

Strasbourg, 13 December 2019

DS/CG(2019)1

# **Retention/Disposal schedule**

## **Congress of Local and Regional Authorities of the Council of Europe**

### **Secretariat**

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#### **1. Activities**

The Congress is the Council of Europe's assembly of local and regional authorities. It is composed of elected officials (mayors, governors, councillors, etc.) and represents the interests of over 200,000 local and regional communities from all member states. It provides them with a platform for the exchange of ideas, experiences and best practices. Its overall mission is to promote and defend democracy, human rights and the rule of law at local and regional level, based in particular on the European Charter of Local Self-government and the Reference Framework for Regional Democracy, through missions to monitor local and regional democracy and observation of local elections.

It works to improve local and regional governance, encourages the decentralisation process, as well as transfrontier co-operation between cities and regions. The Congress also promotes youth and citizen participation, supports interreligious and intercultural dialogue as well as inclusive societies and the fight against corruption.

Under the authority of the Secretary General, the secretariat ensures the functioning of the Congress and its organs and supports it in the pursuit of its goals. Its main missions are:

- to prepare and organise the statutory meetings of the Congress, its organs, its committees and working groups;
- to assist members in preparing monitoring visits and missions of observation of local and/or regional elections and the resulting reports and recommendations/resolutions;
- to support the Congress' political dialogue with national governments and ensure follow up for the implementation of its recommendations in the countries concerned;
- to assist members draft thematic reports and recommendations/resolutions based on the priorities adopted;
- to draft and organise co-operation programmes and activities in member states within the Council of Europe Action Plans to support the monitoring and post-monitoring processes with a view to consolidating local democracy, strengthening local government structures and helping local leaders to foster democratic development in their countries;
- to ensure permanent dialogue with the Committee of Ministers and develop synergies with the institutional partners within the Council of Europe, in particular the Parliamentary Assembly, the Venice Commission and the Commissioner for Human Rights and outside, in particular with the Committee of the Regions of the European Union as well as with national and European associations of local and regional authorities.

For more information on the Congress and its Secretariat, see [www.coe.int/congress](http://www.coe.int/congress).

## 2. Explanatory notes

### Access

For official documents, access and declassification is specified in the [Administrative rule No. 8 on access to and declassification of Congress documents](#), adopted by the Bureau of the Congress on 8 April 2015 and to be revised on 16 March 2020. For documents of the Secretariat (internal documents), access is specified in this schedule. For the declassification of internal documents kept permanently, a general declassification period of 30 years is applied complying with data protection.

In this schedule, the access classification level “confidential” refers to the members of the Secretariat of the Congress, unless otherwise indicated.

### Vital records

The records series of the Congress of Local and Regional Authorities which are vital for the continuity of activities have been highlighted in italics in the schedule.<sup>1</sup> These are:

- Congress membership database
- Adopted texts

### Abbreviations and conventions used in the schedule

DHR: Directorate of Human Resources  
DMS: Document Management System  
MAM: Media Asset Management System  
MMS: Mail Management System of the Congress  
PR: Permanent Representation  
RMS: Records Management System

Throughout the schedule “exchanges” refers to correspondence by letter, e-mail or fax, and can include notes from a telephone conversation.

## 3. Signatures

	Nom	Signature	Date
Secretary General	Andreas Kiefer		
Records and Archives Correspondent	Linette Taesch		
Head of Information Life Cycle Section	Gesa Büttner		

<sup>1</sup> The statutory resolution relating to the setting-up of the Congress is - as a text adopted by the Committee of the Ministers – preserved as a vital record of the Committee of Ministers.

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Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>1. Core Congress activities</b>							
<b>B.05.010. Congress members, structures and procedure governance</b>							
<b>RS010 Congress statutory texts and procedures</b> Standalone reference version of the basic instruments governing the functioning of the Congress which have been adopted by the respective institution or organ: - Charter adopted by the CM - Rules of procedure adopted by the Congress - Administrative rules adopted by the Bureau of the Congress ("Compendium")	Copy	Word, Links (RMS)	10 years	Review for useful information	Public	Master is kept with adopted texts of the Committee of Ministers, Congress or Bureau of the Congress.  Each document in this series has to carry a reference to the master.	By type of text
	Master	Word (RMS)	Permanent	Preservation		Superseded versions are taken off the Web.	
<b>Preliminary exchanges on delegation composition</b> Correspondence between Secretariat and member states on the composition of national delegations. May include legal advice.	Master	E-mail, Word, PDF (DMS)	5 years	Review for useful information	Confidential	If any correspondence has to be kept beyond the five years, these are kept with Congress composition records.	By country
	Copy	Paper (Office of the Delegation Manager)				Convenience copy	
<b>RS050 Congress composition records</b>	Master	E-mail, PDF (RMS)	10 years	Destruction	Confidential		By country

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<p>Records documenting the composition of national delegations and their representation in Congress structures through notifications received from member states or secretaries of delegations, Congress structures including political groups. Serve as basis for the verification of members' credentials and the update of the Congress membership database. Includes for</p> <p><i>Delegations:</i></p> <ul style="list-style-type: none"> <li>- Notifications on composition of national delegations and their distribution among committees</li> <li>- Substantial correspondence on these issues with the Secretariat</li> </ul>						<p>Letters are scanned images. Paper versions are not kept.</p> <p>An overview of compositions over time is provided in the Congress membership database (series below).</p>	
<p><i>Congress structures:</i></p> <ul style="list-style-type: none"> <li>- Notifications received on composition of political groups</li> <li>- Vote count records of all elections</li> </ul>							By entity
<p><b>Congress membership database</b></p> <p>Directory ('Who's Who') of current and past Congress members, observers, partners and experts, including the composition of political groups, committees, working groups and national delegations. As interactive database it allows members to update their profile, sign the Declaration of Principle and register for meetings. Provides also information on a member country's</p>	Master	Database (SQL server, DIT)	Keep current	n/a	Confidential	<p>Maintenance, support, and back-up by DIT.</p> <p>Extracts of the database are published on the Congress website.</p>	n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
participation in CoE and Congress activities.							
<b>RS070 Congress member statistics</b> Statistics established to monitor the composition of delegations and Congress structures (political groups, gender, age, geographical distribution etc.), attendance in meetings and sessions. Partially based on information contained in the Congress membership database.	Master	Word, PDF, Excel (DMS)	5 years	Review for useful information	Confidential		By year
<b>B.05.020. Conducting Congress at principal level</b>							
<b>Congress session convocations</b> Convocations and invitations to Congress sessions (plenary sittings and chamber sessions) and to meetings of the Statutory Forum.	Master	Word, PDF, E-mail (MMS)	5 years	Destruction	Internal	Shared with delegates concerned.	n/a
<b>Congress session organisation records</b> Records established in order to prepare and ensure a smooth functioning of a Congress session. May include: <ul style="list-style-type: none"> <li>- Presidency file including procedural and speaking notes for the entire session</li> </ul>	Master	Word, E-mail, PDF (DMS)	5 years after session	Destruction	Confidential	Shared with President and partially with Protocol.	By session
<ul style="list-style-type: none"> <li>- Running orders of ceremonies and side events</li> <li>- Draft texts of speeches at those events</li> </ul>					Confidential		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Speaking notes for rapporteur						Shared with rapporteur	
- Exchanges with guest speakers and relevant attachments			1 year			Shared with guest speakers	
<b>Documents signed by delegates</b> Records submitted or signed by delegates during sessions. Examples: - Requests for amendments (changes to draft texts under discussion), motions and memoranda - Attendance lists - Voting lists	Master	Paper (Cong Cupboards)	1 year	Destruction	Confidential		By session
<b>RS040 Congress session communications</b> Records addressed to delegations. May include: - Session guide - Timetable of meetings - Notices - Seating plan for members (hemicycle) - Information on elections, finances - Practical information	Master	Word, PDF, E-mail, InDesign (DMS or RMS)	5 years	Destruction	Public	Some are not published online, but distributed on paper during the session.	By session, then by document type
<b>RS050 Congress session records</b> Records documenting a Statutory Forum meeting, or a Congress session, comprising plenary sittings (CG), sessions of the Chamber of Local Authorities (CPL) and the Chamber of Regions (CPR). Covers sessions and meetings since 1994. May include: - Agenda (adopted) (OJ)	Master / Copy	Word, PDF (RMS)  For other documents than adopted texts, as of 2003. Before: Paper (Cong Cupboards or CoE Archives).	Permanent	Preservation	Public  If the CM uses Congress session records in their meeting, write access will be provided to SecCM manually for	Agendas, Questions/Replies, Statements, Reports and Adopted texts are declared records after the session and, where applicable, after final proofreading and consolidation.	By year, then by session or meeting, then by document type

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> <li>- Delegations composition lists</li> <li>- Summary of submitted reports</li> <li>- Questions to CoE institutions with official replies</li> <li>- Statements, speeches, communications (activity reports)</li> <li>- Information documents</li> <li>- Motions and memoranda</li> <li>- Amendments (AMDT)</li> <li>- Reports (Res, Rec + Ex.Memo)</li> <li>- <i>Adopted texts</i> (Rec, Res, Decl, Op) [final edited version]</li> <li>- Minutes (PV) incl. attendance list</li> <li>- Official report of debates</li> </ul>		The Master of the published versions of the adopted texts is held by DGS. Congress safeguards their copy.			addition of metadata (ad-hoc basis).	<p>Introduction of amendment docs as of 17<sup>th</sup> session. Before that, series includes also texts for adoption. Until 16<sup>th</sup> session final reports were presented in two or three separate documents.</p> <p>Until the 21st session, also written declarations were produced; they are stored with Motions and memoranda.</p> <p>Plenary sittings and chamber sessions in Hemicycle and Room 1 are recorded audiovisually and recordings are kept in the MAM. Links to AV recording to be added if possible. Extracts published on CoE YouTube.</p>	
	Copy	Paper (Cong Cupboards)	As long as needed	Destruction		Convenience copy.	
<b>Exchanges with Congress members</b> Requests for consultation and decision sent to Congress members and replies received. Records are summarised by the	Master	DMS (E-mail, Word, PDF)	5 years	Destruction	Confidential		By consultation



Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Secretariat and serve as input for Bureau decisions.							
<b>Audio recordings of Congress sessions</b> Sound recordings of Congress sessions (plenary sittings, sessions of the Chamber of Local Authorities and the Chamber of Regions in Hemicycle and Room 1) used to transcribe speeches and debates.	Copy	CD (Cong Cupboards)	1 year	Destruction	Public		Chronologically
<b>RS090 Standing Committee meeting records</b> Records documenting the meetings of the Congress Standing Committee as plenary (CG/CP) and in chamber (CPL/CP and CPR/CP). The Standing Committee, in which all national delegations were represented, met on the occasion of and between Congress plenary sessions from 1959 until 2010. It was replaced by the Statutory Forum. Includes: - Agenda (OJ) - List of decisions - Meeting reports	Master	Word (RMS)  Older documents: Paper (Cong Cupboards or CoE Archives)	Permanent	Preservation	Public	Closed series.  CG/CP 2005-2010 electronic series complete.  CPL/CP and CPR/CP: electronic series not complete.	By year - meeting
- Reports (Res, Rec + Ex.Memo) - <i>Adopted texts</i> (Rec, Res, Decl, Op)					Public		
<b>Transitory records related to conducting Congress at principal level</b> - Telephone directory extract	Master	Word, PDF (DMS)	Keep current	n/a	Confidential		n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Templates for registration, for guest speakers etc.							
- Electronic version of Requests by delegates	Copy	E-mail, Word (Session mailbox)	Keep until end of session	Destruction	Confidential	Paper is kept for 1 year: see above.	n/a
- Exchanges for preparing a session with delegates, with Presidency team, within Secretariat	Master						
B.05.030. Conducting Congress at subsidiary, drafting and expert group level							
<b>Congress group meeting convocations</b> Convocations and invitations to meetings of bureau, committee, working and expert group.	Master	Word, PDF, E-mail (MMS)	5 years	Destruction	Internal	Shared with group members concerned.	n/a
<b>Congress bureau meeting organisation records</b> Records documenting the organisation, smooth functioning and preparation of a bureau of Congress or Chamber meeting: - Annotated draft agenda - Speaking notes	Master	Word, PDF, E-mail (DMS)	2 years after meeting	Destruction	Confidential	Shared with President and interpreters.	By bureau type, then by meeting
- Exchanges with Bureau members on points for decision					Confidential	Shared with Bureau members. Content becomes bureau document.	
<i>If external meeting:</i> - Substantial exchanges with host authorities - Table of arrivals/departures of participants					Confidential	Shared with host authorities.	

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>RS030 Congress bureau meeting records</b> Records documenting the meetings of the bureaux (BUR) of the Congress (CG), Chamber of Local Authorities (CPL) and Chamber of Regions (CPR). May include: <ul style="list-style-type: none"> <li>- Agenda (OJ)</li> <li>- Working documents</li> <li>- Information documents (INF)</li> <li>- Minutes or reports (PV) of the chambers' bureaux</li> <li>- Summary of decisions (DEC-final)</li> </ul>	Master	Word, PDF (RMS) as of 2003. Before: Paper (Cong Cupboards or CoE Archives)	Permanent	Preservation	Confidential Declassification according to Administrative Rule No. 8 If the CM uses a Bureau document in their meeting, write access will be provided to SecCM manually for addition of metadata (ad-hoc basis).	Shared with Bureau members and interpreters. Documents are declared records when they are final. Information documents called "non-papers" until 2012. Decisions of the plenary Bureau previously DEC or PV. Series includes election observation reports which were adopted by the Bureau until 10 Feb 2006 (now adopted by the plenary), and draft election observation reports until 17 June 2013 (now approved by the Monitoring Committee).	By bureau type, then by meeting
<ul style="list-style-type: none"> <li>- <i>Texts adopted by the plenary Bureau</i> (declarations, administrative rules etc.)</li> <li>- Public summary of decisions</li> <li>- Synopsis/Carnet de Bord (CB)</li> </ul>		Word (RMS)			Public		
<b>Congress reflection group meeting records</b> Records documenting the meetings of ad-hoc or reflection groups which prepare contributions to a committee. Can involve internal and/or external experts. <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Working documents</li> <li>- Minutes / Notes</li> <li>- Final contribution (draft report, draft strategy etc.)</li> </ul>	Master	Word, E-mail (DMS)	5 years	Destruction	Confidential	Shared with group members.	By group, then by meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>RS050 Congress expert group meeting records</b> Records documenting the meetings of Congress expert groups such as the Group of Independent Experts (GIE): - Agenda - Working documents - Information documents - Synopsis	Master	Word (RMS)	10 years	Review for useful information	Confidential  Declassification according to Administrative Rule No. 8.	Shared with group members.	By expert group, then by meeting
<b>RS060 Congress committee meeting organisation records</b> Records documenting the preparation of Congress committee meetings. Include - Speaking notes for the Chair - Exchanges with committee members <i>If external meeting:</i> - Substantial exchanges with host authorities - Table of arrivals/departures of participants	Master	Word (DMS)	5 years	Review for useful information	Confidential	Shared with committee members concerned.	By committee, then by meeting
<b>RS070 Congress committee meeting records</b> Records documenting the meetings of Congress committees. Covers also joint meetings with committees of other, including external structures (e.g. CIVEX of Committee of the Regions). Usually include: - Agenda (OJ) - Annotated agenda	Master	Word, PDF (RMS) as of 2004. Before: Paper (Cong Cupboards or CoE Archives).	Permanent	Preservation	Public In case of meetings held in camera: Confidential.	Shared with committee members. Agenda and reports are declared records after the meeting.	By committee, then by meeting

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> <li>- Working documents including approved draft reports (Res, Rec + Explanatory Memo)</li> <li>- Information documents</li> <li>- Synopsis (minutes)</li> </ul>					Agenda and approved reports are declassified after the meeting, the rest according to Administrative Rule No.8.	Covers active committees (Monitoring, Governance, Current Affairs) and past Committees (Institutional, Sustainable Development, Culture and Education, Social Cohesion).	
<ul style="list-style-type: none"> <li>- Common positions</li> </ul>					Public	Audiovisual recordings of hearings organised during Committee meetings between 1994 and 1997 are kept by DC.	
<b>RS080 Congress working group meeting records</b> Records documenting the meetings of Congress working groups (GT) which have mandates usually for a couple of years. Covers the working groups of the Chamber of Local Authorities (CPL) and of the Chamber of Regions (CPR), as well as mixed and joint groups. Usually include: <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Working documents</li> <li>- Information documents</li> <li>- Minutes</li> </ul>	Master	Word (RMS)	Permanent	Preservation	Public  In case of meetings held in camera: Confidential.	Currently no working group is active; there are past ones, such as the Working Group on Regions with Legislative Power (CPR/GT/LEG) active 1999-2009, or the Ad hoc Working Group of Local and Regional Representatives of South-East Europe (CG/GT/SEE) active 2002-2008.	By working group, then by meeting
<b>Transitory records related to conducting Congress at</b>	Master	Word (DMS)	Keep until next meeting	Destruction	Confidential		n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>subsidiary, drafting and expert group level</b> - Documents distributed at the request of President - Document mergers created for printing purposes							
- Notes taken during committee meeting		Hybrid: Word (DMS) / Paper (Office of secretary concerned)	Up to 2 years				By committee, then by meeting
2. Internal and external relations							
B.15.Managing Council of Europe institutional relations							
<b>RS003 Congress communications with CoE organs</b> Records documenting the statutory relations with Committee of Ministers (CM), Parliamentary Assembly (PACE) and Secretary General (SG) of the Council of Europe. Include: - Compilation of texts adopted during a session - Activity reports of Congress to CM and accompanying speeches - Communications of the Congress President to the CM	Master	Word (RMS) as of 2001. Before: Paper (Cong Cupboards or CoE Archives).	Permanent	Preservation	Public  If the CM uses an activity report or a speech in their meeting, write access will be provided to SecCM manually for addition of metadata (ad-hoc basis).	Activity reports of the Congress SG called “Communications” until April 2012.	By organ, then by type of document
- Speeches of CM, PACE and SG - Congress questions with replies	Copy	Links (RMS)				Realised as links to Congress session records.	

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Inter-institutional exchanges</b> Records documenting exchanges with other bodies, committees, and divisions within the Council of Europe on local democracy related issues.	Master	E-mail (DMS)	5 years	Destruction	Confidential		n/a
<b>RS040 Inter-institutional relations records</b> Includes the following sub-series:							
<b>Congress inter-institutional relations records</b> Records documenting the relations with other CoE entities such as Conference of INGOs, Venice Commission, North-South Centre, Centre of Expertise for Local Government Reform, relevant committees such as CDDG etc. <sup>2</sup> Excludes statutory relations with other organs (use Congress communications with CoE organs). Concerns both staff from Secretariat or Congress members. May include: <ul style="list-style-type: none"> <li>- Invitation</li> <li>- Substantial exchanges</li> <li>- List of participants</li> <li>- Programme / Agenda</li> <li>- Mission report</li> <li>- Meeting report</li> </ul>	Master	Word, PDF, E-mail (RMS)	10 years	Review for useful information	Confidential	Generic record series	By entity, then by event
- Speeches / Speaking notes					Public		

<sup>2</sup> CDDG: European Committee on Democracy and Governance / Comité européen sur la démocratie et la gouvernance

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Transitory records related to managing CoE institutional relations</b> - Non-substantial exchanges	Master	E-mail, PDF (MMS)	Keep until end of event	Destruction	Confidential		n/a
<b>C.10.Managing relations with member states</b>							
<b>RS010 Member state relations records</b> Includes the following sub-series:							
<b>Congress member state relations records</b> Records documenting the relations of a general nature with authorities in CoE member countries (dialogue with governments). Usually includes for one event: - Invitation - Substantial exchanges - List of participants - Programme/Agenda - Mission report	Master	Word, PDF, E-mail (RMS)	10 years	Review for useful information	Confidential  Programme can be public	Generic record series	By country, then by event
					Public		
<b>Transitory records related to managing relations with member states</b> - Non-substantial exchanges	Master	E-mail, PDF (MMS)	Keep until end of event	Destruction	Confidential		n/a
<b>C.20.Managing external relations</b>							
<b>RS010 Conference and event participation records</b> Includes the following sub-series:							
<b>Congress conference and event participation records</b>	Master/ Copy	Word, PDF, E-mail (RMS)	10 years	Review for useful information	Confidential	Generic record series	By entity, then by year



Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<p>Records documenting the participation of Congress representatives in events and conferences organised by</p> <ul style="list-style-type: none"> <li>- international organisations such as the Assembly of European Regions, UN, OSCE, European Association of Schools of Political Studies etc.; or</li> <li>- associations including those the Congress created and continues to support such as ALDA, ENTO or NALAS<sup>3</sup>; or</li> <li>- academic institutions.</li> </ul> <p>(Note: Records relating to relations with the Committee of the Regions are filed under CoR and Congress relations records.)</p> <p>May include:</p> <ul style="list-style-type: none"> <li>- Invitation</li> <li>- Programme / Agenda</li> <li>- Event documents</li> <li>- Substantial exchanges</li> <li>- List of participants</li> <li>- Mission report</li> <li>- Meeting report</li> </ul>					Programme can be public.		
<ul style="list-style-type: none"> <li>- Speeches, speaking notes or presentation by Congress</li> </ul>					Public		
<b>RS020 External relations supporting records</b> Includes the following sub-series:							

<sup>3</sup> ALDA= Association of Local Democracy Agencies, ENTO= European Network of Training Organisations for local and regional authorities, NALAS = Network of Associations of Local Authorities of South-East Europe.

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Committee of the Region and Congress meeting organisation records</b> Records documenting the preparation and follow-up of meetings between Congress and the Committee of the Regions (CoR). May include: - Exchanges preparing the meeting - Speaking notes	Master	E-mail, Word (DMS)	5 years	Destruction	Confidential		By meeting
<b>Committee of the Region and Congress relations records</b> Records documenting the co-operation of the Congress with the Committee of the Regions (CoR). This co-operation started as an informal contact group, and was backed in 2005 by a co-operation agreement (revised in 2009 and 2018). Covers meetings of the Contact group or between the Presidents, and of any other relevant structures such as CORLEAP and ARLEM. May include: - Agenda (OJ) - Working documents - Speeches - Minutes with brief list of participants	Master	Word, PDF (RMS)	10 years	Review for useful information	Public	Generic record series.  To be declassified after the meeting.  Series may include links to Congress documents.	By meeting
<b>RS050 External relations substantial records</b> Includes the following sub-series:							
<b>Congress co-operation agreements</b>	Master	Word (RMS)	Permanent	Preservation	Public	Generic record series. The master of the signed version is kept	Chronologically

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Agreements of protocols of intent set up between the Congress and other organisations such as the European Union's Committee of the Regions. This series concerns the published versions (final edited version without signature)						by the Treaty Office in two versions (paper and scanned versions with signature). Agreements are to be transferred after signature.	
<b>Transitory records related to external relations</b> - Non-substantial exchanges	Master	E-mail, PDF (MMS)	Keep until end of event	Destruction	Confidential		n/a
<b>C.70.Organisation of conferences and events</b>							
<b>RS010 Conference and event organising records</b> Includes the following sub-series:							
<b>Congress conference and event organising records</b> Records documenting the organisation of a major conference or event of the Congress, also in conjunction with external organisations. May include: - Invitations - Practical information - Exchanges with participants - Briefing on the theme of the conference / event - Mission report (if relevant)	Master	Word, E-mail (DMS or MMS)	5 years	Review for useful information	Confidential	Generic record series.  Shared with host organisations where applicable.  If records are kept beyond 5 years this will be due to substantial contents. These will be archived with Congress conference and event records.	By event
<b>RS050 Conference and event records</b> Includes the following sub-series:							
<b>RS050 Congress conference and event records</b> Records documenting the outcome of a major conference or event organised by the Congress, also in	Master / Copy	Word, PDF, Links (RMS).  Before 2003: Paper (Cong	Permanent	Preservation	Public	Generic record series	By event

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
conjunction with external organisations. May be linked to the issuing of a report, or the brainstorming on new themes. May include: <ul style="list-style-type: none"> <li>- Programme</li> <li>- Background document (for copies as link)</li> <li>- Brief list of participants</li> <li>- Speeches</li> <li>- Conclusion</li> <li>- Declaration</li> </ul>		Cupboards or CoE Archives)					
<b>3. Communication and public information</b>							
<b>C.90.005.Development of communication policies, strategies and procedures</b>							
<b>Communication planning records</b> Records documenting the Congress communication plan for specific events and contact lists.	Master	Word (DMS)	5 years	Destruction	Confidential		By event
<b>C.90.070.Managing publications</b>							
<b>RS010 Council of Europe awareness raising material</b> Includes the following sub-series:							
<b>Congress awareness raising material</b> Material conceived specifically for the Congress. Includes <ul style="list-style-type: none"> <li>- Congress publications: Leaflets, booklets, publications and information material on the Congress and its activities.</li> </ul>	Copy	Word, PDF, InDesign (RMS)	10 years	Review for preservation	Public	Generic record series. Master with DGS, also when produced outside CoE.  Copy will be kept until masters are in RMS, then replaced by a link to the master.	By type

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Congress videos: Video recordings conceived to provide information on the Congress and its activities.	Copy	MPG-4 etc. on DVD, USB key (Cong Cupboards)				Master with DC	
- Media outreach material: Information material conceived for journalists such as written interviews and factsheets. - Contribution to publications: Articles, chapters etc., written by Congress high officials.	Master	Word (RMS)					
<b>Congress photos</b> Photo documenting activities of the Congress, commissioned externally and not included in the CoE photo database.	Master	JPG (Share); CD, DVD, (Cong Cupboards)	Keep until storage in COE photo database is possible.	Review for preservation	Public	If CoE photo database is not available, to be archived in RMS with the respective event (session, bureau meeting etc.)	Chronologically
<b>Material for visibility products</b> Graphic material (layout) for visibility products such as rollups, panels, flags, gifts, notepads etc.	Copy	PDF, InDesign, Illustrator (DMS)	5 years	Review for useful information	Confidential	Master is with DGS . Investigate whether series could be changed to a series in RMS consisting of links.	By type
<b>C.90.080.Web management</b>							
<b>Congress Internet</b> Congress section on Council of Europe website, consisting of web pages and news.	Master	Electronic (Liferay)	Keep current	n/a	Public or restricted (Extranet)	Archiving via Archive-IT. News currently stored in G-News (previous system) will be archived (part of Liferay project).	Web content structure

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Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Monitoring overview table</b> Table providing an overview of (post-)monitoring missions concerning the European Charter of Local Self-Government since the start of this activity in 1994.	Master	Excel (DMS)	Keep current	n/a	Confidential		n/a
<b>Election delegations overview table</b> Table providing an overview of members of election (post-) observation missions since the start of this activity in 1990.	Master	Excel (DMS)	Keep current	n/a	Confidential		n/a
<b>D.20.040. Conducting monitoring instances</b>							
<b>RS010 Specific monitoring preparation records</b> Includes the following sub-series:							
<b>Congress monitoring preparation records</b> Records documenting the preparation of an instance of a monitoring, post-monitoring, fact-finding or high-level visit with regard to the European Charter of Local Self-Government. May include: - Congress country file listing - Practical information - Relevant mission reports - Detailed visit programme	Master	E-mail, Word, PDF (RMS)	10 years	Review for useful information	Confidential	Generic record series.  Shared with delegation members.	By country, then by year+type  (If a monitoring mission goes over two years, it is the starting year)
					Public		
<b>Congress election delegation creation records</b>	Master / Copy	E-mail, Word, PDF (DMS)	5 years	Destruction	Confidential	The decision on the composition is taken by	By country, then by election

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Records documenting the creation of a delegation to observe the election in a country. Include: - Call for interest - Candidatures received and reproduced in one file. - Notification letter to delegation members						the Bureau of the Congress.	
<b>Congress election observation preparation records</b> Records documenting the preparation of an (post-)election observation. May include: - Mission report of pre-electoral or assessment visits to the country - Delegation composition list - Observation programme - Country profile including political and CoE-related information - Briefing note to delegation - Practical information - Deployment table	Master	E-mail, Word, PDF (RMS)	10 years	Review for useful information	Confidential	Generic record series.  Shared with delegation members.	By country, then by election
<b>RS020 Exchanges with monitored state</b> Includes the following sub-series:							
<b>Congress exchanges with monitored country</b> Record documenting the official exchanges with the authorities of a country concerning an instance of a monitoring, post-monitoring, fact-finding or high-level visit with regard to the European Charter of Local Self-Government. May include: - Notification letter to PR	Master	E-mail, Word (RMS)	10 years	Review for useful information	Confidential	Generic record series	By country, then by year+type



Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<div>- Specific list of questions addressed to the country</div> <div>- Official reply by authorities to questions</div> <div>- Country's comments on draft monitoring report</div>							
<div>- Practical exchanges with monitored country such as preparing the visits</div>		E-mail, Word (DMS)	5 years				By monitoring mission
<div><b>Congress exchanges with election country</b></div> <div>Records documenting official exchanges with the authorities of a country concerning the election to be observed. Includes:</div> <div>- Letter to propose an observation mission (optional)</div> <div>- Official invitation of a competent authority to observe elections</div>	Master	Word (RMS)	10 years	Review for useful information	Confidential	Generic record series	By country, then by election
<div>- Practical exchanges with election country, for example concerning the meetings with authorities during observation mission</div>		E-mail (DMS)	5 years				By observation mission
<b>RS030 Exchanges within monitoring mechanism</b> Includes the following sub-series:							
<div><b>Congress exchanges with monitoring delegation members</b></div> <div>Includes exchanges about content issues, as well as missions, accreditation letters, passport copies with regard to monitoring missions.</div>	Master	E-mail, Word (DMS)	5 years	Destruction	Confidential	Includes personal data.	By country, then by mission

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Congress exchanges with election delegation members</b> Includes exchanges about content issues, as well as missions, accreditation letters, passport copies with regard to election observation missions.	Master	E-mail, Word (mailbox of Administrator concerned)	5 years	Destruction	Confidential	Includes personal data.	By country, then by election
<b>Joint election observation mission exchanges</b> Exchanges with the Committee of the Regions and OSCE/ODHIR with regard to joint election observations.	Master	E-mail, Word (DMS)	5 years	Review for useful information	Confidential		By country, then by election
<b>RS040 Preliminary monitoring results</b> Includes the following sub-series:							
<b>Congress election observation results</b> Information and insights gathered before, during or after the elections about the electoral process and relevant side events. Can include: - Questionnaires filled in manually - Synopsis - Observations by delegation members - Other insights gathered	Master	E-mail, Word, PDF (Common mailbox congress.elections@coe.int or DMS)	5 years	Destruction	Confidential	Used for the establishment of the observation election report and of no use after adoption of the report (filed with Congress session records).	By country, then by election
<b>Congress ad-hoc election observation declarations</b> Preliminary statements and conclusions issued usually the day after election day in the country. Can be co-issued with another international election observation body such as OSCE.	Master	Word (RMS)	30 years	Review for preservation	Public	Generic record series.  A link to the related press release is recommended.	By country, then by election

<b>Series: title, description</b>	<b>Master / Copy</b>	<b>Medium, format &amp; storage</b>	<b>Retention period</b>	<b>Disposition</b>	<b>Access classification level</b>	<b>Notes / Rationale</b>	<b>Folder structure</b>
<b>RS050 Monitoring reports</b> Includes the following sub-series:							
<b>Congress monitoring reports</b> Final monitoring reports as adopted by the Congress plenary, Statutory Forum (as of 2011) or Standing Committee (until 2010), regrouped for convenience. Series includes post monitoring roadmaps resulting from the post-monitoring dialogue on the implementation of the recommendations.	Copy	Links (RMS)	As long as needed			Generic record series.  Masters are permanent	By country
<b>Congress election observation reports</b> Final election observation reports as adopted by the Congress plenary, Standing Committee (until 2010) or Bureau (until Feb 2006), regrouped for convenience. Includes the post-election procedures established during the post-electoral dialogue to reply to specific problems identified during the observation missions.	Copy	Links (RMS)	As long as needed			Generic record series.  Masters are permanent	By country
<b>Transitory records related to conducting monitoring instances</b> - Templates	Master	Word, E-mail (DMS or Mailbox of staff concerned)	Keep current	n/a			n/a
- Non substantial exchanges			Keep until procedure in question is finalised	Destruction			
<b>5. Co-operation and thematic activities</b>							

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>D.30.020.Coordinating co-operation programmes and projects</b>							
<b>RS010 General co-operation coordination records</b> Includes the following sub-series:							
<b>Congress co-operation tools</b> Catalogue of co-operation tools deployed in Congress co-operation projects.	Master	Word (DMS)	Keep current	n/a	Confidential		n/a
<b>Co-operation expert application files</b> Applications and CVs received by experts for their collaboration in co-operation projects. Serves as basis for co-operation expert pool.	Master	E-mail, Word, PDF (DMS)	5 years	Destruction	Confidential	Candidates must be informed that their application is kept for 5 years and that they have the possibility to withdraw their application at any moment.	Chronologically
<b>Congress co-operation preparation records</b> Records documenting the preparation of co-operation activities across/for specific projects, such as brainstorming meetings on co-operation tools, call for co-operation experts.	Master	Word (RMS)	10 years	Review for useful information	Confidential	Generic record series	By theme or by project, then by meeting
<b>D.30.030.Conducting co-operation projects</b>							
<b>RS050 Co-operation project action records</b> Includes the following sub-series:							
<b>Congress co-operation project action records</b> Records documenting specific activities carried out in the context of a co-operation project such as capacity-building events (seminars,	Master	E-mail, Word, Excel (RMS)	10 years	Review for useful information	Confidential  Selected documents are public	Generic record series.  If anything is to be kept beyond 10 years it should be kept with Congress co-operation	By project, then by activity

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
workshops etc.), peer reviews, provision of legal and policy advice, pilot activities etc. May include: - Programme - Invitations - List of participants - Presentations/Speeches/Course material - Study/ies - Final report						project substantial records D.30.030. <b>RS090</b> (p.29-30 of this schedule).	
<b>Congress thematic activity records</b> Records documenting the organisation of co-operation projects or campaigns which are either standalone or part of Council of Europe programmes. An example is the Congress Pact of Towns and Regions to Stop Sexual Violence against Children. May include: - Programme - Brief list of participants - Presentations - Contributions - Conclusions	Master	Word (RMS)	10 years	Review for useful information	Public	Generic record series	By year, then by project
<b>RS090 Co-operation project substantial records</b> Includes the following sub-series:							
<b>Congress co-operation project substantial records</b> Substantial records documenting the result and outcome of the co-operation projects or programmes such as country-specific action plans, carried out normally with	Master / Copy	Word, Links (RMS)	30 years	Review for useful information	Confidential	Generic record series.  Shared with ODG-PROG. Alignment of and with the forthcoming PMM application required.	By project (Use official project names)

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
financial support from member states or the EU and in co-operation with other sectors of the CoE. Activity started in 2011. May include: - Final project plan - Final declaration - Final report - Contract with project stakeholders - Deliverables such as policy advice							
<b>Transitory records related to conducting co-operation projects</b> - Templates - Exchanges to be kept only until the relevant issue is clarified.	Master	E-mail, Word (mailbox or DMS)	Keep until relevant issue is finalised	Destruction	Confidential		n/a
<b>D.30.070.Setting-up and conducting institutional structures, associations and networks</b>							
<b>Association building records</b> Records documenting the setting-up of independent associations for specific functions such as the European Network of Training Organisations for Local and Regional Authorities (ENTO), Association of Local Democracy Agencies (ADL) etc. Includes: - Working documents - Substantial exchanges	Master	Hybrid: Word, E-mail, PDF (PF); Paper (Congress cupboard)	Until inventory and weeding accomplished	Review of retention	Confidential	Closed series (Generic record series.) Overlap with Congress Committee meeting records, Congress Working group meeting records (p.11-12 of this schedule) and with documents already transferred to the Archives is to be checked.	By association

[illegible]

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Congress mission calendars</b> Monthly calendars of planned missions of staff, Congress members and experts, established by each sector in the Congress.	Master	Word, PDF (DMS)	2 years	Destruction	Confidential		Chronologically
<b>Congress planning</b> Planning documents and dashboard presentations, for example for co-operation activities.	Master	Word (DMS)	5 years	Destruction	Confidential		By activity
<b>A.10.040.Management and activity reporting</b>							
<b>Congress management statistics</b> Statistics on human resources, work output etc. established to monitor developments over time.	Master	Word, Excel (DMS)	5 years	Destruction	Confidential		By year
<b>Congress contributions to joint reports</b> Contributions prepared by the Congress to reports initiated by other entities or groups (e.g. Senior Management Groups) reports such as CoE activity reports or Audit reports. As they might be taken on in abridged or edited form, these original versions are kept for re-use.	Master	Word (MMS)	5 years	Destruction	Confidential		n/a
<b>A.10.050.Conducting staff and management meetings</b>							
<b>RS010 Internal meeting records</b> Includes the following sub-series:							
<b>Congress internal meeting records</b>	Master	Word (DMS)	5 years	Review for useful information	Confidential		By sector



Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Records documenting internal meetings of the Congress at all levels: management team (CDD), divisions, general Congress staff, "World Cafés" etc. May include: - Invitation - Agenda or programme - Minutes - Minutes with agenda (finalised)							
<b>A.10.060. Internal Council of Europe communication</b>							
<b>RS010 Internal coordination records</b> Includes the following sub-series:							
<b>Congress internal organisational charts</b> Adaptations and extensions of the organisational chart (validated by SG and kept by DGA) for local management and communication needs of the Congress. - Working version	Master	Excel (DMS)	Keep current	n/a	Confidential	Generic record series	n/a
- Signed versions		PDF (RMS)	10 years	Destruction		Scanned version	Chronologically
<b>Congress contact lists</b> Table with list of names of Congress staff with their phone and office numbers.	Master	Excel (DMS)	Keep current	n/a	Internal		n/a
<b>Congress presentations</b> Presentations of Congress activities prepared for internal or external audiences. The actual instance of the presentation will be filed with the respective activity.	Master	Word, PPT (DMS)	Keep current	n/a	Internal		n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Transitory records related to internal CoE communication</b> - Staff circulars (cover e-mails referring to rules and procedures)	Master	E-mail (mailbox of staff in charge)	2 years	Destruction	Confidential		n/a
<b>A.10.090.Document management</b>							
<b>RS010 Documents registries</b> Includes the following sub-series:							
<b>Congress document registry</b> Documents registry produced by the Table Office of thematic and chronological lists of adopted texts.	Master	Word (DMS)	Keep current	n/a	Internal	Generic record series	n/a
- Annual snapshot of the registry		Word (RMS)	2 years	Destruction		Final version to be kept	Chronologically
<b>Congress Mail Management System</b> Managing workflow related to answering correspondence and validation purchase requests.	Master	Customised SharePoint application (DIT server)	5 years	Destruction	Confidential	Maintenance, support, and back-up by DIT. For scanned letters the electronic version is considered the master, as long as they do not concern procurement. <b>Correspondence to be kept is mentioned in this schedule under the relevant series (exchanges or organisation records) and is to be transferred into RMS where applicable.</b>	n/a
<b>Chronos</b>	Copy	Paper (SG assistant's office)	2 years	Destruction	Confidential		Chronologically

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Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Includes the following sub-series:							
<b>Financial follow-up records</b> <i>Records du suivi financier</i> Tables providing overview of Congress expenses of various types e.g. HR, suppliers, telephone, production, distribution, translation etc.	Master	Excel (DMS)	5 years	Destruction	Confidential		By expense type
<b>RS080 Mission and travel reimbursement records</b> Includes the following sub-series:							
<b>Congress Mission and travel reimbursement records</b> <i>Records de remboursement des missions et des déplacements du Congrès</i> Records concerning the reimbursement of missions and travels of Congress members, experts, staff members. Includes authorised mission orders, expense reports, copies of mission reports, as well as CCM derogations authorising over-costs of missions and travels.	Master / Copy	Hybrid: Electronic (GDD); E-mail, Word, PDF (RMS); Paper (Financial officer's office)	10 years	Destruction	Confidential	Generic record series.  Master of mission report is filed with relevant activity.	By year
<b>A.20.100.Financial control</b>							
<b>RS010 Financial authority records</b> Includes the following sub-series:							
<b>Congress Financial authority records</b> <i>Records de l'autorité financière du Congrès</i> Records documenting the yearly delegation of financial authority and	Master	Hybrid: E-mail, PDF (RMS)	10 years	Destruction	Confidential	Generic record series	Chronologically
	Copy	Paper (Financial officer's office)					

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
responsibility to the Congress, distribution within the Congress and details of the financial functions of staff.							
<b>B.60.Programme and budget management</b>							
<b>RS070 Programme and budget monitoring records</b> Includes the following sub-series:							
<b>Congress budget tables</b> <i>Records de la mise en œuvre du budget</i> Records documenting the implementation of the Congress budget. - Budgetary forecast and situations during the year	Master	Excel (DMS)	Keep current	n/a	Confidential	Generic record series.  Quarterly reports kept by DPFL.	By year
- Final annual versions of budget tables (including staff) - Summary tables - Quarterly RBB reports - Substantial exchanges with Finance department (DPFL)	Master / Copy	Word, E-mail, Excel (RMS)	10 years	Review for useful information			
<b>Transitory records related to budget and finance</b> <i>Records transitoires relatifs au budget et aux finances</i> - Exchanges with Finance department (DPFL)	Master	E-mail (Mailbox of administrative officer in charge)	Keep until procedure in question is finalised	Destruction	Confidential		n/a
<b>6.3 Human resources management</b>							
<b>A.30.005.Development of human resources policies, rules and procedures</b>							
<b>HR instructions and memos</b> <i>Instructions et mémos des RH</i>	Master / Copy	Word (MMS)	5 years	Destruction	Confidential	Author / sender is owner of records.	n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Instruction and memoranda received from SG, SG of the Congress and DRH concerning staff issues. Includes relevant substantial exchanges. (Decisions concerning an individual staff member are filed with Staff issues follow-up records).							
<b>A.30.010.Management of posts and positions</b>							
<b>Job descriptions</b> <i>Descriptions de tâches</i> Descriptions of posts and functions including vacancy notices.	Master / Copy	Word (DMS)	Keep current	n/a	Confidential	A part of this series is master kept by DHR.	By post
<b>A.30.020.Recruitment and career management</b>							
<b>Recruitment records</b> <i>Records des recrutements</i> Records documenting internal and external recruitment of Congress staff, e.g. of temporary staff members for sessions. Includes: - Copies of application files - Interview records - Exchanges related to recruitment - Copies of written tests - Evaluation of candidates - Decision	Master / Copy	Hybrid: Word, E-mail (DMS) / Paper (secure location of manager concerned)	2 months after the vacancy is actually filled	Destruction	Confidential	The paper versions have to be returned to DHR for confidential destruction.  Partly shared with DHR/ODG-PROG.  Evaluation of candidates to be kept during the lifecycle of the relevant project.	By vacancy
<b>Unsolicited applications</b> <i>Candidatures spontanées</i> Spontaneous applications including CVs (i.e. not referring to a vacancy announcement).	Master	Word, E-mail (DMS)	Keep until reply sent	Destruction	Confidential	If person is hired, CV will be sent to DRH.	Chronologically

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>A.30.050.Staff contract management / A.30.060.Remuneration and allowances management</b>							
<b>Staff issues follow-up records</b> <i>Records de suivi des questions de personnel</i> Congress staff records which are needed at entity level. May include: - Reference letters or work certificate - Decisions ad personam (AP) (staff memoranda) - Records linked to compensation for overtime or missions in difficult conditions	Master / Copy	Word, E-mail (DMS)	5 years	Destruction	Confidential, shared with DHR		By staff category
<b>Staff overview records</b> <i>Records récapitulatifs concernant le personnel</i> Records regrouping nominal human resources information at Congress level. Often based on extracts from Peoplesoft. Include: - Staff salary cost tables - Staff lists with grades etc. - Salary calculation table by DHR and validated by Congress - Any relevant cover E-mails - Relevant exchanges with DHR or the CoE Private office	Master	Word, Excel, E-mail (DMS)	5 years	Destruction	Confidential, shared with DHR		By year, then by theme,
<b>A.30.080.Leave and attendance management</b>							
<b>Absence table</b> <i>Tableau des absences</i>	Master	Excel, PDF (DMS)	Keep one year more, after the finalised year	Destruction	Confidential		Chronologically
	Copy	Paper (HR officer's office)					

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Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Congress equipment records</b> Records documenting the inventory and loans of the Congress owned computer materials (mobiles, tablets etc.) in the safe deposit box.	Master	Paper (Financial officer's office)	5 years	Destruction	Confidential		n/a

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