

Strasbourg, 26 April 2019

DS/DG2(2019)1

Retention/Disposal schedule Youth Department

Extract concerning the following bodies:

- **European Steering Committee for Youth (CDEJ)**
- **Advisory Council on Youth (CCJ)**
- **Joint Council on Youth (CMJ)**
- **Programming Committee on Youth (CPJ)**

Directorate of Democratic Participation
DG II – Directorate General of Democracy

1. Activities

This schedule concerns the European Steering Committee for Youth (CDEJ), the Advisory Council on Youth (CCJ), the Joint Council on Youth (CMJ) and the Programming Committee on Youth (CPJ).

The European Steering Committee for Youth (CDEJ) has been active since 1999. It oversees the Council of Europe's programme in the field of youth and advises the Committee of Ministers on all questions within its area of competence. Taking due account of relevant cross-cutting perspectives, its overall aim is to stimulate co-operation between the governments of the States party to the European Cultural Convention, with a view to developing youth policies which are likely to ensure youth participation and young people's access to their rights.

The Advisory Council on Youth (CCJ) has been active since 1999. It advises the Committee of Ministers on all questions relating to youth. Taking due account of relevant cross-cutting perspectives, its overall aim is to act as the non-governmental partner in the co-management structures of the youth sector.

The Joint Council on Youth (CMJ) has been active since 2003. Taking due account of relevant cross-cutting perspectives, the Joint Council on Youth, within the framework of the Council of Europe policy established by the Committee of Ministers, is the youth policy-making body of the youth sector, bringing together the members of the European Steering Committee for Youth and the Advisory Council on Youth.

The Programming Committee on Youth (CPJ) has been active since 1999. Under the supervision of the Joint Council on Youth, and according to the decisions of the Joint Council on Youth on the priorities and expected results of the youth sector and on the apportionment of the budgetary means

available, the Programming Committee on Youth establishes the programmes of the European Youth Centre-Strasbourg, the European Youth Centre-Budapest and the European Youth Foundation. It also monitors the implementation of the programmes of the Youth Centres and Foundation and ensures follow-up.

This schedule also concerns the former committee European Steering Committee for Intergovernmental Co-operation in the Youth Field (CDEJ), which was active between 1988 and 1998.

This schedule does not concern the following committees: the Joint Council on Youth Questions, which was active between 1999 and 2003; the Advisory Committee (called Advisory Committee of International Non-Governmental Youth Organisations in the first years of its existence), active between 1971 and 1998; the Committee on Co-ordination of Youth Activities (JE/CC) (the predecessor of the European Steering Committee for Intergovernmental Co-operation in the Youth Field).

2. Explanatory Notes

Abbreviations used in this schedule

CCJ:	Advisory Council on Youth
CCJ/BUR	Bureau of the Advisory Council on Youth
CDEJ:	European Steering Committee for Youth
CDEJ/BUR	Bureau of the European Steering Committee for Youth
CDEJCCJ/BUR	Joint Meeting of the Bureaux of the CCJ and the CDEJ
CMJ:	Joint Council on Youth
CPJ:	Programming Committee on Youth
DPB:	Programme and Budget Directorate
EYC:	European Youth Centre
EYF:	European Youth Foundation
NGOs:	Non-Governmental Organisations
PF:	Public Folders
RMS:	Records Management System

Access and Declassification

Official documents are classified and declassified according to [Resolution Res\(2001\)6 on access to Council of Europe documents](#), adopted by the Committee of Ministers on 12 June 2001. Internal documents will be declassified after 30 years. Any declassification has to comply with the rules governing personal data protection.

Copies / Masters

The documents indicated as copies in the second column of this schedule are not owned by the Youth Department. They should not be declared as records.

3. Signatures

	Name	Signature	Date
Head of Department	Antje Rothmund		
Archives correspondent	Susana Nunes		
Head of Information Life Cycle Section	Gesa Büttner		

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
C.50. Conducting committees							
RS003 Committee governance and procedures Includes the following sub-series:							
CPJ-EYF-EYC Official procedures Series may include: - Operational regulations of the EYF - Terms of reference of the CPJ - Rules of procedure of the CPJ - Statutes of the EYC and EYF	Master/ Copy	Word, Link (RMS)	Permanent	Preservation	Public	Master of terms of reference is kept by DPB. Master of rules of procedure is stored with CPJ meeting records	N/A
		Word (RMS)			Confidential	Master of statutes of the EYC and EYF is in CM document Res(98)31	
- CPJ internal regulations							
RS005 Committee membership records Includes the following sub-series:							
CCJ membership records Records documenting the selection of youth representatives as members of the CCJ. May include: - Memorandum to the Secretary General regarding appointments (signed and unsigned versions) - Official notification from the European Youth Forum (an independent body that nominates a majority of the members of CCJ)	Master / Copy	Word, E-mail, with or without attachment (RMS)	10 years	Review for useful information	Confidential	The official notification from the Youth Forum is declassified after the CM decision.	By procedure
		Link (RMS)			Public		
- Decision of the Committee of Ministers regarding the appointment of members							

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
CDEJ membership records Records documenting the proposal and selection of governmental representatives as members of the CDEJ. May include: - Exchanges with permanent representations and ministries - Nomination letters	Master	E-mail, with or without attachment, PDF (RMS)	10 years	Review for useful information	Confidential		By year
RS010 Committee meeting preparation records Includes the following sub-series:							
Youth committee preparation records Records documenting the preparation of meetings of the CDEJ, the CCJ, the CMJ, the CPJ, and their bureaux and/or working groups. May include: - Exchanges with experts, delegates, NGOs and staff about issues to be covered and documents to be prepared - Draft documents	Master	E-mail, sometimes with attachment, Word (Shared drive, Collaborative site)	10 years after committee meeting	Review for useful information	Confidential		By committee then by meeting
RS030 Committee convocation records Includes the following sub-series:							
Youth committee convocation records Records documenting the convocation of meetings of the CDEJ, the CCJ, the CMJ, the CPJ, and their bureaux and/ or working groups. May include: - Convocation/Invitation letters - Cover e-mails	Master	E-mail with attachment (PF (CPJ), Shared drive)	5 years after meeting	Destruction	Restricted		By committee then by meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
RS050 Committee meeting records Includes the following sub-series:							
CDEJ legacy meeting records Records documenting the meetings of the European Steering Committee for Intergovernmental Co-operation in the Youth Field, which was active between 1988 and 1998, and the meetings of its Bureau. May include: - Agenda - Working documents - Meeting report - Brief list of participants - Detailed list of participants	Master	Word, PDF (RMS)	Permanent	Preservation	Public	First electronic documents date from 1995	By body then by meeting
Confidential					Only declassified if participants have given their consent.		
					Never declassified		
CDEJ meeting records Records documenting the meetings of the European Steering Committee for Youth (CDEJ) and the meetings of the CDEJ Bureau (CDEJ/BUR). May include: - Agenda - Annotated agenda - Working documents - information documents - Meeting report - Approved and adopted texts - List of decisions - Committee of Ministers'	Master/ Copy	Word, PDF, Link (RMS)	Permanent	Preservation	Restricted	The CDEJ, CCJ and CMJ's abridged meeting reports are sent to the Committee of Ministers. They are integrated into a single Committee of Ministers document.	By body then by meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
document containing CDEJ, CCJ and CMJ's abridged meeting reports (link)							
- Brief list of participants					Confidential	Only declassified if participants have given their consent.	
- Detailed list of participants						Never declassified	
<p>CCJ meeting records Records documenting the meetings of the Advisory Council on Youth (CCJ) and the meetings of the CCJ Bureau (CCJ/BUR). May include:</p> <ul style="list-style-type: none"> - Agenda - Annotated agenda - Working documents - information documents - Meeting report - Approved and adopted texts - List of decisions - Committee of Ministers' document containing CDEJ, CCJ and CMJ's abridged meeting reports (link) 	Master/ Copy	Word, PDF, Link (RMS)	Permanent	Preservation	Restricted	The CDEJ, CCJ and CMJ's abridged meeting reports are sent to the Committee of Ministers. They are integrated into a single Committee of Ministers document.	By body then by meeting
- Brief list of participants					Confidential	Only declassified if participants have given their consent.	
- Detailed list of participants						Never declassified	

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<p>CMJ meeting records Records documenting the meetings of the Joint Council on Youth (CMJ) and the meetings of the CMJ Bureau (CDEJCCJ/BUR). May include:</p> <ul style="list-style-type: none"> - Agenda - Annotated agenda - Working documents - information documents - Meeting report - Approved and adopted texts - List of decisions <hr style="border-top: 1px dashed black;"/> <p>- Brief list of participants</p>	Master/ Copy	Word, PDF, Link (RMS)	Permanent	Preservation	Restricted	The CDEJ, CCJ and CMJ's abridged meeting reports are sent to the Committee of Ministers. They are integrated into a single Committee of Ministers document.	By body then by meeting
Confidential					Only declassified if participants have given their consent.		
<p>CPJ meeting records Records documenting the meetings of the Programming Committee on Youth (CPJ) and its working groups. May include:</p> <ul style="list-style-type: none"> - Agenda - Annotated agenda - Programme - Working documents (e.g. progress report, completed application forms for study sessions) - List of CPJ members - Meeting report (with decisions taken regarding EYF grant applications, study sessions, programme of activities, etc.) - Abridged meeting report 	Master	Word (RMS)	Permanent	Preservation	Restricted		By terms of reference then by meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- List of participants					Confidential	Only declassified if participants have given their consent.	
C.70.Organisation of conferences and events							
RS010 Conference and event organising records Includes the following sub-series:							
Ministerial Youth Conference preparation records Records documenting the preparation and organisation of European Conferences of Ministers responsible for Youth, and the preparatory meetings with senior officials. May include: - Exchanges with the Committee of Ministers - Exchanges with potential speakers and participants - Report(s) of the preparatory meeting(s) with senior officials - Concept paper - Draft programme - Invitation letters	Master	E-mail, sometimes with attachment, Word (RMS)	10 years after conference	Review for useful information	Internal		By conference
EYF seminar and presentation preparation records Records documenting the preparation of European Youth Foundation seminars and of the European Youth Foundation presentations in member states. May include: - Exchanges with trainers and/or participants	Master	E-mail, with or without attachment, Word (RMS)	10 years	Review for useful information	Internal		By seminar/ presentation

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> - Exchanges with local authorities in member states, NGO representatives or representatives of Ministries - Invitation letters - Calls for participation 							
RS050 Conference and event records Includes the following sub-series:							
Ministerial Youth Conference records Records documenting the content and results of European Conferences of Ministers responsible for Youth. The first conference took place from 17-19 December 1985. May include: <ul style="list-style-type: none"> - Programme - List of speakers and participants - Speeches, contributions and presentations - Position papers - Adopted texts (including conclusions, declarations, resolutions and recommendations) - Working documents - Conference report (sometimes authored by the Secretary General) 	Master / Copy	Word, Link (RMS)	Permanent	Preservation	Public	Masters of conference reports authored by the Secretary General are kept by the CM	By conference
EYF seminar and presentation records Records documenting the seminars of the European Youth Foundation and the European	Master	Word, PDF (RMS)	10 years	Review for useful information	Public	Consent of participants must be obtained before publication of list of participants.	By seminar/ presentation

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
Youth Foundation's presentations in member states. May include: - Programme - List of participants - Session plans - Report of the seminar							
Transitory records regarding EYF activities Series consists of forms, guidelines, instructions and templates, such as: - Application form templates for session plans	Master	Word, PDF, PPT (RMS)	Keep current	N/A	Public	Not to be declared as records.	N/A
C.90.070 Managing publications							
RS010 Council of Europe awareness-raising material Includes the following sub-series:							
Awareness-raising material on youth Series may include: - Newsletter "Think Youth" - EYF Newsletter - Self Assessment tool for youth policy - Leaflets about youth policy co-operation - Leaflets about youth/ statutory bodies - EYF thematic fact sheets - Leaflets about the EYF, in different languages - EYF country fact sheets - EYF posters	Master/ Copy	HTML, PDF, PPT, Link (RMS)	10 years	Review for preservation	Public	Masters of publications produced by DGS-SPDP are kept by them. Copies will be kept until masters are available in RMS, then replaced by links.	By type

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- PPT presentation about the EYF - Manuals, guidelines, toolkits and portfolios on how to implement Council of Europe standards in the youth field							
RS050 Council of Europe publications Includes the following sub-series:							
Publications on youth issues Series may include: - European Youth Foundation's Annual Report - Study on new forms of youth participation - Publication containing Committee of Ministers' recommendation on youth	Master/ Copy	PDF, Link (RMS)	Permanent	Preservation	Public	Masters of publications produced by DGS-SPDP are kept by them. Copies will be kept until masters are available in RMS, then replaced by links.	By type
A.10.010 Internal procedures development							
RS010 Internal rules and procedures Includes the following sub-series:							
Youth committee internal rules and procedures Series includes: - CPJ guide for new members	Master	Word (Collaborative site)	Keep current	N/A	Confidential	Not to be declared as records	By committee
A.50.040. IT system and applications operations management							
RS010 Systems and applications user guides Includes the following sub-series:							
EYF IT user guides Series includes: - CPJ guidelines on how to use the EYF online system	Master	Word (Collaborative site)	Keep current	N/A	Confidential	Not to be declared as records	N/A

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
A.90.030 Information compliance management							
RS050 Public disclosure authorisations Includes the following sub-series:							
CDEJ-CCJ-CMJ and CPJ public disclosure authorisations Records documenting individuals' consent to the public disclosure of information resources which identify them, such as contact details or photos. Public disclosure refers for example to the publication on the Internet or in other media.	Master	E-mail with attachment, PDF (RMS)	For as long as the information resource is used + 10 years	Destruction	Confidential		By event or publication