

# COMMITTEE OF MINISTERS (CM)

## SEARCH USER MANUAL

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## 1. Interface Overview

Select your filters, perform a search and narrow your results.

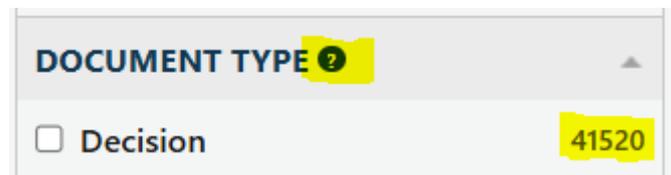
1. Filters
2. Full text search
3. Metadata search (Advanced search)
4. Login
5. Number of results found
6. Print, send, export, sort results
7. List of results
8. Interface languages

The screenshot shows the search interface of the Committee of Ministers. On the left, a sidebar lists filter categories such as Collections, Document Type, Document Status, Language, Corporate Author, Theme, Geography, Corporate Body, Classification Level, Validation Date, and Filter. The main area features a search bar, an advanced search form with fields for Reference, Title, Date, and Serie, and a login prompt. Below the search bar, the number of results found (170770) and actions like Print, Send by mail, and Export are visible. The search results are sorted by Date (Newest) and include document details like DH-DD(2025)94 and Decl(27/01/2025).

## 2. Filters

You can hover over the question mark (?) next to each filter heading to get more information.

The number next to each category is the number of documents available under that category.



## Collections

Documents are split into separate **collections**, depending on which Council of Europe (CoE) entity issued the document.

On the Committee of Ministers (CM) website, the **default collections** are:

- **Documents CM** - documents issued by the CM, its subsidiary bodies or the CM Presidency; and
- **Documents SG** – documents issued by the Secretary General or Deputy Secretary General

You may unselect a collection if you wish to narrow your search results.

Select **Documents COE** to expand your search to include documents from other CoE entities.

The collections **Documents MAEs** and **Web CM** are for administrative use by the Secretariat of the Committee of Ministers.

## Document type

Use the **document type** filter to search for different categories of documents. Document types are displayed in descending order of the number of results. Click on +More to open a full list and to select the operators (AND OR NOT) that you wish to apply.

## Document Status

Use the **document status** filter to search for different versions of a document, for instance during its validation cycle ("revised", "final", "adopted" etc.). Click on +More to open a full list and to select the operators (AND OR NOT) that you wish to apply.

## Language

Use the **language** filter to search for documents in the two official Council of Europe languages, English and French. Please note: Translations into non-official languages are published by arrangement with the Council of Europe, but under the sole responsibility of the translator/publisher. The Council of Europe does not check their accuracy or linguistic quality and accepts no responsibility for their quality or content.

## Corporate Author

Use the **corporate author** filter to search for documents emanating from a specific Council of Europe entity. Click on +More to open a full list and to select the operators (AND OR NOT) that you wish to apply.

## Theme

Use the **theme** filter to search for documents that have been indexed as relating to a particular subject. Click on +More to open a full list and to select the operators (AND OR NOT) that you wish to apply.

## Geography

Use the **geography** filter to search for documents that have been indexed as relating to particular countries, former countries, regions or political or geographical groupings. Click on +More to open a full list and to select the operators (AND OR NOT) that you wish to apply.

## Corporate Body

Use the **corporate body** filter to search for documents that have been indexed as relating to a particular institution or entity. Click on +More to open a full list and to select the operators (AND OR NOT) that you wish to apply.

## Classification Level

Use the **classification level** to search for documents that are public or classified. Only the classification levels that you are authorised to access are visible.

## Validation Date

Use the **validation date** to search by period. If you wish to search for specific dates, please use the Advanced Search - Date field.

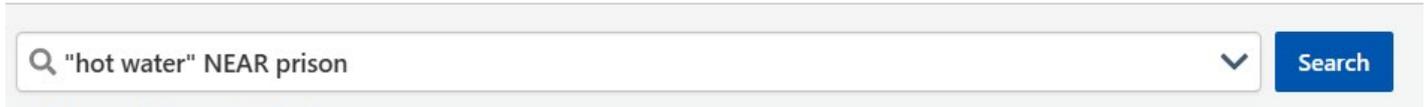
## Filter

This **Filter** is for administrative use by the Secretariat of the Committee of Ministers.

### 3. How to perform a full text search

Perform a **text search** in in English or French, using one of the options below. This search explores the full content of documents plus any associated descriptive indexing (metadata).

#### Option A: Simple text search

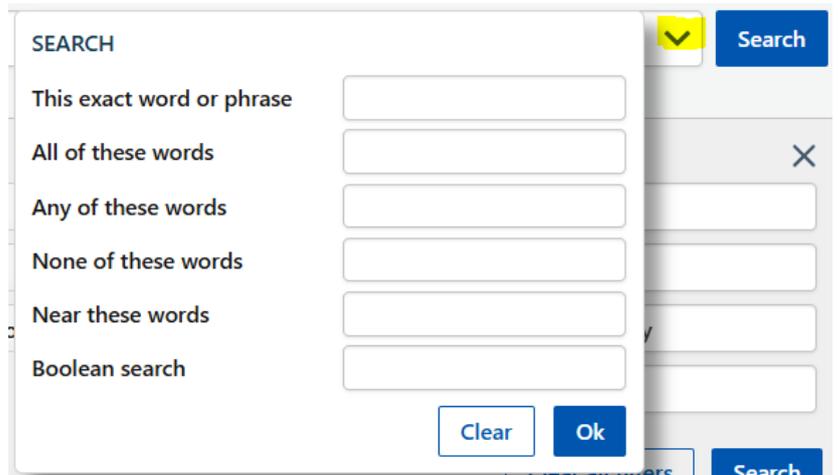


A search bar with a magnifying glass icon on the left and a dropdown arrow on the right. The text inside the search bar is "hot water" NEAR prison. To the right of the search bar is a blue button labeled "Search".

1. Enter a single word, a phrase, a group of words, a [Boolean phrase](#), etc. directly in the full text search box. Click Search

#### Option B: use the Boolean search screen

1. Click the arrow to open the Boolean search screen
2. Enter your search terms
3. Click OK to confirm your query or Clear to start afresh



A modal window titled "SEARCH" with a yellow dropdown arrow in the top right corner. The window contains six input fields with labels: "This exact word or phrase", "All of these words", "Any of these words", "None of these words", "Near these words", and "Boolean search". At the bottom of the window are two buttons: "Clear" and "Ok". To the right of the modal window, a portion of the main search interface is visible, showing a "Search" button and a close button (X).

#### Did you know?

The Boolean search screen offers you six possibilities:

1. **This exact word or phrase ("...")**  
Enter Committee of Ministers and the system will search for ("Committee of Ministers").
2. **All of these words (AND)**  
Enter police violence and the system will search for (police AND violence).
3. **Any of these words (OR)**  
Enter police violence and the system will search for (police OR violence).
4. **None of these words (NOT)**  
Enter police and the system will search for (NOT police).
5. **Near these words (NEAR)**  
Enter police in 'This exact word or phrase' field and violence in the 'Near these words' field, the system will search for (police NEAR violence).
6. The **Boolean search field** allows you to manually enter [Boolean terms](#) if preferred.

## 4. How to perform a search using filters

You can easily **narrow your search** by using **filters** and text search. You can combine all the searches - filters, simple text or Boolean search and Advanced (metadata) search.

1. Select one or more document **Collections**
2. Select one or more **filters** (*Document type, Status, Language, Author, Theme, ...*) by ticking the boxes to narrow your search.  
The search results will be displayed immediately in the middle pane. The number of documents found will be indicated on the top left of the list.
3. Click on **+More...** under each “refiner”(filter) to select further categories from the full list
4. **A.** To deselect a filter click on the x next to it in the Criteria.  
**B.** To clear all filters, select **Clear all** next to the Criteria.

### i Did you know?

To see only documents which have been officially adopted by the CM, select the filter **Document status: Adopted**.

To get **more information** about a filter, hover over the question mark (?) next to it.

The **number in brackets** next to a filter indicates the number of documents available.

You can combine all the filters by selecting them (e.g. you can select various filters like Language: English, Document type: Decision, Theme: Education. All your chosen filters will be listed on top of your results list.

By default, filters are displayed in ascending order of the number of documents available, but filters can be sorted by clicking on **+More**.

You can apply the choices **AND | OR | NOT** to your filters by clicking on **+More**. You can select more than one category for the same filter.

By default, the Boolean operator is **OR** which enables you to find documents under either of the selected categories.

*Example:* if you search for “Gender equality” OR “Violence against women and domestic violence”, your result list will show all cases where the theme is either “Gender equality” OR “Violence against women and domestic violence”.

If you select the Boolean operator **AND**, this enables you to find documents corresponding to all selected categories put together.

*Example:* if you search for “Gender equality” AND “Violence against women and domestic violence, your results list will show only documents where both categories apply.

If you select the Boolean operator **NOT**, this enables you to exclude certain categories from the result list.

*Example:* if you search for NOT “Gender equality”, the results list will not include any documents under this category.

## 5. How to perform a metadata (Advanced) search

All advanced search fields can be combined together with filters and the full text search to narrow the results.

1. Click **Advanced Search** to open it
2. Enter information in one or more **search fields**
3. Click **Search** to run the advanced search or **Clear all filters** to start again.
4. Click on **X** to close the Advanced Search

The screenshot shows the 'Advanced Search' interface. At the top, there is a search bar with a magnifying glass icon and a 'Search' button. Below it, a dropdown menu is open, showing '+ Advanced Search | 1' and 'ences'. The main 'ADVANCED SEARCH' panel contains several fields: 'Reference' with a dropdown set to 'contains', 'Title' with a dropdown set to 'contains', 'Date' with a 'Period' dropdown and two date input fields (dd/mm/yyyy), and 'Serie'. A 'Clear all filters' button and a 'Search' button are at the bottom right. A close button 'X' is in the top right corner of the panel. Numbered callouts 1, 2, 3, and 4 point to the search bar, the search fields, the search button, and the close button respectively.

### **i** Did you know?

Hover over the ? next to each search field title to get more information.

**Reference** - Search by document reference (e.g. CM/Res(2024)1) or part of the reference (e.g. 1493/1.6). If too many results appear, change the operator "**contains**" to "**equals**".

**Title** - Search on some of the main words in the document title.

**Date** - Search for documents issued during a specific period. Click on Period to choose a predefined period or enter your custom dates.

**Serie** - Search for documents issued in a specific series (e.g. CM/Notes, DD, GR-C)

## 6. How to read the Results List

The **results list** changes each time the criteria are modified.

1. Number of results
2. Print the entire results list
3. Send the results list by email
4. Export the results list in CSV or Excel form
5. Sort the results list by date, relevance, reference or title.
6. All selected search criteria
7. Click on the 'x' to clear certain criteria
8. Clear all search criteria
9. Click to open the HTML or PDF version of the document
10. Document reference
11. Document title
12. Date of issue
13. Document language
14. Document classification
15. Document metadata
16. Related document versions

170775 Results Found **1** [Print](#) **2** [Send by mail](#) **3** [Export](#) **4** Sort by: [Date \(Newest\)](#) **5**

**6** CRITERIA [Sort: Date \(Newest\)](#) x **7** Collections: Documents CM OR Docu... x [Clear all](#) **8**

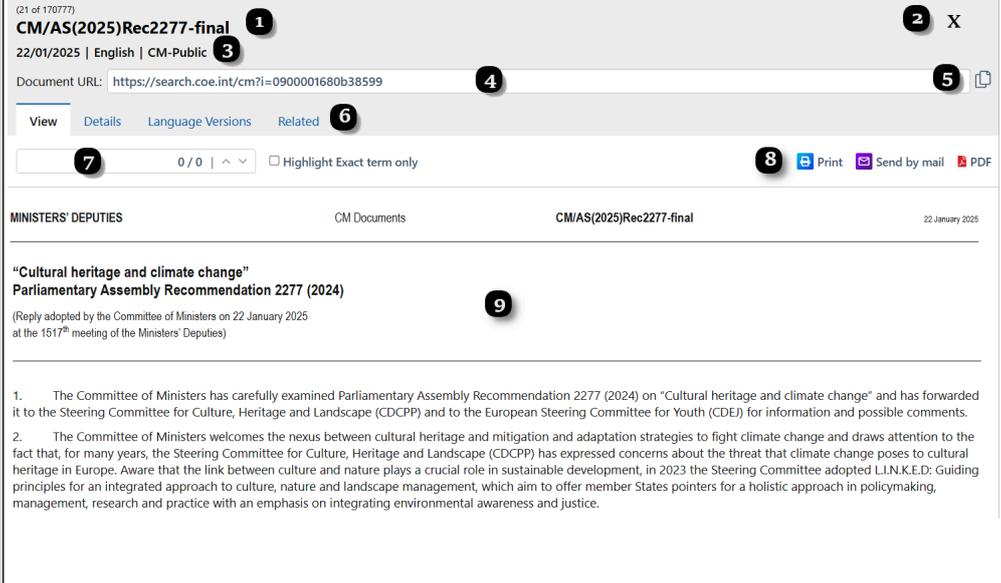
**9** **CM/Del/OJ(2025)1518**  
1518th meeting of the Ministers' Deputies (Strasbourg, 5 (9.30 a.m.) February 2025) - Draft Agenda  
[29/01/2025](#) [English](#) [CM-Public](#)  
[Details](#) [Related](#)

**10** **CM/Del/OJ(2025)1518**  
1518e réunion des Délégués des Ministres (Strasbourg, 5 (9h30) février 2025) - Projet d'Ordre du jour **11**  
[29/01/2025](#) **12** [French](#) **13** [CM-Public](#) **14**  
[Details](#) **15** [Related](#) **16**

**DH-DD(2025)108**  
1521st meeting (March 2025) (DH) - Action Report (28/01/2025) - Communication from Bosnia and Herzegovina concerning the case of Dedic v. Bosnia and Herzegovina (Application No. 24618/21) [Group Martinovic] [anglais uniquement]  
[28/01/2025](#) [French, English](#) [CM-Public](#)  
[Details](#) [Related](#)

## 7. View a document, switch language, access other formats, send by mail

Click on a document in the results list to open the HTML or PDF version. The next window provides the following information and options:

<ol style="list-style-type: none"> <li>1. Document reference</li> <li>2. Close the document and return to search</li> <li>3. Date of document issue, language version and classification</li> <li>4. Document URL</li> <li>5. Copy the URL to the clipboard</li> <li>6. View the document   Details: view the metadata   Language versions   Related versions</li> <li>7. Search within the document</li> <li>8. Print the HTML version   Send the document by email   Open/save the Word or PDF version</li> <li>9. Document content</li> </ol>	 <p>The screenshot shows a document viewer interface. At the top, there is a document reference 'CM/AS(2025)Rec2277-final' (1) and a close button 'X' (2). Below it, the date '22/01/2025' and language 'English' are shown (3). The document URL is displayed (4). A search bar with '0 / 0' and a 'Highlight Exact term only' checkbox is present (7). Navigation tabs for 'View', 'Details', 'Language Versions', and 'Related' are shown (6). On the right, there are buttons for 'Print', 'Send by mail', and 'PDF' (8). The main content area shows the title '"Cultural heritage and climate change" Parliamentary Assembly Recommendation 2277 (2024)' (9) and the start of the document text.</p>
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### Did you know?

References highlighted in blue in the document text are hyperlinked to allow you direct access to the document concerned.

## Appendix 1 - Committee of Ministers' document types and references

Information on the different **types of documents and their nomenclature** can be found on the webpage [Documents](#)

1. Document references do not contain any spaces.  
*Example:*  
Type CM(2022)130 and not CM (2022) 130
2. The references for documents issued **before 2000** have a two-digit year:  
*Examples:*  
CM(91)30  
Res(89)3
3. The references for documents issued **since 2000** have a four-digit year:  
*Examples:*  
CM(2003)57  
Rec(2000)26
4. For search purposes, Recommendation references always begin with **Rec** (not "Recommendation"). Since 2007, all references begin with **CM/Rec**.

*Examples:*

**Reference as it appears in documents**

Recommendation No. R (89) 6  
Recommendation No. R (2000) 1  
Recommendation Rec(2001)19  
Recommendation CM/Rec(2017)3

**What to type in the search Document reference field**

Rec(89)6  
Rec(2000)1  
Rec(2001)19  
CM/Rec(2017)3

5. For search purposes, Resolution references always begin with **Res** (not "Resolution"). Since 2007, all references begin with **CM/Res**.

*Examples:*

**Reference as it appears in documents**

Resolution (80) 32  
Resolution (2000) 2  
Resolution Res(2006)46

**What to type in the search Document reference field**

Res(80)32  
Res(2002)2  
Res(2006)46

6. Decisions are referenced as follows: CM/Del/Dec(year)meeting number/item on the agenda  
*Example:*  
CM/Del/Dec(2023)1453/2.4 = the decision taken under item 2.4 of the 1453<sup>rd</sup> meeting of the Ministers' Deputies in 2023

## Appendix 2 – More information on the Boolean operators

Search parameter	Meaning	Examples, i.e. what to type in the 'Text' field
<b>Word</b>	A sequence of one or more adjacent letters or numbers.	Convention
<b>Phrase / sentence / paragraph</b>	Groups together words in the order you wish to find them – phrase searching – <b>"word word"</b>	"prison sentence" "data protection"
<b>AND</b>	Finds documents containing both terms in any order – word AND word, or phrase AND word, or phrase AND phrase, etc.	police AND violence "hot water" AND prison
<b>OR</b>	Finds documents containing either of the two terms – word OR word, or phrase OR word, or phrase OR phrase.	violence OR cruelty "hot water" OR prison
<b>NOT</b>	Finds documents that do not contain the specified term – word NOT word, or phrase NOT phrase	NOT television Police NOT prison
<b>NEAR</b>	Finds documents in which the specified terms are near each other – word NEAR word, or phrase NEAR word, or phrase NEAR phrase.	violence NEAR damage "hot water" NEAR prison
<b>Multiple character wildcard</b>	Replaces any number of missing letters - <b>*ab, a*b, or ab*</b>	violat* (violation, violate, violates, violated, violator, violating etc.)