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Retention/Disposal schedule Independence and Efficiency of Justice Division

Extract for the European Commission for the Efficiency of Justice (CEPEJ) – documents published online

Justice and Legal Co-operation Department
Directorate of Human Rights
DG1 - Directorate General of Human Rights and Rule of Law

The following is an extract of the forthcoming full retention/disposal schedule of the European Commission for the Efficiency of Justice (CEPEJ). It has been prepared for receiving in the Council of Europe's Records management System the CEPEJ's documents currently published on the Web using the Transit structure or the WebCube Documentaire; both are currently phased out due to obsolete technology.

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:							
CEPEJ governance and procedures Includes: - Rules of procedure - CEPEJ working group terms of reference Activity programme with terms of references of working groups established according to § 7.2 of the CEPEJ Statute.	Copy	Link (RMS)	As long as needed	Destruction	Public	Master is kept with permanent CEPEJ meeting records as adopted text.	Chronologically
RS005-Committee membership records Includes the following sub-series:							
CEPEJ member biographies Biographies (CVs) of current and former members of the European Commission for the Efficiency of Justice throughout their mandate, including personal information. Include: - Biographies of the bureau members	Master	Word (RMS)	5 years	Destruction	Public		By role
- Biographies of the presidents			Permanent	Preservation			
RS050-Committee meeting records Includes the following sub-series:							
CEPEJ Bureau meeting records Records documenting the meetings of the Bureau of the	Master	Word (RMS)	30 years	Destruction	Public		By meeting

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European Commission for the Efficiency of Justice (CEPEJ-BU): - Meeting report including agenda and short list of participants - Adopted texts (e.g. composition of working groups)							
CEPEJ working groups and networks meeting records Records documenting the meetings of the CEPEJ working groups, sub-groups and associate groupings. Examples are GT-QUAL Quality of Justice, GT-EVAL Evaluation of Judicial Systems, GT-EXE on Execution, the National Correspondents, the Network of Pilot Courts, etc. May include: - Agenda - Working documents - Reference documents - Minutes or meeting report with agenda and participants - Expert reports	Master	Word (RMS)	10 years	Review for useful information	Public		By working group
CEPEJ Plenary meeting records Records documenting the plenary meetings of the European Commission for the Efficiency of Justice. May include: - Agenda - Information documents - Adopted texts such as activity programme, CEPEJ guidelines,	Master	Word (RMS)	Permanent	Preservation	Public	Adopted evaluation reports are filed under D.20.040.RS050 <i>Monitoring reports</i> . Adopted texts are declared record after the meeting and proofreading. Shortened version of the abridged meeting	By meeting

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activity report, good practice guides and tools - Abridged meeting report including agenda and list of participants						report is sent to CM who publishes it with a CM reference. CM also reproduces other CEPEJ adopted texts.	
C.20.30 Managing external relations - External relations with non-member entities							
RS050- Conference and event participation records Includes the following sub-series:							
CEPEJ event participation records Presentations of CEPEJ experts, members and Secretariat in external events. Includes listing of these events.	Master	Word, PDF, PowerPoint, Excel (RMS)	10 years	Review for useful information	Public		By year, then event
C.70 Organisation of conferences and events							
RS050- Conference and event records Includes the following sub-series:							
CEPEJ conference and event records Records documenting the conferences, study sessions and events organised by CEPEJ, including virtual events such as the "European Day of Justice". May include: - Programme - Brief list of participants - Speeches - Presentations - Report on the event	Master	Word, PDF, PPT (RMS)	15 years	Review for useful information	Public	If national programmes of the European Day of Justice event are of importance, they should be captured into a record instead of making a link to the national website. Audiovisual recordings of events to be registered in MAM.	By conference, session or event

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C.90.040. Media relations management							
RS050- Press reviews Includes the following sub-series:							
CEPEJ press reviews Records documenting the coverage of CEPEJ activities in the media. Includes, for example press cuttings or clippings, TV interviews, etc.	Master	Word, PDF (RMS)	30 years	Review for useful information	Public	Publication requires previous consent of the publisher.	By topic (prize, evaluation, etc.)
RS090- Council of Europe press releases and news Includes the following sub-series:							
CEPEJ press release listings Listings with link to press releases issued by the Directorate of Communications.	Master	Word, PDF (RMS)	30 years	Review for useful information	Public		Chronologically
C.90.070 Managing publications							
RS010- Council of Europe publications Includes the following sub-series:							
CEPEJ Studies Glossy versions of CEPEJ reports prepared for a wider distribution. This series covers guidelines, comparative studies and evaluation reports on European Judicial Systems.	Copy	PDF (RMS)	As long as needed	Destruction	Public	Master with SPDP ¹ . Copy will be kept until masters are in RMS, then replaced by a link to the master.	Chronologically
RS050- Council of Europe awareness-raising material Includes the following sub-series:							
CEPEJ Newsletter Web-based newsletter	Master	PDF or html (RMS)	10 years	Review for useful	Public	The newsletter is produced as a website	Chronologically

¹ Division of Documents and Publications Production in DGA-DGS.

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concerning the activities and priorities of the CEPEJ and the progress of the activity programmes in the field of efficiency of justice in the 47 Member-States of the Council of Europe.				information		but should be captured also as document into RMS.	
CEPEJ awareness-raising material Information material on CEPEJ and its activities such as a presentation of the presidents, of CEPEJ, etc.	Master/ Copy	Word, PDF (RMS)	10 years	Review for useful information	Public	Master might be with SPDP and is to be replaced with a link when available in RMS.	Chronologically
C.90.080 Web management							
CEPEJ website CEPEJ section on Council of Europe website, consisting of web pages.	Master	Electronic (Liferay)	Keep current	n/a	Public	Web pages to be archived via Archive-IT.	Web content structure
D.20.040. Conducting monitoring instances							
RS050 Monitoring reports Includes the following sub-series:							
CEPEJ-STAT database Data on judicial systems in Council of Europe member and selected observer states collected by the European Commission for the Efficiency of Justice (CEPEJ) with the help of national correspondents via an online evaluation scheme.	Master	Electronic (published on CEPEJ website)	Keep current	n/a	Public	Core reports are exported and saved to RMS as CEPEJ evaluation records (see <i>D.20.040.070-RS050 Monitoring reports</i>).	n/a

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CEPEJ evaluation records Record documenting the evaluation of the judicial systems organised by cycle (i.e. excluding peer review evaluations) the judicial systems in Europe. May include: <ul style="list-style-type: none"> - Evaluation scheme (question.) - Explanatory note - Evaluation indicators - National reports (reports from CEPEJ-STAT) - Final evaluation report including thematic reports on particular aspects - Summary report - Presentation note - Impact report 	Master	Word, PDF (RMS)	Permanent	Preservation	Public	Evaluation records are adopted in CEPEJ plenary meetings, but captured in this series for the context. The final report is also reproduced by SPDP as glossy publication in the CEPEJ Study Series (see <i>C.90.070-RS010 Council of Europe publications</i>).	By evaluation cycle
CEPEJ peer review evaluation reports Evaluation reports resulting from the pilot co-operation process of peer evaluation on judicial statistics. The evaluation is carried out by CEPEJ members or experts.	Master	Word (RMS)	Permanent	Preservation	Confidential.	The report becomes public upon the authorisation of the government (to be changed manually in RMS).	By year
D.030.030 Conducting co-operation projects							
RS050- Co-operation project action records Includes the following sub-series:							
CEPEJ co-operation project action records Records documenting the activities carried out in the	Master	Word, PowerPoint (RMS)	10 years	Review for useful information	Public	Final report is public, if country agrees.	By country, then project

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context of a specific co-operation project such as capacity-building events (CEPEJ Roadshow). May include: <ul style="list-style-type: none"> - Project descriptions - Records documenting seminars or other events, such as presentations, speeches, course material - Final report 							
D.030.040 Information gathering and research for sharing							
RS030- Country or thematic information (co-operation) Includes the following sub-series:							
CEPEJ country profiles National information related to judicial systems. The majority of the information in a country profile consists of texts existing elsewhere. Some documents are established for the profile based on contributions by the member countries, such as: <ul style="list-style-type: none"> - Recent developments in the judicial field - National contact details - Organisational charts of the system of justice 	Master	Word, PDF (RMS)	10 years	Review for useful information	Public		By country
Efficiency of justice thematic files Country-independent information related to efficiency of justice such as tools, guidelines, good practices and other texts from	Master	Word, PDF (RMS)	10 years	Review for useful information	Public		By topic

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external sources such as NGOs and other institutions. Includes listings of useful documents listings of ECHR case law, etc.							
D.030.050 Promotion of standards and values							
RS080- Prize and award organising records Includes the following sub-series:							
Crystal Prize organising records Records documenting the organisation of the Crystal Scales of Justice Prize founded in 2005, covering the call, the receipt of applications, the meeting and decision of the jury and substantial exchanges among jury members and with candidates. Include: - (Short)-List of candidates - Filled-in application forms - Jury meeting report with jury motivations and winners - Project presentations of candidates (can be a video) - Ceremony organising records	Master	Word, Excel, PDF, PowerPoint	10 years	Review for useful information	Confidential Selected ones become public (to be changed manually)	Audiovisual recordings of events should be registered in MAM.	By award year