

Strasbourg, 18 May 2026

DS/CEB(2026)1

Retention/Disposal schedule Secretariat of the Partial Agreement on the Council of Europe Development Bank (CEB)

Directorate of Social Rights, Health and Environment
DG1 – Directorate General of Human Rights and Rule of Law

1 Activities

The Secretariat of the Partial Agreement on the Council of Europe Development Bank (CEB) consists of the Head of the Secretariat, the Executive Secretary, and a team of administrators and administrative support assistants. The role of the Secretariat is to provide comprehensive and efficient secretariat support and advice to the CEB's collegial organs (Governing Board, Administrative Council, Auditing Board and the Governor) and to ensure linkages between the Council of Europe and the CEB.

The Secretariat contributes to the preparation of loan application documents, submitted by CEB member States or applicants thereof, to be approved by the Administrative Council. In particular, the Secretariat prepares and follows up on the Secretary General's opinions on the admissibility of loan requests, based on a project's conformity with the political and social aims of the Council of Europe.

Finally, the Secretariat liaises with the CEB and the Council of Europe's political bodies and other entities. In this respect, it facilitates activities aimed at enhancing cooperation between the various entities, including the participation and representation of the CEB at the meetings of the relevant CoE committees as well as at the Ministerial conferences to which the CEB is invited.

2 Explanatory notes

Access

All documents pertaining to the Council of Europe Development Bank (CEB) and the decision-making process of its organs fall under its Public Information Policy that was adopted by the members of the CEB's Governing Board in July 2020. Council of Europe regulatory texts on access to documents, namely the resolution *Res(2001)6 on access to Council of Europe documents*, as well as the provisions of paragraph 4.3.4 of the *DGA/DIT(2018)1 Council of Europe Records and Archives Policy*, do not apply to the CEB documents. A discussion with the CEB as to the revision of this policy and a potential alignment to the Council of Europe is ongoing.

Vital records

- Articles of Agreement (kept by the CEB)
- *Rs(55)14Rev. Problem of National Refugees and Over-population in Europe*, resolution adopted by the Committee of Ministers on the 13th December, 1955 in Paris
- *Resolution (56)9. Adoption of the Articles of agreement of the Council of Europe Resettlement Fund for national refugees and over-population in Europe*, 16 April 1956
- *CETS 028 Third Protocol to the General agreement on privileges and immunities of the Council of Europe*

Abbreviations used in the schedule

AC: Administrative Council of the CEB

AB: Auditing Board of the CEB

CEB: Council of Europe Development Bank

CoE: Council of Europe

DMS: Document management system

DSG: Deputy Secretary General

GB: Governing Board of the CEB

RMS: Records management system

SG: Secretary General

PACE: Parliamentary Assembly of the Council of Europe

PR: Permanent representation to the Council of Europe

3 Signatures

	Name	Signature	Date
Head of CEB Secretariat	Christiane Schimeck		
Records and archive correspondent	Ekaterina Kotnova		
Enterprise Content Solutions and Information Lifecycle Management	Philippe Reilhac		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
C.50 Conducting committees							
RS005 Committee membership records Includes the following sub-series							
CEB membership records Official exchanges with member states and CEB concerning the elections for AC and GB presidency and vice-presidency and the renewal of members. Include: - Exchanges with members states for the preparation of the elections or on the nomination of members - Notes verbales - Candidatures sent by member states - Voting results - Contact details of the members - Follow-up table of the members ----- - Voting results and minutes of the elections	Master	Excel, Word, e-mail with attachment (DMS)	10 years	Review for useful information	Confidential	Save documents in RMS if held for more than 10 years.	By body
		Excel, Word (RMS)		Preservation (historical needs)			
Transitory records related to CEB memberships Informal exchanges on the nomination or the renewal of members at the CEB organs.	Master	E-mail (Outlook)	Keep until nomination procedure is finalised	Destruction	Confidential		n/a
RS010 Committee meeting preparation records Includes the following sub-series							
CEB meeting preparation records Records documenting the preparation of the meetings of the GB, AC, or AB and of the CEB. May include: - Exchanges	Master / Copy	E-mail, Word, PDF (DMS)	10 years after the meeting	Destruction	Confidential	The masters of the legal opinions are kept by DLAPIL.	n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Information documents about PACE or Congress - Legal opinions on the CEB from the legal advisor - Draft of the annual reports, etc.							
RS030 Committee convocation records Includes the following sub-series							
CEB convocation records Records documenting the convocation of members and experts to the meetings of the GB, AC, or AB and of the CEB. Include: - Convocation letters and replies	Master	Email with attachments (Outlook)	5 years after the meeting	Destruction	Confidential		n/a
RS050 Committee meeting records Includes the following sub-series							
CEB meeting records Records documenting the meetings of the GB, AC, or AB and of the CEB. May include: - Agenda - Memoranda - Brief list of participants - Working documents (including draft annual reports, non-papers), - Information documents - Minutes including decisions - Resolutions	Master / Copy	Word, PDF (DMS / RMS for preservation)	Permanent	Preservation	Confidential	The author of the resolutions and the memoranda is the CEB.	By body, then by meeting
B.15. Managing Council of Europe institutional relations							
RS040 Inter-institutional relation records							

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Includes the following sub-series							
CEB Secretariat liaison records Records facilitating exchanges between the CEB and CoE entities (e.g. the Congress, the Social Charter, etc.). Include: - Country and thematic notes related to financing CoE member State projects	Master	Word (DMS)	1 year	Review for useful information	Internal	Expert's reports on the projects are kept by the CEB.	n/a
- Delivered speeches for the CEB Governor or for SG or DSG	Copy						
CEB Secretariat contribution for expertise Records documenting the expertise of the CEB Secretariat related to the CEB's services, such as research on past CEB decisions (e.g. agriculture not a sector, underlying reasons), intended for the members of the collegial organs or other interested stakeholders.	Master	Word (DMS)	5 years	Review for useful information	Internal		n/a
CEB Secretariat contribution for Speeches Speeches for the CEB Governor or for SG-DSG of the Council of Europe.	Master	Word (DMS)	5 years	Destruction	Internal		n/a
D.30.090 Providing financial support							
RS050 Financial support substantial records Includes the following sub-series							
CEB Secretariat financial support substantial records Records documenting the preparation of the opinion for approval by the Secretary General.	Master	Word, PDF and paper files (CEB secretariat	Permanent	Preservation	Confidential	The opinion becomes Appendix 1	Chronological

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Include: - Opinion signed by the SG - Appendix 1		cupboards / DMS / RMS for preservation)				after the SG signature.	
Advanced copies of the loan documents.		Word, PDF, e-mail with attachments (DMS)	Keep until the AC meeting is concluded.	Destruction			
C.10. Managing relations with member states							
RS10 Member state relations records Includes the following sub-series							
CEB Secretariat member state relations records Records documenting the relations with CoE member countries (dialogue with governments, PR), such as substantial exchanges following information/advice requests or about accession to the CEB. Include: Country notes.	Master / Copy	E-mails with attachment (DMS)	10 years	Review for preservation	Confidential	The masters of the accessions are kept by the Treaty office.	By country
C.20. Managing External relations							
RS10 Conference and event participation records Includes the following sub-series							
CEB Conference and event Participation records Records documenting the participation of the CEB in conferences organised by external partners. May include: - Programmes	Master	Word, PDF, PTT (DMS)	10 years	Review for useful information	Confidential		n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Presentations - Speeches							
C.70. Organisation of Conferences and Events							
RS10 Conference and event organising records Includes the following sub-series							
CEB Secretariat conference and event organising records Records documenting the preparation and organisation of a CEB conferences or events on a theme. May include: - Invitation letters - Practical information - Briefing notes - Speaking notes	Master	Word, PDF, e-mail (DMS)	10 years	Review for useful information	Confidential		n/a
RS50 Conference and event records Includes the following sub-series							
CEB Secretariat conference and event records Records documenting the content and results of a CEB Secretariat conference or event. May include: - Programme - Lists of speakers and participants - Speeches - Presentations - Conclusions	Master	Word, PDF, PTT (DMS / RMS for Preservation)	30 years	Review for preservation	Public		By event