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16th Council of Europe Conference of Ministers responsible for Sport

November 2020 to February 2021

FACTSHEET ON THE ORGANISATION OF THE CONFERENCE SESSIONS

prepared by

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1. Themes and Schedule

Within the framework of the Greek Chairmanship of the Council of Europe, the 16th Council of Europe Conference of Ministers responsible for Sport is organised by the Enlarged Partial Agreement on Sport (EPAS) in co-operation with the Ministry of Culture and Sports of Greece.

Participants will assess progress achieved since the last Conference (Tbilisi, October 2018) and will discuss two highly topical and interrelated issues:

Theme 1: A European approach to Sport policies: the revision of the European Sports Charter

Theme 2: Human rights in Sport

The conference will be held by remote connection only, using the KUDO platform, and separated into five sessions, spread out over a period of several weeks. The schedule is as follows:

OPENING SESSION: Thursday 5 November 2020 (10h00-11h00)

INTRODUCTION TO THEME 1: Thursday 5 November 2020 (14h00-15h30)

INTRODUCTION TO THEME 2: Monday 7 December 2020 (10h00-11h30)

MINISTERIAL ROUND TABLE: Friday 15 January 2021 (9h00-12h30 / 14h00-16h30)

CLOSING SESSION: Thursday 11 February 2021 (10h00-10h30)

All times are Central European Time.

2. Participation in the conference

In accordance with the information published on the webpage of the Committee of Ministers, invitations were sent to:

2.1 Participants

- a) the 50 Ministers responsible for Sport of the States parties to the European Cultural Convention;
- b) the Ministers responsible for Sport from States that are not parties to the European Cultural Convention but are EPAS member States (Israel and Morocco);
- c) the Council of Europe Committee of Ministers, Parliamentary Assembly, Congress of Local and Regional Authorities, and the European Court of Human Rights;
- d) the European Union.

2.2 Observers

- a) the following non-member States which hold observer status with the Council of Europe or the Parliamentary Assembly: Canada, Japan, Mexico, and the United States of America;
- b) the Chair of the Standing Committee of the European Convention on Spectator Violence (T-RV), the Chair of the Monitoring Group of the Anti-Doping Convention (T-DO), the Chair of the Ad Hoc European Committee for the World Anti-Doping Agency (CAHAMA);
- c) the Commonwealth and the United Nations Educational, Scientific and Cultural Organisation (UNESCO);
- d) the following International Non-Governmental Organisations:
 - the members of the Consultative Committee of the Enlarged Partial Agreement on Sport (EPAS):

- European Association for Sport Management (EASM);
 - European Athlete Student Network (EAS);
 - European Athletics;
 - European Elite Athletes Association (EU Athletes);
 - European Fair Play Movement (EFPM);
 - European Gay & Lesbian Sport Federation (EGLSF);
 - European Network of Sport Education (ENSE);
 - European Non-Governmental Sports Organisation (ENGSO);
 - European Olympic Committees (EOC);
 - European Paralympic Committee (EPC);
 - European Physical Education Association (EUPEA);
 - European University Sports Association (EUSA);
 - Fare Network;
 - Global Association of International Sports Federations (GAISF);
 - International Centre for Sport Security (ICSS);
 - International Council of Sports Science and Physical Education (ICSSPE);
 - International Dance Organization (IDO);
 - International Federation of Professional Footballer Associations (FIFPro);
 - International SAMBO Federation (FIAS);
 - International School Sports Federation (ISF);
 - International Sport and Culture Association (ISCA);
 - Panathlon International;
 - Peace and Sport;
 - Play the Game;
 - Special Olympics Europe Eurasia;
 - Sport & Citizenship Think Tank;
 - Sports Rights Owners Coalition (SROC);
 - The Association for International Sport for All (TAFISA Europe);
 - Union of European Football Associations (UEFA);
- the following specialised agencies and sports organisations:
 - World Anti-Doping Agency (WADA), the Chair of the Foundation Board, as well as the representatives of the four other continents to the Executive Committee;
 - International Olympic Committee (IOC);
 - International Paralympic Committee (IPC);
 - Fédération internationale de football association (FIFA).

The opening and closing sessions are open to the public and the press.

3. Registration

Invited participants and observers are kindly asked to click on the links below to register for the different sessions, in order to receive the links to the KUDO platform.

- Opening session (5 November 2020 – morning)
(registration closed)
- Introductory session on Theme 1 (5 November 2020 – afternoon)
(registration closed)
- Introductory session on Theme 2 (7 December 2020 – morning)
(registration closed)

- Ministerial Round Table (15 January 2021 – 9h00-12h30 / 14h00-16h30)
(<https://www.coe.int/en/web/sport/registration-round-table>)
- Closing session (11 February 2021 – morning)
(Registration not yet open)

Due to technical restrictions, delegations should count up to no more than five persons. We would like to remind national delegations that, as mentioned in the invitation letter, they are kindly invited to include a representative from their national sports movement.

4. Interactive participation

During the introductory sessions, the moderators will use the “Mentimeter” online tool and ask the participants to contribute to the discussions in an interactive way. The mobile application for Mentimeter can be downloaded from the usual mobile application stores.

Activity from the Council of Europe’s Sport twitter account (@sport_coe) has already started and will continue throughout all five sessions as well as in between session dates. Participants are encouraged to use the hashtag #Coe4Sport when posting on Twitter.

5. Ministerial Round Table on 15 January 2021 - methodology

Ministers/Heads of delegation may take the floor during the round table to make their statements (no more than 3 minutes per person and may cover theme 1, theme 2 or both). All those wishing to connect to the session must register, including Ministers/Heads of Delegation wishing to enroll on the list of requests to speak, via the registration form for this session (<https://www.coe.int/en/web/sport/registration-round-table>).

The Chair of the Conference of Ministers will only give the floor to those Heads of Delegation who have enrolled to do so and the speaking order will be granted by giving priority to Conference participants first (see section 2.1 of this factsheet), followed by observers (see section 2.2).

Participants who plan to read out written statements **must** provide them to the secretariat (Despina.tramountani@coe.int) for the interpreters by Monday 11 January 2021 at 12h00 CET. A written communication is more compact than a speech delivered spontaneously and can therefore quickly become unintelligible if technical problems occur. On the other hand, if interpreters have had the time to read the texts beforehand, they will be better able to faithfully convey the speaker’s message in all its details and complexity. This is true even if the speaker departs from the original text.

If the Head of Delegation is not available on 15 January, it is possible to send the Secretariat (heather.stewart@coe.int), before 11 January, a pre-recorded video (mp4 format) containing his/her statement. Such statements will be published on the Conference website (after the conference) in the same way as those delivered live, but depending on the timely running of the session, the pre-recorded statements may not be aired on 15 January since priority will be given to maintaining the timeslots confirmed to those who will give their statements live.

6. Interpretation

Simultaneous interpretation for all sessions will be provided in English and French. In addition, for the Ministerial Round Table session (15 January 2021) and the Closing session (11 February 2021), passive interpretation into these two languages will be available from German, Greek, Italian, Turkish¹ and Russian.

¹ Interpretation from Turkish to be confirmed – clarification is underway.

7. Documents

Documents for the Conference are available [here](#).

The programme and documents for the conference are prepared under the responsibility of the EPAS Governing Board. The following documents will be available in English and in French (the two official languages of the Council of Europe) on the conference website under the “[Working documents](#)” section.

Information documents

1. Draft programme (document MSL16(2020)01)
2. Factsheet on the organisation of the conference (document MSL16(2020)02)
3. Follow-up to the 15th Council of Europe Conference of Ministers responsible for Sport (Tbilisi, Georgia, 16 October 2018) (document MSL16(2020)03)

Reference documents

- Theme 1: A European approach to Sport policies: the revision of the European Sports Charter (document MSL16(2020)07)
- Theme 2: Human rights in Sport (document MSL16(2020)08)

Draft Resolutions

- Theme 1 - draft Resolution no. 1 (MSL16(2020)04)
- Theme 1 - V2 of the draft revised Charter (MSL16(2020)09)
- Theme 2 - draft Resolution no. 2 (MSL16(2020)05)

8. Technical questions linked with the use of the Kudo platform and trainings

Training

Before the event date, any invitee (participant, speaker, moderator) must take part in one of the global training sessions scheduled by the Council of Europe Multimedia department.

These trainings are very important as they not only clarify how the Kudo platform works, but also ensure that the participants are seen and heard properly during the meeting as they can test their audio and video equipment, record a test video and test the internet connections. This is essential to ensure a continuous interpreting session.

Please follow this [link](#) to find user guides in several languages (EN, FR, DE, IT, TK, RU) and a series of training slots for participants and moderators in French and English.

Instructions regarding Remote Simultaneous Interpretation (RSI)

During meetings, the Multimedia technicians and the interpreters of the Council of Europe do their utmost to ensure that the statements made by the participants are perfectly audible and interpreted with the utmost accuracy. However, remote interpreting depends on a number of specific technical prerequisites.

Technical requirements for all participants

- **A recent computer with a built-in camera**
 - ⇒ Use a USB webcam if your device does not have a built-in camera
 - ⇒ If you use a laptop, use make sure it is connected to power mains.
- **The latest version of the most commonly used browsers** (Google Chrome, Mozilla Firefox, Edge, Safari, etc...)

- ⇒ Use **Chrome** preferably
- **A wired headset with a built-in microphone**
 - ⇒ Do **not** use Bluetooth earphones or earbuds as they may cause interference with the remote system.
 - ⇒ Make sure your headset (both earphones AND microphone) is recognised by your computer before using it with an interpretation system
- **A good internet connection**
 - ⇒ A **wired connection** (ethernet cable between your computer and your internet box) is the preferred option.
 - ⇒ If you have to use a wireless connection, keep as close as possible to your internet box.
 - ⇒ During the meeting, **do not** connect more than one device to your internet box. Please ensure that no-one is using your network for gaming or streaming during the meeting;
 - ⇒ Please switch off any other applications, Outlook, notifications etc.
- **Good acoustic conditions**
 - ⇒ Join the remote meeting from a quiet, echo-free room. Close all doors and windows. Turn off the ventilation/air conditioning.
 - ⇒ Beware of apparently insignificant noise next to your microphone. Any kind of noise pollution may make your message impossible to understand for your listeners and the interpreters.
 - ⇒ Disable all sound notifications ('pings') as they can be highly disruptive for listeners.
 - ⇒ Put your telephone on silent mode.

When connecting to KUDO, please complete the field "Display Name" as follows:

- **Your country** (if you are part of a national delegation) or **your Organisation** (if you are an observer), followed by **your first name** and **surname**.

If the screen freezes during the session, press F5 to refresh the page or leave the session and return again.

Your microphone and camera can only be activated when your request to speak is accepted by the moderator. Firstly you have to send a request by clicking on the button "Request to speak". When your request is accepted you can activate your microphone and your camera, but not before.

9. Contact details of the organisers

All communication with the Secretariat on substantive/administrative matters in connection with this conference should be addressed to:

Mr Stanislas FROSSARD
 Executive Secretary of the Enlarged Partial Agreement
 Tel.: +33 (0)3 90 21 53 76
 Email: sport.epas@coe.int / stanislas.frossard@coe.int

Mrs Heather STEWART
 Administrative Assistant
 Tel.: +33 (0)3 90 21 55 28
 Email: sport.epas@coe.int / heather.stewart@coe.int

Ms Despina TRAMOUNTANI
Management Support Assistant
Tel.: +33 (0)3 90 21 62 77
Email: sport.epas@coe.int / despina.tramontani@coe.int

For questions only regarding the KUDO links and platform:
Mrs Caroline LARGHI
Administrative Support Assistant
Tel.: +33 (0)3 88 41 34 29
Email: sport.epas@coe.int / caroline.larghi@coe.int