

Strasbourg, 20 December 2019

DS/DG2(2019)2

Retention/Disposal schedule North-South Centre

Extract concerning the core activities carried out in North-South Centre

Directorate of Democratic Participation
DGII – Directorate General of Democracy

1. Activities

Created on 16 November 1989, the European Centre for Global Interdependence and Solidarity of the Council of Europe - more commonly known as the "North-South Centre" - was set up in Lisbon with the purpose to spread the universal values upheld by the Council of Europe – human rights democracy and the rule of law – beyond the European Continent. To strengthen the promotion of dialogue between North and South, foster solidarity and raise awareness of global interdependence, the North-South Centre was established as an enlarged partial agreement allowing non-Council of Europe member states to join.

The mission of the North-South Centre is to empower civil society, in particular youth and women, through intercultural dialogue and global citizenship education, to play an active role in Council of Europe member states and neighbouring regions. To this aim, and in particular through its multilateral activities, the North-South Centre responds mainly to three priority areas: Global education, youth cooperation and empowerment of women.

2. Explanatory notes

Abbreviations used in this schedule

NSC: North-South Centre = European Centre for Global Interdependence and Solidarity

RMS: Records Management System

MAM: Media Asset Management

Disposition

The disposition "Preservation" in this schedule means that records concerned will be kept permanently in the Archives because of their historical (archival) value for the Organisation.

Access

As regards its official documents, including those produced prior to this retention and disposal schedule, the North-South Centre applies the rules laid down in [Resolution\(2001\)6 on access to Council of Europe documents](#) adopted by the Committee of Ministers on 12 June 2001. Any declassification has to comply with the rules governing personal data protection. Internal documents will be declassified after 30 years.

3. Signatures

	Name	Signature	Date
Executive Director	Jose Caroco		
Records and Archive Correspondent	Rozenn Hemon		
Head of Information Life Cycle Section	Gesa Büttner		

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
C.50. Conducting committees							
RS010 Committee meeting preparation records Includes the following sub-series:							
NSC Bureau and Executive Committee meeting preparation records Records documenting the preparation of a specific North-South Centre Bureau or Executive Committee meeting. Include exchanges with delegates/experts, with other participants and Council of Europe staff on content-related issues, such as issues to be covered, documents to be finalised, contacts with CoE events management department and interpreters, etc.	Master	E-mail, Word, Excel (RMS)	10 years after committee meeting	Review for useful information	Confidential		By body, then by meeting
RS030 Committee convocation records Includes the following sub-series:							
NSC North-South Centre bodies convocation records Records documenting the convocation of delegates and experts for North-South Centre meetings (Bureau, Executive Committee). Include cover e-mail with draft agenda, invitation, convocation letters.	Master	E-mail, Word (PF)	5 years after committee meeting	Destruction	Restricted		By body, then by meeting
RS050 Committee meeting records Includes the following sub-series:							

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
NSC Bureau meeting records Records documenting the meetings of the Bureau of the North-South Centre. Includes: <ul style="list-style-type: none"> - Agenda - Working documents - List of participants - Meeting report 	Master	Word, PDF (RMS)	10 years	Review for preservation	Confidential		By meeting
NSC Executive Committee meeting records Records documenting the meeting of the Executive Committee of the North-South Centre. Include: <ul style="list-style-type: none"> - Agenda - Working documents - Adopted texts (e.g. activity report, programme of activity) - List of decisions - List of participants - Meeting report - Information documents (e.g. final co-operation project reports) 	Master / Copy	Word or (if not available in Word format) PDF, Link (RMS)	Permanent	Preservation	Confidential	The final co-operation project reports are only as link (copy) in this series. The master is stored with RS090 NSC project substantial records.	By meeting
> Closed series:							
NSC/EC Bureau Executive Council meeting records Records documenting the meeting of the Bureau of the Executive Council of the North-South Centre, active 1989-2011. May include: <ul style="list-style-type: none"> - List of participants - Meeting report - Information documents 	Master	Word or (if not available in Word format) PDF (RMS)	10 years	Review for preservation	Confidential		By meeting

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
NSC/EC Executive Council meeting records Records documenting the meeting of the Executive Council of the North-South Centre, active 1989-2011. May include: <ul style="list-style-type: none"> - Meeting report with list of participants - Adopted texts (e.g. activity report, programme of activity, resolutions on the financial statements) = CM documents. 	Master / Copy	Word or (if not available in Word format) PDF, Link (RMS)	Permanent	Preservation	Confidential	The master of CM documents are stored in the CM RMS. NSC teams can make links.	By meeting
D.30.030. Conducting co-operation projects							
RS030 Co-operation project management records Includes the following sub-series:							
NSC co-operation project management records Records documenting the organisation of co-operation projects carried out in the context of co-operation programmes such as Global Education Programme, Youth Co-operation Programme and Empowerment of Women Programme. Include: <ul style="list-style-type: none"> - Inception report - Stakeholder register - Project plans (work plans, communication plan, etc.) - Briefing notes - Background documents - Project board meeting records (agenda, participants, presentations, minutes, report) 	Master	Word, Excel, PDF (Shared drive)	10 years after project end	Review for useful information	Confidential	Substantial project documents can be transferred after 10 years after project closure into the series RS090 NSC project substantial records (see p.6).	By event

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
- Evaluation documents (e.g. forms)							
RS050 Co-operation project action records Includes the following sub-series:							
NSC co-operation project action records Records documenting activities such as workshops, seminars, training courses, etc. carried out in the context of co-operation projects for the Global Education Programme, Youth Co-operation Programme or Empowerment of Women. May include: - Invitation letters - Programme - Training material - Thank you letters	Master	Word, PPT, PDF (RMS)	10 years	Review for useful information	Public		By event
RS090 Co-operation project substantial records Includes the following sub-series:							
NSC project substantial records Records documenting the outcome of co-operation projects such as the Global Education Programme, Youth Co-operation Programme and Empowerment of Women. May include: - Relevant exchanges - Meeting report - Interim report - Final report - Lessons learned	Master	Word, PDF (RMS)	30 years	Review for preservation	Public		By year

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Transitory records related to co-operation projects Non-substantial exchanges between the experts and the North-South Centre's secretariat.	Master	E-mail (mailbox of the person concerned)	Keep as long as needed	Destruction	Confidential		n/a
D.30.050. Promotion of standards and values							
RS080 Prize and award organising records Includes the following sub-series:							
North-South Prize organising records Records documenting the organisation of the ceremony of the North-South Prize. May include: - Invitation - Exchanges with laureates - Practical information - Briefing notes - Speaking notes	Master	E-mail, Word, PDF (RMS)	10 years	Review for useful information	Confidential		By ceremony
RS083 Prize and award applications Includes the following sub-series:							
North-South Prize records Records documenting the nominations and the ceremony of the North-South Prize. Include: - Calls for nominations - List of candidates - Programme - List of speakers and guests - Speeches - Contributions - Presentations - Report	Master	Word, PDF, PTT (RMS)	30 years	Review for preservation	Public	Due to data protection the lists of candidates, speakers and guests can only be published with consent of persons concerned.	By ceremony

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
North-South Prize audio-visual records Videos and photos of the North-South Prize nominations and ceremonies.	Master	Jpeg, Tiff, Mpeg, mp4, mov (Shared drive)	10 years	Review for preservation	Public	To be kept on the Shared drive until included in the MAM.	n/a
C.20.030. External relations with non-member entities							
RS010 Conference and event participation records Includes the following sub-series:							
NSC conference and event participation records Records documenting the participation of the North-South Centre's representatives in seminars and conferences organised by external partners. May include: programmes, presentations, speeches, etc.	Master	Word, PDF, PPT (RMS)	10 years	Review for useful information	Public		By event
C.70. Organisation of conferences and events							
RS010 Conference and event organising records Includes the following sub-series:							
NSC conference and event organising records Records documenting the organisation of conferences or events such as the Lisbon Forum. May include: <ul style="list-style-type: none"> - Invitations letters - Exchanges with participants - Practical information - Briefing notes - speaking notes 	Master	Word, PDF, E-mail (RMS)	10 years	Review for useful information	Confidential		By event

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
RS050 Conference and event records Includes the following sub-series:							
NSC conference and event records Records documenting the content and results of conferences or events such as the Lisbon Forum. May include: - Programme - Lists of speakers and participants - Speeches - Speaker's biographies - Contributions - Concept note - Presentations - Conclusions - Recommendations - Conference report or conference proceedings - Accession anniversary letters	Master	Word, PDF, PPT (RMS)	30 years	Review for preservation	Public		By event
NSC conference and event audio-visual records Videos and photos of the North-South Centre event presentations.	Master	Jpeg, Tiff, Mpeg, mp4, mov (Shared drive)	10 years	Review for preservation	Public	To be kept on the Shared drive until included in the MAM.	n/a
C.90.040. Media relations management							
RS050 Press reviews Includes the following sub-series:							
North-South Centre press releases and news Media communications released by the North-South Centre,	Master	Word, PDF (RMS)	10 years	Review for useful information	Public		Chronologically

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
comprising press releases and news items published on the Organisation's Internet sites.							
C.90.070. Managing publications							
RS010 Council of Europe awareness-raising material							
Includes the following sub-series:							
North-South Centre awareness-raising material Information or promotional material on the North-South Centre and its activities. May include: - Communication Guidelines - Newsletter - National Days Letters	Master	Word, PDF (RMS)	10 years	Review for preservation	Public		Chronologically
RS050 Council of Europe publications							
Includes the following sub-series:							
North-South Centre publications Record series covers publications for sale and free publications issued or commissioned by the North-South Centre. Includes booklets, flyers, books, published conference proceedings, posters, published activity reports, etc.	Master / Copy	Word, PDF (RMS)	Permanent	Preservation	Public	Masters kept by DLOG when printed by DLOG. In such cases, North-South centre copies to be replaced by links as soon as the masters are available in RMS.	Chronologically
C.90.080. Web management							
North-South Centre Internet	Master	Electronic (Liferay)	Keep current	n/a	Public	Archiving via Archive-IT	n/a

Series: title, description	Master/ Copy	Medium, format & storage	Retention period	Disposition	Access classi- fication level	Notes / Rationale	Folder structure
North-South Centre's section on Council of Europe website.							

➤ **Administration**

For administrative activities, including the following:

- A.10.040 Management and activity reporting
- A.10.050 Staff and management meetings
- A.20. Finance management and accounting
- A.30 Human resources management
- B.60 Programme and budget management

use the [Common Retention and Disposal Schedule](#) of the Council of Europe.