

Strasbourg, 08 January 2019

DS/DLAPIL(2018)1

Retention/Disposal schedule Public International Law Division

Directorate of Legal Advice and Public International Law
(DLAPIL)

1. Activities

The Public International Law Division co-ordinates the work of the Committee of Legal Advisers on Public International Law (CAHDI), providing its secretariat, assisting it in performing its role as European Observatory of reservations to International Treaties, and updating its databases. The Division also ensures the quality of relations with other international organisations on issues of common interest falling under its scope of activity.

The CAHDI is a pan-European forum where legal advisers of the Ministers for foreign affairs of the member States of the Council of Europe and a significant number of observer States and Organisations can exchange and co-ordinate their views regarding major issues of Public International Law. The CAHDI also liaises with the International Law Commission of the United Nations (UN), the Sixth Committee of the UN General Assembly and the Council of the European Union's Working Party on Public International Law (COJUR).

This schedule covers the records created in support of these core activities of the Public International Law Division. The related administration and support activities are covered in a separate general retention/disposal schedule for the whole of DLAPIL ([DS/DLAPIL\(2017\)1](#)).

2. Explanatory notes

Access

Resolution Res(2001)6 on access to Council of Europe documents (adopted by the Committee of Ministers on 12 June 2001) applies to official documents of the Committee of Legal Advisers on Public International Law (CAHDI). Access to internal documents is specified in the current retention schedule. Any declassification has to comply with the rules governing personal data protection.

Records carrying the access level classification "confidential" are accessible to CAHDI-members and the Public International Law Division; records carrying the access level classification "confidential

CAHDI-Sec” are only accessible to the Public International Law Division acting as Secretariat for CAHDI.

3. Signatures

	Nom	Signature	Date
Head of Division	Marta Requena		
Archive correspondent	Carolina Lasen Diaz		
Head of Information Life Cycle Section	Gesa Büttner		

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
C.50 Conducting committees							
Committee convocation records Includes the following sub-series:							
CAHDI convocation records - Convocation letters - Invitation letters - Cover e-mails	Master	E-mail with attachments, Word/PDF (PF)	5 years after Committee meeting	Destruction	Confidential (CAHDI-Sec)	Information about actual participation - is to be recorded in the relevant list of participants - is kept for 10 years by the Accounting Division in the experts' reimbursement process.	By year then by meeting
RS010-Committee meeting preparation records Includes the following sub-series:							
CAHDI meeting preparation records Exchanges by e-mail with attachments with delegates, other participants and CoE on content related issues, such as issues to be covered, documents to be prepared etc.	Master	E-mail with attachments, Word (RMS)	10 years after Committee meeting	Review for useful information	Confidential (CAHDI-Sec)		By meeting
RS050-Committee meeting records Includes the following sub-series:							
CAHDI meeting records Records documenting the meetings of the Committee of Legal Advisers on Public International Law (CAHDI) - Agenda	Master	Word (RMS)	Permanent	Preservation	Confidential	Selected working or information documents are public. Access classification to be changed manually in the RMS.	By meeting

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
<ul style="list-style-type: none"> - Working documents - Information documents - List of participants with personal data 							
<ul style="list-style-type: none"> - Meeting report (includes simplified list of participants) - Abridged report (included list of decisions) 					Public		
<p>➤ Ceased committees:</p>							
<p>DI-S-RIT meeting records Records documenting the meetings of the Group of Specialists on Reservations to International Treaties, subordinate to CAHDI, active in 1998:</p> <ul style="list-style-type: none"> - List of participants (simplified) - Agenda - Working documents - Information documents - List of decisions - Meeting report 	Master	Word (RMS)	Permanent	Preservation	Public (declassified)	Closed series. Two meetings held in 1998.	By meeting
	Copy	Paper	Keep until electronic version in RMS	Destruction			
<p>DI-E-RIT meeting records Records documenting the meetings of the Group of Experts on Reservations to International Treaties, subordinate to CAHDI, active 1999-2000:</p> <ul style="list-style-type: none"> - List of participants (simplified) - Agenda - Working documents - Information documents - List of decisions 	Master	Word (RMS)	Permanent	Preservation	Public (declassified)	Closed series. Three meetings held in 1999 and 2000.	By meeting
	Copy	Paper	Keep until electronic version in RMS	Destruction			

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classification	Notes / Rationale	Folder structure
- Meeting report							
CJ-DI meeting records Records documenting the meetings of the Committee of experts on Public International Law (CJ-DI), subordinate to the European Committee on Legal Co-operation (CDCJ). The CJ-DI preceded the CAHDI between 1982 and 1990: - Agenda - List of participants (simplified) - Working documents - Information documents - Meeting report	Master	PDF (RMS)	Permanent	Preservation	Public (declassified)	Closed series	By meeting
	Copy	Paper	Keep until electronic version in RMS	Destruction			
C.70 Organisation of conferences and events							
RS050 Conference and event records							
Includes the following sub-series:							
CAHDI conference and event records - Programme - List of participants (detailed) - List of participants (simplified) - List of speakers - Contributions (including of the Secretariat) - Mission reports - Conclusions	Master	Word, PDF (RMS)	Permanent	Preservation	Confidential	Selected documents are public. Access classification to be changed manually in the RMS.	By conference
CAHDI conference videos and audio recordings	Master/ Copy	Video, audio tapes, CDs and electronic versions (PF)	5 years after conference	Destruction	Confidential (CAHDI-Sec)		n/a

Series: title, description	Master/ copy	Medium, format & storage	Retention period	Disposition	Access level classificatio n	Notes / Rationale	Folder structure
D.30.040 Information gathering and research for sharing							
CAHDI databases contributions Records documenting the contributions of states and international organisations to CAHDI databases: https://www.coe.int/en/web/cahdi/databases - State practices regarding immunities - National UN sanctions implementations - National Office Legal Advisers (OLA)	Master	Word, PDF (RMS)	30 years	Review for useful information	Public		By country or organisation
					Confidential		
- Previous versions of the contributions							
CAHDI databases exchanges with delegations Exchange with delegates on national legislation and case law. Includes versions sent by delegates.	Master	E-mail, Word (RMS)	10 years	Review for useful information	Confidential (CAHDI-Sec)		By database