



31 March 2025

ICC/AG(2025)4

Intercultural Cities Programme Advisory Group

Terms of Reference June 2025- June 2027

Background

The creation of the Council of Europe's Intercultural Cities (ICC) Programme Advisory Group stems from a recommendation of an external evaluation of the ICC Unit in 2022. The first Advisory Group mandate was from June 2023-June 2025.

1. Purpose and scope

The Advisory Group provides advice to the ICC Secretariat on the implementation and functioning of the ICC programme. The Advisory Group can propose actions that are in line with the ICC programme's principles¹ and ICC members' needs. It contributes to the ultimate goal of progressing intercultural integration within ICC member cities worldwide.

The ICC Secretariat remains responsible for the ICC programme planning and execution in line with the Council of Europe's mission, strategic framework and internal rules and regulations, and within the limits of the Programme of Activities and Budget agreed by the Committee of Ministers. As such, the ICC Secretariat is also responsible for the final approval and co-ordination of implementation of the Programme's activities. Within the Advisory Group, the ICC Secretariat will provide input on the feasibility of proposals, considering available human and financial resources.

2. Mandate

The duration of a mandate is two years. To ensure continuity and renewal, half of the appointed members should be replaced at the end of each mandate. The selection of members for replacement will be determined through the criteria listed under 3.2 Selection Process ensuring a balanced transition within the group.

Before the end of each mandate, the impact will be evaluated and the role and tasks of the Advisory Group re-assessed. In light of this, and where appropriate, the terms of reference may be adjusted according to the needs of the member cities and the strategic and financial framework of the Council of Europe.

3. Composition

3.1. Membership

The Advisory Group will be composed of a maximum of 7 members:

- Members of the ICC international network (Council of Europe geographical area - ideally four)

¹ See: Intercultural Cities programme website – About : <https://www.coe.int/en/web/interculturalcities/about>

- Members of the ICC international network (overseas members - ideally one)
- Members of an ICC national network (ideally one)
- An ICC national network co-ordinator (Council of Europe geographical area - ideally one)

Candidates are running in representation of their city/region/network and selected representatives are not sitting in the Advisory Group *ad-personam*. If the selected representative changes duties or is unavailable and the mandate for which they were elected is still ongoing, another representative can be nominated by the relevant city or network.

Each member can hold their position for up to two consecutive mandates (i.e. maximum four years in a row). After a minimum of one mandate break (i.e. two years), a member can volunteer again following the same rule of maximum two consecutive mandates.

Should members represented in the Advisory Group terminate or suspend their membership or relationship to the ICC Programme during their mandate in the AG, the ICC Secretariat will appoint a new AG member drawing from the list of applications received under the relevant call.

3.2. Selection process

An open call for interest to participate in the Advisory Group will be sent to ICC members in February/March of the year of expiration of the mandate.

Cities/regions/networks shall apply by submitting an application form describing:

- Their commitment to intercultural policies
- Their achievements in this field
- Their motivation to join the Advisory Group

Should the number of applications exceed the number of seats available, the ICC Secretariat will select the candidates to be appointed on the basis of the following criteria:

- The seats available per category above
- The city's commitment and achievements in relation to intercultural policies
- The level of involvement and participation of the city in the ICC programme
- Diversity and gender balance
- Equitable geographical distribution.

Members of the Advisory Group participate in a voluntary capacity. No compensation is foreseen, except for the reimbursement of travel, accommodation and subsistence expenses for in-person meetings (see section 4.1 below), in accordance with and within the limits of Council of Europe financial regulations.

3.3. Participants

ICC experts may be invited to contribute to the work of the Advisory Group on an *ad-hoc* basis.

The following may also be invited by the ICC Secretariat to attend on an *ad-hoc* basis:

- Representatives of other Council of Europe bodies
- Members of the Committee of Experts on Intercultural Inclusion (ADI-INT)

- Representatives of ICC programme partners, including experts, other international actors and NGOs.

4. Working methods

The working language will be English.

4.1. Meetings

The ICC Secretariat co-ordinates and chairs the Advisory Group meetings.

The Advisory Group will meet twice a year. One online meeting, and one in-person meeting organised back-to-back to the annual meeting of ICC coordinators.

Advisory Group members are expected to attend both meetings.

Ad hoc meetings could be arranged depending on needs and requirements.

Travel and subsistence expenses for members of the Advisory Group attending the in-person meeting will be borne by the Council of Europe according to the applicable Rules.²

4.2. Contributions and information sharing

Documents – when needed – will be circulated via email by the ICC Secretariat at least one week in advance of each meeting.

Any requests for written contributions between meetings will be circulated via email by the ICC Secretariat. A minimum deadline of two weeks will be given to members for providing input.

5. Tasks

The main tasks of the Advisory Group are:

1. Providing advice on prioritisation of services and tools to be offered to ICC members
2. Providing feedback on the use and developments of ICC tools
3. Identifying areas for additional capacity building, peer exchanges, policy and other support for ICC members
4. Exploring ways to secure additional funding for the programme
5. Making proposals on the continuous development and improvement of the ICC Programme
6. Contributing to analysis and reflections on developments and trends in the policy, social, technical, and academic domains of relevance to the mission of the ICC Programme.

In the framework of the above-listed tasks, the Advisory Group can elaborate specific objectives to work on during its mandate.

² The Revised rules concerning the reimbursement of travel and subsistence expenses are available at the following link:
https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=09000016805ce9c4