

RESOLUTION (62) 20

(Adopted by the Ministers' Deputies on 12th September 1962)

CULTURAL AND SCIENTIFIC CO-OPERATION IN EUROPE

Rules of Procedure of the Committee for Higher Education and Research

The Committee of Ministers,

Having regard to Resolution (61) 39 adopted at their 29th Session on 16th December 1961;

Recalling that, on that occasion, they had emphasised the desirability of giving a flexible interpretation to paragraph 6 of Resolution (61) 39 concerning the Committee for Higher Education and Research;

Noting the text of the Rules of Procedure of the Committee submitted to them for approval by the Council for Cultural Co-operation,

Resolve :

1. to approve the Rules of Procedure of the Committee for Higher Education and Research given in the Annex;
2. to reconsider them when carrying out the review of cultural organs provided for in paragraph 13 of Resolution (61) 39 of the Committee of Ministers.

**RULES OF PROCEDURE
OF THE
COMMITTEE FOR HIGHER EDUCATION AND RESEARCH**

The following Rules of Procedure shall apply to the Committee for Higher Education and Research, composed as follows : for each member country of the Council for Cultural Co-operation, there shall be two members named annually by the Government, one of whom shall be a senior official accredited by the Government and the other an academic representative nominated by the competent academic authority or authorities.

In addition, every member country may send a second academic person with consultative status, appointed by the competent academic authorities, and a secretary of the national delegation.

Article I

Terms of Reference

In consideration of the general programme of the Council for Cultural Co-operation and, in accordance with the procedures laid down in Resolution (61) 39, the special terms of reference of the Committee shall be :

- (i) to ensure or encourage co-operation between European nations in the field of higher education and research;
- (ii) to address opinions and recommendations on problems in this field to European Governments and intergovernmental organisations;
- (iii) to promote closer relations between universities and European institutions of higher education and research;
- (iv) to prepare any documentation, carry out any studies and publish any material deemed useful;
- (v) to maintain liaison with international organisations concerned with higher education and research.

Article II

Convocation

(a) Sessions of the Committee for Higher Education and Research shall be convened by the Secretary-General on the instructions of the Committee of Ministers or the Ministers' Deputies, or of the Council for Cultural Co-operation, acting on their own initiative or at the request of the Committee for Higher Education and Research or its Chairman.

(b) Subject to any directions contained in the instructions to convene a session, the exact date of each session shall be determined by the Secretary-General, having regard to the time needed for the proper preparation of the session, to the other work of the Council of Europe and the most economical use of the Council's resources.

(c) The names and addresses of the members of each delegation shall be communicated to the Secretary-General by the Governments concerned as soon as they have been designated and, whenever possible, two months before the date fixed for the opening of the session.

Article III

Agenda

(a) The draft Agenda of the session shall be drawn up by the Secretary-General. It shall be transmitted to all member Governments and, if their names are known, to the members of the Committee, together with the letter of convocation.

(b) The Agenda shall be adopted by the Committee at the beginning of its session.

Article IV

Documentary material

Documentary material prepared for the session shall, as a rule, be transmitted to member Governments at least one month before the opening date.

Article V

Bureau

(a) The Bureau is composed of a Chairman and a Vice-Chairman. One of these shall be an academic representative, and the other a senior official.

(b) The Chairman and Vice-Chairman shall be elected for one year by simple majority vote. They shall not be immediately eligible for re-election.

(c) At the beginning of each annual session, the Secretary-General or his representative shall act as temporary Chairman. He shall install the former Vice-Chairman in the office of Chairman. Nominations for the office of Vice-Chairman shall then be requested and his election shall follow.

(d) The Chairman, or in his absence the Vice-Chairman, shall guide the discussions, put proposals to the Committee and announce decisions. He may call to order a speaker who departs from the subject under discussion or from the terms of reference of the Committee. The Chairman shall not form part of his country's delegation and shall be replaced thereon.

(e) The Bureau shall ensure the continuity of work between sessions with the assistance of the secretaries of national delegations, who act as liaison officers with the Secretariat of the Committee.

Article VI

Secretariat

(a) The Secretary-General shall provide the Committee with the necessary staff, including the secretary or secretaries, and such administrative and other assistance as the Committee may require.

(b) The Secretary-General or his representative may, at any time, make an oral or written statement on any subject under discussion.

(c) The Committee may request the Secretary-General to prepare a report on any question within the terms of reference of the Committee. The Secretary-General shall prepare the material required by the Committee and arrange for its distribution.

Article VII

Quorum

There shall be a quorum if two-thirds of member countries are represented.

Article VIII

Official languages

(a) The official languages of the Committee shall be those of the Council of Europe.

(b) At the beginning of each session the Chairman shall ask whether interpretation is required. If so, it shall be furnished by the Secretariat either continuously or on request.

(c) A member of the Committee may speak in any language other than the official languages, but in that case he shall himself provide for interpretation into one of the official languages.

Article IX

Written proposals

Any proposals shall be submitted in writing if any member of the Committee so requests. In that case the Chairman shall not put the proposal to the Committee until it has been circulated.

Article X

Voting

(a) On matters of procedure, the Committee shall take its decisions by voting. Such matters shall be determined by simple majority vote, in the form of a secret ballot if any member so requests.

(b) For all other matters, the Committee shall ordinarily state its conclusions in the form of unanimous recommendations or, if this proves impossible, it shall state the recommendation of the majority and indicate dissenting views; in this case, a vote shall be taken according to the procedure defined under (a).

(c) Each delegation's vote shall count double, but delegations who so desire may split this double vote into two single votes.

Article XI

Minutes and Reports

(a) The Committee's proceedings shall be recorded in a report which shall be prepared by the Secretariat and approved by the Committee at the end of each session.

(b) The report shall contain the conclusions of the Committee and provide a record of the discussions which have accompanied them, together with any individual statement of views which a member requires to have recorded.

(c) The Committee's conclusions, wherever possible, shall be in the form of draft Conventions or draft resolutions for approval by the authorities which would normally be concerned with them.

Article XII

Observers and experts

(a) Without prejudice to agreements reached between the Council of Europe and other intergovernmental organisations, the Committee may decide by a unanimous vote to admit observers from non-member States or intergovernmental organisations.

(b) The Committee may decide by a unanimous vote to admit as observers representatives of non-governmental organisations admitted to consultative status in category A.

(c) The Committee may seek assistance from experts.

Article XIII

Adjournment of sessions

The Committee may, if it deems necessary, decide to adjourn its session for a limited time.

Article XIV

Frequency and place of meetings

(a) One meeting each year shall be held in Strasbourg.

(b) With the approval of the competent authorities, a second meeting with a restricted agenda may be held, if found necessary. This meeting may take place in another university city.

Article XV

Communications to the press

Meetings of the Committee are not public, but, by unanimous agreement of the Committee, the Chairman, or the Secretary-General on his behalf, may make suitable communications to the press on the work of the Committee.

Article XVI

Payment of experts

(a) The travelling and subsistence expenses of members shall be borne by the Council, in accordance with the regulations issued by the Secretary-General.

(b) The letter of the Secretary-General convening the Committee shall state the number of representatives of each member State whose expenses will be paid by the Council.