

## **Group of Copenhagen**

Council of Europe Convention on the  
Manipulation of Sports Competitions  
(CETS No. 215)



T-MC-GOC(2021)RoP

22 November 2021

# **Rules of Procedure Advisory Group - Network of National Platforms (Group of Copenhagen)**

# **RULES OF PROCEDURE OF THE ADVISORY GROUP**

The Advisory Group,

Having regard to Article 5 of the Rules of procedure of the Follow-up Committee,

Having regard to its terms of reference adopted by the Follow-up Committee,

Adopts the present Rules of Procedure.

## **PART I: THE ADVISORY GROUP**

### Article 1: Mandate

1. Set up by the Follow-up Committee (T-MC) under Article 31.4 of the Macolin Convention and Article 5 of the Rules of Procedure of the T-MC, the Advisory Group is responsible for:
  - The coordination and support of the Network of National Platforms according to the general guidance provided by the T-MC.
  - The formulating and developing of proposals to further enhance the establishment, operation and development of National Platforms.
  - The strengthening of the broader Macolin community.
2. The functioning and operation of the T-MC Advisory Group shall be governed by these Rules of Procedure.

### Article 2: Delegates

Can be Members of the T-MC Advisory group the representatives of national platforms of countries that have ratified the Convention or have signed it. For the latter, their membership in the T-MC Advisory group will be re-examined after a period of 18 months (starting from the adoption of the present Rules) as sole membership of representatives of Parties to the Convention is foreseen eventually.

Participation in observer capacity is subject to the provisions of Article 6 of the present Rules.

Each member shall nominate as their representatives – hereinafter referred to as delegates – one or more delegates specialised in the fields relevant to the Convention, including, but not limited to, representatives of public authorities responsible for sport, law-enforcement, betting regulation or sport organisations.

1. Where a member designates more than one delegate, it shall indicate the head of Delegation. Only one delegate shall have the right to vote.

2. The member which holds the Chairmanship of the T-MC Advisory Group may appoint an additional expert. Only one delegate of that country shall have the right to vote.
3. Any changes in the composition of the delegation should be notified to the Secretariat General. Delegates leaving the positions that they held at national level when they joined the delegation should also notify the Secretariat.

### Article 3: Chairperson, Vice-Chairperson

1. The T-MC Advisory Group shall elect a Chairperson and a Vice-Chairperson from among the delegates representing a governmental or public agency.
2. The terms of office of the Chairperson and Vice-Chairperson shall be of two years, renewable once.
3. The Chairperson shall not be entitled to stand for re-election to any post on the T-MC Advisory Group for a period of two years.
4. The Chairperson and Vice-Chairperson shall be elected by a simple majority of the votes cast. The elections are held by secret ballot, unless the T-MC Advisory Group decides otherwise by unanimity.
5. The Chairperson shall, in close co-operation with the Bureau and the Secretariat, direct the work of the T-MC Advisory Group and preside at its meetings, as well as the meetings of the Bureau. By doing so, the Chairperson shall conduct proceedings and sum up the conclusions whenever s/he thinks necessary. S/he may call to order a speaker who departs from the subject under discussion or from the T-MC Advisory Group's terms of reference. The Chairperson shall perform all other functions conferred upon him/her by these Rules of Procedure or by the T-MC Committee.
6. The Chairperson shall retain the right to vote and to participate in the discussions. The Chairperson, or the Vice-Chairperson when carrying out the duty of the Chairperson, shall be replaced in the chair during any discussion concerning their country, or in any other situation where they are in a situation of a real or perceived conflict of interests.
7. The Vice-Chairperson shall replace the Chairperson if the latter is absent or otherwise unable to preside at the meeting. If the Vice-Chairperson is absent, the Chairperson shall be replaced by another member of the Bureau, appointed by the latter. If none of these persons is able to carry out their duties or if the Bureau has not been designated, the T-MC Advisory Group may designate one of its members to take the chair in an acting capacity or entrust this task to the Secretariat.
8. Should any of the above offices fall vacant before the completion of the relevant terms of office, the T-MC Advisory Group shall decide to hold an election for the vacant post at the beginning of its next meeting. Any person so elected shall complete the term of office of his or her predecessor. This shall not count as a term of office should the person be subsequently elected Chairperson or Vice-Chairperson.

## Article 4: Bureau

1. The T-MC Advisory Group shall appoint a Bureau consisting of the Chairperson, the Vice-Chairperson and five additional members elected by a majority of the votes cast for a term of two years, renewable once.
2. The composition of the Bureau should take into account the following criteria:
  - a. geographical distribution;
  - b. gender balance: delegations are invited to take into account the Recommendation No. R (81) 6 of the Advisory Group of Ministers to member States on the participation of women and men in an equitable proportion in Advisory Groups and other bodies set up in the Council of Europe for the candidates' proposals as well as for the election;
  - c. ensure a representation of public authorities responsible for sports, law enforcement and betting regulation.
3. The members of the Bureau shall be particularly involved in the core activities of the T-MC Advisory Group, namely by actively contributing to its coordination work and international cooperation.
4. A member of the Bureau may, on expiry of his/her term, be appointed Chairperson or Vice-Chairperson.
5. Elections shall be held at the last meeting which precedes the expiry of the terms of office concerned. For practical reasons, and no matter whether or not they are re-elected, this meeting stays under the direction of the Chairperson and Vice-Chairperson. The terms of office of the new Chairperson and Vice-Chairperson start immediately after the meeting in which they are elected.
6. Should any of the above offices fall vacant before the completion of the relevant terms of office, the T-MC Advisory Group shall decide to hold an election for the vacant post at the beginning of its next meeting. Any person so elected shall complete the term of office of his or her predecessor.

## Article 5: Working groups

1. The T-MC Advisory Group may establish working groups to undertake specific tasks which cannot be performed by the entire T-MC Advisory Group, such as work related to the preparations or monitoring of an international sporting event.
2. The Chairs of such Working Groups shall be elected by the T-MC Advisory Group for the term of the mandate of the respective group unless otherwise specified.
3. Unless as otherwise provided, procedure in the Working Groups shall follow that in the T-MC Advisory Group.

## Article 6: Observers

1. The T-MC Advisory Group may invite, any State which is not Party to the Convention and is not subject to Article 2 of the present Rules, or has not signed it, any international organisation or body, to be represented as observer at its meeting. Representatives appointed under this paragraph shall participate in meetings of the T-MC Advisory Group without the right of vote.
2. Candidates shall request the status of observer by a letter addressed to the Chairperson of the T-MC Advisory Group. The Bureau examines the request and prepares a recommendation for the T-MC Advisory Group. The status of observer is granted by the T-MC Advisory Group's decision.
3. Observer status shall be granted for a period of 18 months.
4. Observers may contribute to the meetings by making oral or written statements on the subjects under discussion. They shall not assist to the sessions held *in camera* and shall have no access to the documents discussed in these sessions. Otherwise, they shall have access to all working documents.

## Article 7: Secretariat

1. The Secretary General of the Council of Europe shall provide the T-MC Advisory Group with the necessary staff as well as with the administrative and other services it may require.
2. The Secretariat shall be responsible for the material preparation and distribution of the working documents to be examined by the T-MC Advisory Group. Documents should normally be sent to delegates, in the official languages, at least one month before the opening of the meeting. However, in exceptional cases, if no member objects, the T-MC Advisory Group may deliberate on a document submitted at a later stage.
3. Documents shall be made public after the meeting of the T-MC Advisory Group for which they were prepared, unless the T-MC Advisory Group decides otherwise.
4. At the end of each meeting, the Secretariat shall submit to the T-MC Advisory Group a draft list of the decisions taken during the meeting for its approval. Unless the T-MC Advisory Group decides otherwise, the list of decisions shall be made public.
5. The Secretariat shall prepare a draft report after each meeting which shall be considered as adopted unless objections are formulated within one month of the date of its circulation to Delegations. In the event that objections are formulated, the report shall be presented for adoption at the following meeting.
6. The Secretary General or his/her representative may at any time make an oral or written statement on any matter under consideration.
7. Information and communication technologies should be used whenever possible.

## Article 8: Meetings

1. Pursuant to its terms of reference, the T-MC Advisory Group shall meet at least twice a year either physically or by teleconference.
2. Videoconference meetings may be held whenever physical meetings are not advisable, possible or needed.
3. Members, participants and observers who are unable to attend a meeting or a part thereof shall notify, in due time, the secretariat who shall inform the chairperson.
4. When a meeting has been convened, any request for postponement must reach the Secretary General at least two weeks before the date previously fixed for the opening of the meeting. A decision in favor of postponement shall be considered as having been taken when a majority of the delegates shall have notified the Secretary General of their agreement seven days before the date previously fixed.
5. Meetings shall normally be held at the premises of the Council of Europe in Strasbourg. Exceptionally, a meeting can be held in member's country upon its invitation and provided there is a agreement by the T-MC Advisory Group and that changing the venue does not entail costs for the Council of Europe that its budget cannot cover.

## Article 9: Convocation

1. Meetings of the T-MC Advisory Group shall be convened by communication addressed by the Secretariat to the delegates, participants and observers. Convocations shall be circulated six weeks in advance of the meeting, except in cases of urgency which shall be duly explained.

## Article 10: Languages

1. The official languages for the documents of the T-MC Advisory Group shall be those of the Council of Europe, namely English and French.
2. Any delegate, participant or observer may, however, use a language other than an official language. In this case, the delegation concerned shall provide for the interpretation into one of the official languages.
3. Any document to be considered by the T-MC Advisory Group, written in a language other than the official languages, shall be translated into one of the official languages; the delegate, observer or other participant submitting it is responsible for making the necessary arrangements and covering the costs.

## Article 11: Duties

1. Fundamental values and principles upheld by the Council of Europe such as gender equality, non-discrimination, prohibition of sexual and other forms of harassment and prohibition of ill-treatment of human beings should be adhered to at all times when involved in activities of the Advisory Group.
2. Pursuant to the Council of Europe's anti-corruption policy (Rule No. 1327 of 10 January 2011 on awareness and prevention of fraud and corruption), members of the Secretariat and delegates have a duty to report any reasonable suspicion of fraud or corruption. Every reporting person has the right to effective protection against retaliatory action.
3. The Council of Europe's anti-harassment policy (Rule No. 1292 of 3 September 2010 on the protection of human dignity at the Council of Europe), applicable to all persons participating in the Organisation's activities, prohibits any form of sexual and psychological harassment in the workplace and/or in connection with work at the Council of Europe as conduct infringing the dignity of men and women.
4. All delegates and observer representatives shall, when involved in activities of the Advisory Group, act responsibly, with integrity, professionalism and honesty, use the resources available to them responsibly and not use their position for their, or anyone else's, private gain.
5. The Chair, the Vice-Chair and the other Bureau members shall perform their duties in their individual capacity and be exclusively guided by the interests of the Advisory Group.

## Article 12: Privacy of Meetings

1. Meetings shall not be public. They are only opened to delegates and observers. They can also be opened to one or more relevant individual experts or organisations interested in the work of the T-MC Advisory Group and invited by the Bureau.
2. For some matters, which shall be discussed exclusively by delegates and the Secretariat, parts of the meetings shall be held *in camera*. These sessions shall be mentioned in the agenda of the meeting. Observers and guests shall not be present during these sessions.
3. Delegates, members of the Secretariat and other persons assisting the T-MC Advisory Group are required to maintain the confidentiality of the documents of the T-MC Advisory Group and of the information of which they have become aware at meetings held *in camera*, unless the T-MC Advisory Group decides otherwise.

## Article 13: Quorum

1. There shall be a quorum if a majority of the members of the T-MC Advisory Group are present or remotely attending the meeting.

2. In the absence of a quorum, the agenda item(s) requiring a vote shall be postponed until the next meeting.

#### Article 14: Voting

1. Each Member shall have one vote. The Delegate may appoint a substitute to act and vote in her/his absence and shall inform the Secretariat.
2. The representative of one member may not vote in place of another member.
3. The T-MC Advisory Group shall take decisions by simple majority of votes cast.
4. For the purposes of these Rules, “votes cast” shall mean the votes of the delegates cast in favor or against. Delegates who abstain shall be regarded as not having cast a vote.

#### Article 15: Consultation with other organisations or with experts

1. The T-MC Advisory Group may decide to invite intergovernmental or non-governmental organisations or bodies to appoint a person who will be available for consultation during a particular meeting or part of a meeting. It may also decide to invite individual experts.
2. The T-MC Advisory Group may, in liaison with the Secretariat, appoint a consultant to make a report on one or more particular matters.

### **PART II: FINAL CLAUSES**

#### Article 16: Travel and subsistence expenses

1. The travel and subsistence expenses for attending meetings of the T-MC Advisory Group, its Bureau and Working Groups, shall be borne by delegates concerned.
2. The Council of Europe shall only cover where appropriate the travel and subsistence expenses of the Chairperson, Vice-Chairperson and the other Bureau members for attending the Bureau.

#### Article 17: Amendments

These rules may be amended at any time by the T-MC Advisory Group. Amendments to provisions regarding the composition of the T-MC Advisory Group are subject to Article 5.5 of the Rules of Procedure of the Follow-up Committee.



## Article 18: Entry into force of the rules

1. The present rules, as well as any amendment, enter into force immediately after their adoption.