and make suggestions on the content of the draft opinion.

15. To ensure that the CCPE-Bu had as much detailed information as possible on the theme being dealt with, in addition to the replies to the questionnaire, the French

² *op.cit.*

delegation would provide information on the experiences of Eurojust and the German delegation on the experiences of the European Judicial Network. This information should be sent to the Secretariat by 31 January 2007 at the latest.

16. The CCPE-Bu established the following schedule of CCPE-Bu work for 2007 on the preparation of the draft opinion on international co-operation in the criminal field:

- 1st meeting: preliminary examination of the replies to the questionnaire and identification of the main lines of the draft opinion;
- 2nd meeting: consideration of the report prepared by the scientific expert;
- late August: finalisation of the preliminary draft opinion;
- 3rd meeting: finalisation of the draft opinion which would then be forwarded to the CCPE for consideration and adoption before being forwarded to the European Committee for Crime Problems (CDPC) and to the Committee of Ministers.

IV. 8th CONFERENCE OF PROSECUTORS GENERAL OF EUROPE (CPGE)

17. The CCPE-Bu warmly thanked the Director of the Polish National Training Centre for Officials of Common Courts and Public Prosecutors' Offices for his offer to host the 8th Conference of Prosecutors General of Europe (CPGE) (see also part VII v below). It hoped that this conference would be able to take place in Poland in the first half of 2007, and noted that Polish authorities would meet all of the organisation costs.

18. It decided to resume its discussion on the response to this proposal at its next meeting. If the conference were to take place in 2007, it already was decided that the theme would be international co-operation in order to enhance CCPE discussions with a view to preparing its first opinion.

V. WORKING METHODS OF THE CCPE AND ITS BUREAU

19. The CCPE-Bu stressed the importance of having clear rules governing its capability of responding to urgent cases that might arise at any time during the year.

20. In accordance with the decision taken by the CCPE (see document CCPE(2006)06, part VI), the Secretariat had prepared a document on working methods between plenary meetings, taking into account the practices applied by the CDPC (see document CCPE-Bu (2006)02).

21. Although some delegations approved the document, after making some amendments, others thought it was too detailed. The Secretariat was therefore preparing a new document on working methods (see Appendix IV of this report). The CCPE-Bu

would reconsider this matter at its next meeting with a view to submitting the final document to the CCPE for adoption.

22. Although the Council of Europe had established a policy of transparency, the CCPE-Bu thought that it was essential to set up a restricted website to preserve the confidentiality of the replies to the questionnaires which would be drawn up to help prepare opinions, particularly given the sensitive information concerned.

23. The CCPE-Bu also mentioned the need to establish a network of contacts in member states, to help it fulfil its terms of reference. It also discussed the possibility of using other existing networks, such as the one established by the PC-OC.

VI. REPLY TO THE MESSAGE FROM THE COMMITTEE OF MINISTERS

24. The CCPE-Bu took note of the Committee of Ministers' message to committees involved in intergovernmental co-operation at the Council of Europe, concerning their contribution to the implementation of the Action Plan adopted at the Third Summit. It thought that the CCPE's terms of reference were perfectly in keeping with the decisions taken at the Third Summit since they concerned the strengthening of the security of European citizens (Part II of the Action Plan).

25. It instructed the Secretariat to prepare a draft reply including information on projects concerning the role of prosecutors in the fight against cyber-crime and terrorism, the protection of juveniles, and the protection of human rights, on the implementation of its activities in harmony with other existing bodies (for example the PC-OC), and on the added value of the CCPE which constitutes a practical approach to the above-mentioned problems.

26. This draft reply should be sent to the delegations of the CCPE-Bu two weeks before their next meeting.

VII. COOPERATION WITH OTHER BODIES AND ENTITIES

27. With a view to co-ordinating its activities, the CCPE-Bu pointed out that it was important that the CCPE attend the meetings of other Council of Europe bodies whose terms of reference included activities relating to justice or the security of citizens. Likewise, it thought that the CCPE should also be represented at events organised by bodies outside the Council of Europe dealing with themes which came within its remit. It therefore proposed that the necessary arrangements were made to ensure that the CCPE was represented at such events.

a. Co-operation with other Council of Europe bodies

i. *Consultative Council of European Judges (CCJE)*

28. The CCPE-Bu took note with interest of the report by Mr Harald Range concerning his discussions with the CCJE during the 7th plenary meeting of the Consultative Council in November 2006. In particular, it:

- welcomed the proposal concerning regular co-operation with the CCJE on themes of common interest; initially, this co-operation would take the form of mutual participation of representatives of the two consultative councils in their respective plenary meetings;
- accepted the invitation to take part in the 3rd European Conference of Judges entitled: "Which Councils for Justice?" (Rome, 20-21 March 2007) and appointed Mr Antonio Vercher Noguera (Spain), who would be accompanied by Mr Vito Monetti (Italy), as the CCPE's representative at the conference; the main points of Mr Vercher Noguera's statement would be discussed at the next meeting of the CCPE-Bu;
- noted that the CCJE was considering preparing in 2008 an opinion on relations between judges and public prosecutors in collaboration with the CCPE and decided to resume discussion of this matter at one of its next meetings in 2007;
- noted that the CCJE wished to prepare a draft European Declaration on "Justice and the Media" in collaboration with the CCPE and said it was prepared to consider taking part in this initiative when the time came.

ii. European Commission for the Efficiency of Justice (CEPEJ)

29. The CCPE-Bu took note of the report by Mr Vito Monetti, who had represented the CCPE at the 8th plenary meeting of the CEPEJ in December 2006.

30. It also noted that the CEPEJ had suggested that, in 2007, the CCPE should conduct an analysis of the data concerning the status of public prosecutors set out in the report "European judicial systems – Edition 2006" with a view to drawing practical conclusions (main trends in Europe, strong points, shortcomings, etc.); it decided to discuss these conclusions at its next meeting.

iii. Committee of Experts on the Operation of European Conventions on Co-operation in Criminal Matters Field (PC-OC)

31. The CCPE-Bu thanked Mr Humbert de Biolley, Secretary of the PC-OC, for the information he had provided on the activities of the PC-OC.

32. It particularly noted that the PC-OC was monitoring the application of European conventions in the criminal field from two standpoints: practical measures taken by member states to implement conventions (for example, the publication of instruments and the establishment of a network of practitioners equipped with a database) and possibly updating conventions (for example, protection of individual rights in the criminal field,

mutual legal assistance, establishment of an effective mechanism for dealing with extradition, and the drafting of a protocol on the transfer of convicted persons).

33. It welcomed the proposal to draft an opinion on the advisability of revising the conventions on mutual legal assistance and extradition, based on practical experience of applying them. Its discussions concerning international co-operation in the criminal field could make a significant contribution, particularly as they took account of national practices in this area.

34. It observed that its co-operation with the PC-OC was fundamental to ensuring effective follow-up to the Committee's discussions.

b. Co-operation with bodies outside the Council of Europe

i. *International Criminal Law Network (ICLN)*

35. The CCPE-Bu welcomed the invitation to Mr Peter Polt, the Vice-Chair of the CCPE, to take part in the 5th Annual Conference of the International Criminal Law Network, which had been held in The Hague on 15 December 2006. It took note with interest of the report on this conference. In the light of this experience, it thought that the CCPE should be kept up to date with the activities of the INCL and encouraged co-operation with this network.

ii. *European Commission – AGIS framework-programme³*

36. The CCPE-Bu took note of the project on “Information and Communication Technology for Public Prosecutor’s Offices being conducted under the AGIS framework-programme. It was grateful to the persons responsible for this project for having invited the CCPE to take part in the two-day conference which would take place in Bologna (Italy) at the end of the project.

37. The CCPE-Bu was pleased to accept the invitation as it considered the theme to be of great importance for the functioning of public prosecution services. Once the dates of the conference had been confirmed, it would appoint a member of the CCPE to represent it. It noted that the organisers would meet the costs of its participation.

iii. *Ecole Nationale de la Magistrature (ENM) - France*

38. The CCPE-Bu welcomed the initiative taken by the prosecutor’s department of the Court of Cassation and the French Senate to hold a colloquy on the future of public prosecution services. This colloquy would be organised by the ENM in Paris on 12

³ Named after a king of ancient Sparta, AGIS is a European Commission framework programme to help police, the judiciary and professionals from EU member states and candidate countries co-operate in criminal matters and in the fight against crime.

October 2007. The Secretariat was instructed to contact the organisers, once it had been informed of the programme, to ensure that the CCPE could take part in this colloquy.

iv. Association of Prosecutors of Poland

39. The CCPE-Bu discussed the project “Safe Europe”, submitted by the Association of Prosecutors of Poland, and expressed its appreciation of the relevance of this project to the work of public prosecutors’ services in Europe. Although it could not, unfortunately, make a financial contribution to the implementation of the project, it hoped that this important initiative would meet with the success it deserved.

v. Polish National Training Centre for the Officials of Common Courts and Public Prosecutors’ Offices

40. The CCPE-Bu took note with satisfaction of the offer to host the 8th Conference of Prosecutors General of Europe (CPGE) and decided to consider this proposal in greater detail at its next meeting. It hoped that the CPGE would be able to take place in 2007 (see also part IV above).

41. In this connection, the Chair of the CCPE would contact the member of the Bureau in respect of Poland (absent).

vi. Eurojust Conference

42. The CCPE-Bu took note of Mr Peter Polt’s report on the Eurojust Conference on combating terrorism, which had taken place in Norway in September 2006. It noted that the next Eurojust Conference would take place in Ljubljana from 24-26 October 2007.

43. It thought that, given the objectives of Eurojust, the CCPE should try to secure the status of observer at the conference. It decided to resume discussion of this matter at its next meeting.

VIII. TIMETABLE OF FUTURE MEETINGS OF THE CCPE AND THE CCPE-BU

44. The CCPE-Bu decided to hold the following meetings in 2007:

2nd meeting – 7-9 February

3rd meeting – 6-8 June

4th meeting – 10-12 September

45. The 2nd plenary meeting of the CCPE would be held from 28-30 November 2007.

APPENDIX I

LIST OF PARTICIPANTS/*LISTE DES PARTICIPANTS*

MEMBER STATES / ETATS MEMBRES

FINLAND / FINLANDE

Ms Raija TOIVIAINEN, State Prosecutor, Head of the International Unit, HELSINKI

FRANCE

M. Olivier de BAYNAST, Procureur Général près de la Cour d'Appel d'Amiens, AMIENS

GERMANY / ALLEMAGNE

Mr Harald RANGE, Generalstaatsanwalt, CELLE, **Chair / Président**

Ms Eva - Elisabeth SCHUEBEL, Senior Prosecutor, Office of the Federal Prosecutor General, KARLSRUHE

HUNGARY / HONGRIE

Mr Peter POLT, Chief Prosecutor, Head of Criminal Trial Cases, Office of the Prosecutor General, BUDAPEST, **Vice-Chair/Vice-Président**

ITALY / ITALIE

M. Vito MONETTI, Substitut du Procureur de la République, Cour Suprême de Cassation, ROME

POLAND / POLOGNE

Mr Jerzy SZYMAŃSKI, Public Prosecutor, National Prosecutor's Office, Ministry of Justice, Organised Crime Bureau, WARSAW ***Apologised / Excusé***

PORTUGAL

M. João Manuel DA SILVA MIGUEL, Procureur Général Adjoint, LISBONNE

RUSSIAN FEDERATION / FEDERATION DE RUSSIE

Mr Yuri CHAIKA, Prosecutor General of the Russian Federation, MOSCOW

Mr Alexander ZVYAGINTSEV, Deputy Prosecutor General, Office of the Prosecutor General, MOSCOW

Mr Vladimir ZIMIN, First Deputy Chief, General Prosecutor's Office, MOSCOW

SLOVAKIA / SLOVAQUIE

Ms Katarína LAIFEROVA, Head of the Office of the Prosecutor General,
BRATISLAVA

SPAIN / ESPAGNE

Mr Antonio VERCHER NOGUERA, Deputy Attorney General, MADRID

UNITED KINGDOM / ROYAUME-UNI

Mr Roy JUNKIN, Deputy Director of Public Prosecutions, Public Prosecution Service for
Northern Ireland, BELFAST

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

Ms Margaret KILLERBY, Head of the Department of Crime Problems, (DGI)

Ms Bridget T. O'LOUGHLIN, Head of the Division of Criminal Justice (DGI)

Ms Danuta WIŚNIEWSKA-CAZALS, **Secretary of the CCPE/Secrétaire du CCPE**,
(DGI)

Ms Nadiejda NIKITINA, Assistant (DGI)

INTERPRETERS / INTERPRETES

Ms Barbara GRUT

Ms Chloé CHENETIER

Ms Pascale MICHLIN

Ms Sally BAILEY

Mr Youri BOBROV

Mr Andreï LEGKI

APPENDIX II

**BUREAU OF THE CONSULTATIVE COUNCIL OF EUROPEAN
PROSECUTORS /
BUREAU DU CONSEIL CONSULTATIF DE PROCUREURS EUROPEENS
(CCPE-Bu)**

1st meeting / 1^{re} réunion

Strasbourg, 18-20 December / décembre 2006

AGENDA / ORDRE DU JOUR

1. Opening of the meeting / *Ouverture de la réunion*
2. Adoption of the agenda / *Adoption de l'ordre du jour*
3. Information by Secretariat / *Informations par le Secrétariat*
4. Identification of the priorities areas of action to be undertaken under the framework overall action plan for the CCPE / *Identification des domaines d'action prioritaires à entreprendre au vu du Programme cadre d'action générale pour le CCPE*

► Consideration of the follow up to the Third Summit of the Heads of State and government (Warsaw, May 2005): possible impact on the activities of the CCPE / *Examen du suivi du Troisième Sommet des Chefs d'Etat et de gouvernement (Varsovie, mai 2005): impact possible sur les activités du CCPE*

Working document / Document de travail

Framework Overall Action Plan for the CCPE / *Programme cadre d'action générale pour le CCPE*

CCPE (2006) 05 rev final

Priorities proposed by members of the CCPE / *Priorités proposées par les membres du CCPE*

CCPE-Bu (2006) 01

Background document / Document de référence

Report of the 1st meeting of the CCPE (Moscow, 6 July 2006) / *Rapport de la 1^{re} réunion du CCPE (Moscou, 6 juillet 2006)*

CCPE (2006) 06

Terms of reference of the CCPE for 2007 and 2008 / *Mandat du CCPE pour 2007 et 2008*

CCPE (2006) 04 rev final

5. Exchange of views on the working methods of the CCPE / *Echange de vues sur les méthodes de travail du CCPE*

► Consideration of the follow up to the Third Summit of the Heads of State and government (Warsaw, May 2005): possible impact on the working methods of the CCPE / *Examen du suivi du Troisième Sommet des Chefs d'Etat et de gouvernement (Varsovie, mai 2005) : impact possible sur les méthodes de travail du CCPE*

Working document / Document de travail

Working methods of the CCPE / *Méthodes de travail du CCPE*

CCPE-Bu (2006) 02

6. Preparation of the reply to the Committee of Ministers on the contribution of the CCPE to help implement the Action Plan of the Third Summit / *Elaboration d'une réponse au Comité des Ministres relative à la contribution du CCPE à la mise en oeuvre du Plan d'Action du Troisième Sommet*

Background documents for items 4,5 and 6 / Documents de référence pour les points 4, 5 et 6

Warsaw Declaration – Third Summit of Heads of State and Government of the Council of Europe (Warsaw, 16-17 May 2005) / *Déclaration de Varsovie – Troisième Sommet des Chefs d'Etat et de Gouvernement du Conseil de l'Europe (Varsovie, 16-17 mai 2005)*

CM (2005) 79 final

Plan of Action – Third Summit of Heads of State and Government of the Council of Europe (Warsaw, 16-17 May 2005) / *Plan d'Action – Troisième Sommet des Chefs d'Etat et de Gouvernement du Conseil de l'Europe (Varsovie, 16-17 mai 2005)*

CM (2005) 80 final

Message from the Committee of Ministers to the Committees involved in the intergovernmental co-operation at the Council of Europe / *Message du Comité des Ministres aux Comités oeuvrant dans le cadre de la coopération intergouvernementale du Conseil de l'Europe*

CCPE (2006) CM Message 2

7. Calendar of the future meetings of the CCPE and the CCPE-Bu / *Calendrier des futures réunions du CCPE et du CCPE-Bu*

8. Any other business / *Divers*

8.1. Information by Mr Peter Polt on the meeting in The Hague (November 2006) / *Information par M. Peter Polt sur la réunion à La Haye (novembre 2006)*

8.2. Information by Mr Harald Range on the meeting with the Consultative Council of European Judges (CCJE) (November 2006) / *Information par M. Harald Range sur la réunion avec le Conseil Consultatif de Juges Européens (CCJE)(novembre 2006)*

8.3. Information by Mr Vito Monetti on the meeting with the European Commission on the efficiency of justice (CEPEJ) (December 2006) / *Information par M. Vito Monetti sur la réunion avec la Commission européenne pour l'efficacité de la justice (CEPEJ) (décembre 2006)*

8.4. AGIS project on “Information and Communication Technology for Public Prosecutor’s Offices” / *Projet AGIS sur “Technologies d’Information et de Communication pour les ministères publics”*

CCPE-Bu (2006) 03

English only / anglais seulement

8.5. Project of the Association of Prosecutors of Poland on “Safe Europe” / *Projet de l’Association des Procureurs de la Pologne sur “Europe sans danger”*

CCPE-Bu (2006) 04

English only / anglais seulement

8.6. Project of the Polish National Training Centre for the Officials of Common Courts and Public Prosecutors’ Offices / *Projet de Centre national de formation des magistrats et auxiliaires de justice de Pologne*

CCPE-Bu (2006) 05

APPENDIX III

QUESTIONNAIRE

ON WAYS TO IMPROVE INTERNATIONAL CO-OPERATION IN THE CRIMINAL FIELD

I. INTRODUCTION

The Committee of Ministers in 2006 set up the CCPE⁴ which has the task in particular to prepare opinions concerning issues relating to the prosecution service and to promote the implementation of Recommendation Rec(2000)19 on the role of public prosecution in the criminal justice system.

The necessity to strengthen and ensure the security of European citizens was indicated in the Declaration and the Action Plan adopted by the Third Summit of Heads of state and Government (Warsaw, 16 – 17 May 2005).

In conformity with the instruction of the CCPE (see document CCPE (2006) 06, Part II), its Bureau, during its meeting in Strasbourg on 18-20 December 2006, decided the order of priority for the actions of the CCPE in the framework of the implementation of the framework overall action plan for the work of the CCPE.

Consequently, the first task of the CCPE will be to study ways and means to improve international co-operation between public prosecutors in Europe, on the basis of articles 37-39 of Recommendation Rec (2000) 19 (see Chapter VII of the action plan). In carrying out its work the Bureau will take account of the work of the Committee of experts on the operation of European Conventions on co-operation in criminal matters (PC-OC)⁵ and the work of the High-Level Conference of the Ministries of Justice and of the Interior on improving European co-operation in the criminal justice field (Moscow, 9 – 10 November 2006)⁶.

In order to facilitate the preparation of the opinion for the attention of the Committee of Ministers on this topic, the Bureau of the CCPE prepared the questionnaire below. The questions refer to the functioning of international co-operation (extradition, mutual legal assistance and other measures) in the light of the Council of Europe treaties in the criminal field.

⁴ See website : www.coe.int/ccpe/

⁵ See website : www.coe.int/tcj/

⁶ See website : www.coe.int/minint/

II. ACTION REQUIRED

The CCPE will carry out work to promote and improve international co-operation between prosecutors. To prepare an opinion on this important issue we need to update the experience and expertise of practitioners, both in the field of treaties of the Council of Europe and in the field of international co-operation.

Delegations of the CCPE are invited to answer this questionnaire by 31 January 2007. Replies should be sent, in English or in French, to the following address: dgl.ccpe@coe.int. When preparing their replies to the questionnaire, delegations are invited to consult their relevant national bodies which could make a useful contribution to this request for information.

III. QUESTIONNAIRE ON WAYS TO IMPROVE INTERNATIONAL CO-OPERATION IN THE CRIMINAL FIELD

1. Please give examples of criminal cases, without personal data, where public prosecutors in your country have experienced significant difficulties when working with public prosecutors or other judicial bodies in other European countries. In your opinion, what are the reasons of these difficulties (e.g. types of cases which raise special difficulties linked to domestic laws or foreign legislation or procedures, lack of knowledge of the steps to be taken, lack of direct contacts, insufficient knowledge of languages or legal instruments, or problems linked to translation, undue delay, gaps or inappropriate provisions of the relevant European Conventions and bilateral agreements or other texts, etc...).
2. Please give examples of criminal cases, without personal data, where public prosecutors in your country were satisfied with the co-operation with public prosecutors or other judicial bodies in other European countries. In your opinion, what are the reasons for this successful co-operation (e.g. types of cases which can be dealt with without difficulty, national or foreign good practices, practical measures contained in the provisions of the relevant European Conventions and bilateral agreements or other texts, etc...).
3. Please give details of any suggestions made by public prosecutors and other judicial bodies in your country concerning the steps which could be taken to improve co-operation between prosecutors in Council of Europe member states, including proposals for an improvement of the relevant European treaties.
4. Any other comments.

APPENDIX IV**WORKING METHODS OF THE CCPE AND ITS BUREAU⁷**

1. The CCPE and its Bureau shall comply with instructions given by the Committee of Ministers and in particular with the provisions of Resolution Res(2005)47 on subordinate bodies, their terms of reference and working methods.

2. Decisions concerning the following matters shall only be taken by the full membership of the CCPE unless, on an exceptional basis, specifically delegated to the Bureau:

- adoption of draft terms of reference of the CCPE for the attention of the Committee of Ministers;
- adoption of opinions of the CCPE for the attention of the Committee of Ministers;
- admission of observers to the CCPE;
- launching of Conferences of Prosecutors General.

3. The Bureau shall act on behalf of the CCPE and carry out its work in accordance with instructions given by the CCPE. In particular it shall carry forward the business of the CCPE between plenary meetings and propose matters for inclusion on the draft agenda of future CCPE meetings.

4. The Bureau shall submit matters for decision to the CCPE if there is no consensus in the Bureau.

5. Decisions taken by the Bureau shall be reported to the CCPE as soon as possible.

6. Wherever possible documents for a CCPE meeting shall be made available on the website within the following time limits:

- at least 6 weeks in advance: the draft agenda;
- at least 3 weeks in advance: draft texts submitted for adoption by the CCPE and texts requiring a decision by the CCPE;
- at least 2 weeks in advance: documents for the CCPE meeting;

⁷ Document prepared by the Secretariat during the 1st meeting of the CCPE-Bu.

6. It is the responsibility of CCPE representatives to ensure that the Secretariat has their latest e-mail addresses in particular to enable the Secretariat to contact them urgently by e-mail. Where an urgent written procedure by e-mail is used the Secretariat will send a send reminder by e-mail to delegations just before the end of the time limit set for reply. Absence of a reply within the time limit will be interpreted as approval of the proposed decision.