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Compliance with Commitments (CwC) project Procedural Guidelines

This document outlines the main principles of how the monitoring activities by the Council of Europe's Sport Sector are organised. It aims to serve as the reference document for the running of the Compliance with Commitments project and will replace the Procedural Guidelines Handbook adopted in 2003 by the Steering Committee for the Development of sport (CDDS).

It was initially prepared by the secretariat and then examined and completed during a meeting in London on 23 January 2015 which gathered delegates from the Standing Committee (CETS No 120), the Monitoring Group (CETS No 135) and the EPAS Governing Board (European Sport Charter).

This document has been completed with appendices prepared by the three relevant sport committees and approved by the same committees.

The main part of the document offers an overview of the compliance with commitments elements and is followed by four appendices which set out the procedural steps for the organisation of the visits and detail specificities for the visits under each monitoring mechanism.

Summary

1. Foreword.....	3
2. Introduction	3
3. Monitoring process in the field of sport	4
4. Compliance with Commitments visits	4
a) National report.....	5
b) Appointment and composition of the team.....	5
c) Holding of the visit.....	5
d) Media involvement	5
e) Final report.....	6
f) Practical arrangements	6
5. Follow-up to the visits	6
6. Selection procedures and criteria for organising visits	7
7. International co-operation	7
Appendix1. Procedural steps for Sport Compliance with Commitments Visits	8
Appendix2. Specificities for visits under the European Sports Charter.....	11
Appendix3. Specificities for visits under the European Convention on Spectator Violence.....	13
Appendix4. Specificities for visits under the Anti-Doping Convention.....	16

1. Foreword

The “Compliance with Commitment“ project was set up in 1997 by the Steering Committee for the Development of sport (CDDS). Monitoring visits have been taking place since then. They are comprised of consultative or evaluation visits on the principal Council of Europe Standards in the field of Sport, namely:

- 1) The Recommendation of the Committee of Ministers to member states on the revised Code of Sports Ethics (10/16) and the Recommendation of the Committee of Ministers to Member States on the European Sports Charter (92/13 Rev). These visits are conducted by the Governing Board of EPAS.
- 2) The European Convention on Spectator Violence and Misbehaviour at Sports Events and in particular at Football Matches (1985). These visits are conducted by the Standing Committee of the Spectator Violence Convention (T-RV)
- 3) The Anti-Doping Convention (1989). These visits are conducted by the Monitoring Group of the Anti-Doping Convention (T-DO).

[The Council of Europe Convention on the manipulation of sports competitions was opened for signature in September 2014 but has not yet entered into force. When it does, the Follow-up Committee will have the possibility to decide if it also would like to follow these guidelines to arrange visits to the states parties of this new Convention].

In order to ensure consistent methodology is applied, a handbook on procedural guidelines (document CDDS (2003) 59 rev) was prepared at that time to set out the procedures for monitoring visits for the sport sector.

2. Introduction

Monitoring the compliance of member states with its international standards is crucial to the Council of Europe's work, and it has established various monitoring systems to carry out this task. Many treaties provide for their own monitoring mechanisms (treaty-based monitoring). These may range from a judicial body, to an independent group of experts, to representatives of states parties.

Monitoring takes many shapes and forms upon which assessment is based: these may include country-by-country visits, governments' own reports, collective complaints systems, individual complaint systems and the different types of reports emerging from expert fact-finding visits to member states, even unannounced visits in crisis situations.

The principal role of any monitoring body is to ensure that member states are complying in both law and practice with the Organisation's standards and obligations. But many monitoring bodies have the capacity to offer advice, assistance and guidelines on policy making that will help those member states which have genuine difficulty in meeting their obligations.

Monitoring compliance of state parties with their commitments under the Convention on Spectator Violence, the Anti-Doping Convention, and the relevant sport recommendations, notably the European Sports Charter (Recommendation Rec(92)13 rev) and the Code of Sports Ethics (Recommendation CM/Rec(2010)9) is the main task of the statutory bodies established by these treaties or by the EPAS Statute. It should, therefore, be at the core of

their activities. The need to reinforce the monitoring activities in sport was also stressed by the European Ministers at their Conference in Magglingen (Switzerland) in September 2014.

3. Monitoring process in the field of sport

Within the framework of the Council of Europe's sport standards, the monitoring process is primarily intended to support the interested countries in developing or improving their policy and practice, in accordance with international standards. Moreover, it should facilitate international co-operation and transfer of relevant knowledge and experience between the countries. The monitoring process is based, where appropriate, on the provision of information by the state parties concerning legislative and other measures taken by it for the purpose of complying with the terms of the conventions. Annual questionnaires and topical issues questionnaires are collected by the relevant committees. This information is completed by consultative and evaluation visits, based on self-assessment national reports, which have formed the Compliance with Commitments project since 1997.

The visits are prepared and carried out by the Standing Committee (for the Convention on Spectator Violence), the Monitoring Group (for the Anti-Doping Convention), and EPAS Governing Board (for the European Sport Charter or other recommendations), which respectively bear overall responsibility for the outcomes of a visit, in a spirit of peer review.

The aim of this paper is to provide a framework for the organisation of these visits on Council of Europe sport-related standards, consistent with the Council's overall principles of monitoring activities and presenting a harmonised methodology to the authorities in charge of sports matters, while leaving enough flexibility to each committee to address specific needs.

4. Compliance with Commitments visits

During the course of a visit, relevant national policy and practices are primarily assessed against the provisions of the relevant Council of Europe standard (i.e. the Convention on Spectator Violence, the Anti-Doping Convention, the European Sports Charter or the Code of Sports Ethics). However, the interpretation and application of these standards can be considered in the light of secondary standards, such as, for example, recommendations of the Committee of Ministers of the Council of Europe or of the statutory body to the convention in question.

Visits might have either a general focus and assess compliance with the entire body of a given convention, or be article or issue-specific and examine the situation in particular areas which are regarded as problematic by the country hosting the visit or by the statutory body to the convention. The Bureau of the relevant Committee should agree with the country on the scope of the visit.

a) National report

The national report is provided by the authorities of the country to be visited at least 6 weeks before the visit takes place, with a view to informing the visiting team of the situation in this country with regard to the issues to be examined during the visit: sport system, structures, etc. The aim of the national report is to outline the sports structures and organisation of the country and to inform how they implement the convention and its recommendations. The relevant Committees prepare guidelines on the content of the national report (see Appendices 2 to 4). It should in any case be a short and summarised document (10-15 pages) and should be completed by a few appendices (eg. organisational chart, law in place). This national report will form Part 1 of the final report.

In parallel, the secretariat may gather information from other sources (NGOS, open sources, press, etc.), in order to prepare the visit.

b) Appointment and composition of the team

Depending on the scope and complexity of the issues to be addressed during the course of the visit, a visiting team of 3-6 experts is assembled for the visit.

The team is appointed by the Secretariat in consultation with the Chair/Bureau of the relevant Committee, taking into account a gender balanced representation. It is recommended to appoint in each team:

- Two or three governmental experts, among which a team leader is nominated;
- a rapporteur with a governmental background,
- at least one representative of the secretariat,
- and possibly 1 representative of a partner organisation.

Attention should be made to avoid conflict of interest from any member of a visiting team toward the country visited and absolute integrity is requested by each member of the team (for example the experts' expenses for the visits must be covered by the Council of Europe budget and not by a private organisation; or an expert cannot be part of a visiting team if the organisation which he/she represents has a contract with the organisation being visited).

c) Holding of the visit

During the visit itself, the team holds meetings with relevant authorities/organisations in the country concerned and visits relevant agencies (ministries, sport organisations, etc.). A programme tailored to the specific needs of each particular country is prepared for each visit. The length of the visit can vary from 2 to 4 days. Appendices 2 to 4 attached detail specificities for the visits under each monitoring mechanism.

d) Media involvement

Sport drives the media coverage. The host country often requests media participation. This interest is not to be neglected. However during a visit, the team should not be followed by the press. It is recommended to hold a press conference at the end of the visit to promote the Council of Europe's work, explain the framework of the visit and the Compliance with

commitments programme. However, the members of the team should refrain from instantly commenting their conclusions and recommendations, except in the most general terms.

e) Final report

The conclusions of the visit are reflected in a report which is structured in line with the relevant provisions of the standard being monitored. It should provide a description of the facts, an analysis of the situation and should formulate recommendations on how the relevant aspects of national policy might be improved or further developed. The report is adopted by the relevant statutory body, after which it becomes public and forms Part 2 of the final report.

The national authorities concerned are expected to take a stand on Part 2 in writing and are invited to prepare an Action Plan, in which they should outline how the recommendations formulated in the course of the visit will be implemented and explain what further assistance will be sought. These elements will constitute Part 3 of the final report.

At this stage, when Parts 1 to 3 are complete, the report is then adopted by the relevant Committee and made public on the Council of Europe website.

f) Practical arrangements

During the visit, the Council of Europe's relevant budget will cover the experts' travel and accommodation costs and, when necessary, a consultancy contract for the rapporteur only. The host countries shall be financially responsible for the local transportation and interpretation into English or French. If they so wish, the national authorities may host a meal for the experts.

5. Follow-up to the visits

The published final report can serve as a background to the preparation of joint projects or other technical assistance activities aimed at practical implementation of the recommendations formulated in the course of the visit, e.g. as part of national plan of action co-ordinated by ODGProg. These co-operation activities might be undertaken jointly with other relevant actors. This phase is very important if the host country wishes to turn conclusions and recommendations into real outcomes and potential solutions at national level.

The right should be reserved to organise a follow-up visit in order to monitor and advise on how the recommendations formulated in the report are practically implemented.

No later than 3 years after the publication of the final report, the visited country shall deliver a follow-up report, in the form of a completed Action Plan, explaining the measures and initiatives taken following the visit.

Should a particular statutory body reach the conclusion that, in spite of its efforts, a country remains non-compliant, it may consider reporting this to the Committee of Ministers of Council of Europe for further action.

6. Selection procedures and criteria for organising visits

Visits are normally organised upon the request of countries which are interested in hosting such a visit with a view to improving their policy and practice on the basis of the recommendations formulated by the evaluation team. The Monitoring Group/Standing Committee/EPAS may also recommend to certain countries that they request a visit. Such recommendations should be based on the following criteria:

- Suspicion about non-compliance or partial compliance drawn from the analysis of the questionnaire and/or reports – or lack of information provided by the country.
- Input and advice from relevant international partners¹ or independent analytical sources.
- Need to assist in the organisation of major sport events and/or in the bidding process to host major sport events by the countries that are parties to the Convention. The events which should be considered in this context are major multisport events as well as World and European championships in high risk sports (for Anti-Doping Convention) and European and World football championships (for the European Convention on Spectator Violence).

7. International co-operation

The Compliance with Commitments project of the Sport Sector should be regularly co-ordinated with other international partners with a view to promoting synergies and avoiding duplications. Such co-ordination should assist in adjusting the programme of the visits, exchanging information, participating in the visits carried out by partners and developing follow-up activities. In certain circumstances, expert teams may include a representative from relevant international partners². Statutory bodies to the sport conventions might also decide to appoint their representatives as participants in monitoring visit activities organised by external partners.

¹ Such as UEFA, WADA, UNESCO, etc.

² Such as UNESCO, WADA, UEFA etc.

Appendix1. Procedural steps for Sport Compliance with Commitments Visits

1. Request for a visit

A Party to the Convention or a Council of Europe Member State or an Observer State may participate in the “compliance with commitments” programme. They can invite the relevant Committee (Standing Committee, Monitoring Group or EPAS Governing Board) to hold a visit in their country. For this purpose, they have to inform the Sport Department Secretariat by letter.

In practice, requests are usually sent by the relevant Ministries. The country should at this stage appoint a contact person to prepare the visit and to serve as a liaison officer.

When the request for a visit is received from a Minister, the Council of Europe’s official reply would then be sent by the Secretary General or Deputy Secretary General, to express gratitude and inform him/her that the relevant Committee will make all the necessary arrangements to respond to the request.

Remark: Each relevant Committee can take the initiative to propose a country to host a visit (see paragraph 6). In this case, the standard procedure is the following: the Director of Human Dignity and Equality will address a letter to the Permanent Representative asking him/her to contact the competent national authority (identified in that letter) and encourage them to request a visit.

2. Preliminary documents (see paragraph 4.a)

The national authorities should first prepare a national report outlining the sports structures and organisation of the country and how they implement the convention and its recommendations.

This report, of 10-15 pages and prepared in English or French, should be sent to the Sport Department of the Council of Europe and will serve as a basis for the organisation of the visit. Six weeks is normally a minimum period of time to prepare the visit.

3. Composition of the team (see paragraph 4.b)

Once the Secretariat receives the national report, it assembles the visiting team in consultation with the Chair/Bureau of the relevant Committee.

The team normally includes two or three experts, a member(s) of the Secretariat and may also comprise an observer (e.g. a representative of the sport movement, federation, another organisation, etc.). A team leader and a rapporteur are appointed. The host country can indicate the main areas where special expertise in the team is required (legal expertise, police competence,

	laboratory expertise, etc.), which should be subsequently reflected in the composition of the team.
4.	<p>Holding of the visit (see paragraph 4.c)</p> <p>The visiting team visits the country, holds necessary consultations, meets relevant stakeholders: ministries and other state authorities, sport bodies, political figures, NGOs, etc.) and carries out on-site visits (e.g. stadium/match inspection or a visit to a laboratory). See appendixes 2 to 4 for further details.</p>
5.	<p>Preparation of the final report (see paragraph 4.e)</p> <p>The visiting team prepares - under the authority of the team leader - a draft visit report, and submits it unofficially to the contact person in the country concerned to check its factual accuracy. This draft report is generally available within two months following the visit.</p> <p>The Secretariat then carries out editorial work on the draft report.</p> <p>The report of the visit includes a list of recommendations. This list will form the basis on which the country will prepare an action plan. This action plan should assist the national authorities to implement the Convention/Charter.</p>
6.	<p>Official sending(see paragraph 4.e)</p> <p>The Secretariat officially sends Parts 1 and 2 of the report (national report and team report with recommendations and proposed action plan) to the national authorities. In practice, the Director of Human Dignity and Equality sends a letter to the Head(s) of Delegation to officially thank him/her/them for the organisation of the visit and to invite him/her/them to comment on the team report (Part 2) and to give its comment and complete the proposed Action Plan (Part 3) in order to explain how national authorities will implement the recommendations.</p>
7.	<p>Follow-up of the visit - Action plan (see paragraph 5)</p> <p>The Secretariat circulates the report (Parts 1, 2 and 3) to the relevant Committee delegations and includes it on the agenda of the next meeting of the Committee to inform it of the visit and of the recommendations.</p> <p>The relevant Committee adopts the final report.</p> <p>The Director of Sport officially sends the final report to the Permanent Representative of the country concerned and invites him/her “to hand it to a high official of the national sport administration, preferably, the Minister”.</p>
8.	<p>Dispatch, promotion of the report and follow-up</p> <p>The final report is then made public on the Sports Sector website. With a view to promoting the application of the Convention, it is considered useful to organise a high level meeting and/or a press conference after each visit to</p>

present the proposed conclusions and recommendations and envisage (together with the country concerned) possible technical assistance activities that would give practical follow-up to the report. Such assistance to national authorities in fulfilling the requirements of the action plan may be provided by the respective Committee in different formats and would be extremely beneficial to the country concerned.

The three following appendices should be completed by the relevant Committee to give guidance to the country which will host a visit, on the following topics:

- Recommendations for the National Report
- Bodies and institutions to be visited
- Organisation and methodology of the visit

This will ensure an appropriate programming of the meetings and that the focus is kept on the nature of the visit.

Appendix 2. Specificities for visits under the European Sports Charter

Introduction

The aim of this document is to give guidance to countries which will host a visit under the European Sports Charter³, as well as other legal frameworks that may be monitored by EPAS, for example, the Code of Sport Ethics, or Council of Europe Recommendations on the prevention of racism, on the dangers associated with migration of young athletes, the principle of autonomy of sport, gender mainstreaming, or good governance.

National auto-evaluation report

A national report should be prepared, as mentioned in paragraph 4, item 2 of this document and in Appendix 1, item 2. The national report is very important to give preliminary information to the visiting team⁴ so that its members are adequately briefed and informed in advance. It should not exceed 15 pages and should be structured around the following parts:

<p>National structure</p> <ul style="list-style-type: none"> - present succinctly the sport structure of the country, i.e. the roles and responsibilities of each stakeholder: ministries, local municipalities, federations, NOCs, umbrella organisations, competent educational institutions for PE and sport, etc. and in particular with regard to implementation of the Charter's provisions; 	2-3 pages
<p>Legal framework</p> <ul style="list-style-type: none"> - give the overall legal framework in the field of sport, with appendixes to detail or reproduce the main law(s) if necessary; 	3-4 pages
<p>National situation vs Council of Europe standards</p> <ul style="list-style-type: none"> - briefly explain the current situation of the country vis-a-vis the implementation of the European Sports Charter; - for an Evaluation Visit, provide an indication in the national report of the country's performance for each of the articles; - for a Consultative Visit, countries may focus on particular articles for consideration during the visit of the team; these should be selected to reflect both the strengths and the weaknesses of the national system and in accordance with national priorities; the host country may consult the secretariat before making any decisions on this matter; 	4-5 pages

³ It is not recommended to review the Code of Sports Ethics separately, unless a country wishes to do so, but it should be borne in mind as it provides guidelines and highlights ethical issues.

⁴ In order to adapt the expertise of the visiting team to the types of problems raised in the national report and to the specific requirements of the country being visited, a "pool" of experts from EPAS with varying backgrounds, and who are willing to be considered as visiting team members, may be set up.

Advice requested - mention if a specific request is being made for this visit, for example if advice to address a particular field or subject is being sought.	1 page
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Visit programme

The programme of the visit prepared by the national authorities should be sent to the EPAS secretariat two weeks before the visit and shall include basic essential meetings.

At the beginning of the visit a meeting with the author(s) of the national auto-evaluation report and with the EPAS delegate involved in the preparation of the visit is desirable⁵.

The programme shall include, among others:

- a meeting with the authors of and contributors to the national auto-evaluation report;
- a meeting with the Minister for Sport (at the very beginning), representatives of parliamentary commissions and national sports leaders (eg. NOC and/or confederation, paralympic committee);
- a meeting with senior civil servants from the departments responsible for government policy on sport, school sport and high performance sport (eg. sports, education, health)
- a meeting with leaders from NGOs responsible for policies relating to the various articles of the charter (eg. Olympic and non-Olympic federations, umbrella organisations, grassroots, sport for all);
- a meeting with local and municipal authorities responsible for infrastructure and facilities as well as practitioners (eg. presidents of clubs, coaches, athletes, physical education teachers).

A press conference may be organised if appropriate, giving visibility to the aims and objectives of the visit.

A visit to national or local amenities (such as olympic village, national stadium, school sports facilities or local infrastructure) can form part of the visit programme, where appropriate.

At the end of the programme, a short debriefing meeting with the organisers of the visit can also take place if this is requested from the national authorities⁶.

⁵ Prior to this, a preliminary meeting between the members of the visiting team should be held.

⁶ Prior to this, a short meeting among the visiting team should be arranged if possible.

Appendix 3. Specificities for visits under the European Convention on Spectator Violence

Introduction

The aim of this document is to give guidance to the country which will host a visit under the European Convention on Spectator Violence, on the specific following topics:

National report

A national report should be prepared, as mentioned in paragraph 4, item 2 of this document and in Appendix 1, item 2. The national report is very important to give preliminary information to the visiting team so that its members are adequately briefed and informed in advance. It should not exceed 15 pages and should be structured around the following parts:

National structure - present succinctly the sport structure of the country i.e. the roles and responsibilities of each stakeholder: ministries, Federations, NFIP, etc. and in particular the role of those involved in safety and security;	2-3 pages
Legal framework - give the overall legal framework in the field of safety and security of sport events, with appendixes to detail the main law(s) if necessary;	3-4 pages
National situation vs Council of Europe standards - shortly explains the current situation of the country vis a vis the implementation of the European Convention and its recommendation Rec(2015)1;	3-4 pages
Incidents review - present a short summary of incidents of the last season or an overview regarding the trends over the last seasons;	3-4 pages
Advice requested - and finally mentions if a specific request is made for this visit in areas where a topical advice is needed.	1 page

Visit programme

The programme of the visit prepared by the National authorities should be sent to the Secretariat at least two weeks before the visit and shall include essential meetings:

At the beginning of the visit, a meeting with the author of the national report and with the T-RV delegate involved in the preparation of the visit is desirable⁷.

The meetings shall be where appropriate:

- a meeting with representatives of public authorities responsible for sport (often Ministry of Sport);
- a meeting with representatives of public authorities responsible for safety and security (often Ministry of Interior) including the NFIP;
- a meeting with the national coordinating body on safety and security;
- separate meetings with the sporting bodies: Football Association, Football League, other sport associations;
- a meeting with representatives of one or two clubs: with the safety officer, the organiser and the SLO (supporter liaison officer);
- a meeting with a supporter association or with supporters;
- a meeting with any other stakeholder that the team considers to be appropriate according to the national situation.

Stadium visit/inspection

A stadium visit and attending a match form entirely part of a visit under this Convention.

A visit to a stadium during a match shall be organised: delegates should have the possibility to assist as observers to the safety and security briefing before the match, to observe entrance and egress to the stadium, to visit the control room and they should have the possibility to move around all parts of the stadium during the match (away sector, etc.).

The match selected shall present some challenges in terms of safety and security or be classified as high risk match, so that the team members can see the procedures in place to manage safety and security during such a fixture. Therefore it cannot be an international friendly match but has to be a football match of the premier league championship or a match from the European Cups/European or World Cup qualifiers which will enable the hosting country to benefit afterwards from the best advice.

At the end of the visit a short debriefing meeting with the organisers of the visit can also take place if this is requested from the national authorities⁸.

Visit report

The contents of the visit report would encompass:

1. Visit background and explanation;
2. Integrated approach to Safety, Security and Service
3. Strategic coordination of Integrated approach
4. Safety
5. Security
6. Service

⁷ Before that, a preliminary meeting between the members of the visiting team should be held.

⁸ Before that, a short meeting amongst the visiting team should be arranged if this is possible.

7. Compliance with the provisions of the Convention (STCE 120) and its recommendation Rec(2015)1
8. Conclusions and summary of recommendations

In case of tournament or specific topical visits, the above mentioned framework should be accordingly adapted.

Appendix 4. Specificities for visits under the Anti-Doping Convention

Introduction

This Appendix 4 to the Compliance with Commitments project procedural guidelines aims to provide guidance on specific aspects related to the monitoring process under the Anti-Doping Convention of the Council of Europe. It also contributes to planning and management approaches for organisation of this process.

National report

In addition to data submitted by the country through the annual online questionnaire a national report should be prepared, as mentioned in the Compliance with Commitments project procedural guidelines (Article 4.a). For the purpose of T-DO, it should be structured as follows:

Suggested content	Suggested volume
Sport structure <ul style="list-style-type: none"> - Overview of the sport structure; - Main responsibilities of each stakeholder at all levels of sport – from high level to grassroots sports activities. 	2 pages
Legal framework <ul style="list-style-type: none"> - Overview of the national legal framework for sport; - Summary of legal acts in the field of anti-doping, including relevant regulations of the sports organisations; - Description of the legal status of NADO. 	3 pages
National situation and compliance with the commitments under the Council of Europe Anti-Doping Convention <ol style="list-style-type: none"> 1. Definition and scope of the Convention (definition of “athlete”, “doping” and “list of banned substances and methods”) (Article 2) 2. Domestic co-ordination, including co-operation with governmental departments, other public agencies and sports organisations (Articles 3 and 7.1) 3. Measures to restrict the availability of doping substances, including the role of the law enforcement agencies (Articles 4 and 7.2) 4. Funding of anti-doping activities (Articles 4.2 – 4.3) 5. Education and research (Articles 5.2, 6 and 7.3) 6. Testing, including laboratories (Articles 4.3 – 4.4, 5 and 7.3) 	5-10 pages

7. Disciplinary procedures in anti-doping matters – <i>from potential anti-doping rule violation to final decision</i> (Article 7.2) 8. International co-operation (Article 8) 9. Provision of information (Article 9)	
Consultation request (if applicable) - Topics that warrant special consideration and consultation by the Monitoring team.	1 page
Appendices - Legislation (e.g., laws, legal acts, decrees, rules etc.; in English or in French – if available) - Testing statistics (number of tests, number of positive samples, etc.)	Not limited

Holding of the visit

In addition to the requirements of the Compliance with Commitments project procedural guidelines (Article 4.c), the following should be considered for the T-DO visits:

Preparatory meetings before the official part of the visit:

- A meeting between the members of the expert team;
- A meeting of the expert team with the authors of the national report and with the T-DO delegates.

Meetings with the following national stakeholders:

- Minister or senior official responsible for sport and anti-doping matters
- sports policy makers:
 - o parliamentary committee;
 - o sports department or similar structure with a mission to oversee implementation of the Anti-Doping Convention
- National Anti-Doping Organisation, including Director or Chief Executive Officer;
- WADA-accredited or WADA-approved doping control laboratory, as well as any laboratory that is in the process of applying for WADA accreditation or is used for anti-doping purposes – if applicable;
- stakeholders involved in the work of education and prevention of doping (e.g. universities, Ministry of Education, municipalities);
- representatives of the Ministry of Health and sports medicine doctors;
- law enforcement agencies - Custom services, Police etc;
- National Olympic Committee and/or National Sports Confederation;
- representatives of National Sport Federations:
 - o officials
 - o coaches
 - o high level athletes,
 - o young athletes;
- representatives of the Council of Europe's local office (optional); and
- any other relevant stakeholder.

Debriefing meetings:

- A meeting between the members of the expert team to agree on main conclusions and future steps;
- A meeting with the national authorities to outline the main conclusions.

Final report

In addition to the requirements of the Compliance with Commitments project procedural guidelines (Article 4.e), the following should be considered for the T-DO visits:

- Expert team prepares the report of the visit;
- The visited country is invited to make comments to the report;
- The report is presented to the upcoming meeting of the Monitoring Group of the Anti-Doping Convention or sent by Circular Letter to the T-DO delegations;
- The report is adopted by the Monitoring Group during the meeting or, in exceptional circumstances, by written procedure.

Co-operation with WADA

In addition to the requirements of the Compliance with Commitments project procedural guidelines (Article 7), cooperation with WADA should be established ahead, during and after the visit, including but not limited to the following:

- Inform WADA about the planned visits and the aims and specificities of the visit;
- Request and receive information from WADA regarding compliance with the World Anti-Doping Code (national rules, programme);
- Inform WADA about the results of the visit;
- Develop joint, follow-up activities.