

**COMMITTEE ON SAFETY AND SECURITY
AT SPORTS EVENTS (T-S4)**

COUNCIL OF EUROPE CONVENTION ON AN INTEGRATED
SAFETY, SECURITY AND SERVICE APPROACH AT FOOTBALL
MATCHES AND OTHER SPORTS EVENTS

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Strasbourg, 5 July 2024

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**Rules of Procedure
of the Committee on Safety
and Security at Sports Events
(T-S4 Committee)**

**Adopted by consensus at the 1st formal meeting of the Committee,
on 14 April 2021
(Cf. Article 13, paragraph 7, of the Convention)**

Amended, by written procedure, on 1 November 2021

**Amended and adopted by consensus at the 2nd meeting of the
Committee, on 01 December 2021**

Amended, by written procedure, on 13 December 2022

**Amended and adopted by unanimity at the 3rd meeting of the
Committee, on 20 April 2023**

**Amended and adopted by unanimity at the 4th meeting of the
Committee, on 19 October 2023**

Amended Annex 1 (List of Observers) in July 2024

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**COUNCIL OF EUROPE CONVENTION ON AN INTEGRATED SAFETY, SECURITY
AND SERVICE APPROACH AT FOOTBALL MATCHES
AND OTHER SPORTS EVENTS (CETS No. 218)**

**RULES OF PROCEDURE OF THE COMMITTEE ON SAFETY AND SECURITY AT
SPORTS EVENTS (T-S4 COMMITTEE)**

The Committee,

Having regard to the entry into force on 1st November 2017 of the Council of Europe Convention on an Integrated Safety, Security and Service Approach at Football Matches (CETS No. 218), hereinafter referred to as “the Convention”,

Having regard to Articles 13 and 14 of the Convention,

Pursuant to paragraph 7 of Article 13 of the Convention,

Adopts the present Rules of Procedure:

PART I: THE COMMITTEE

Article 1

Mandate and working methods

1. Pursuant to Article 14 of the Convention, the Committee on Safety and Security at Sports Events (hereinafter referred to as “the Committee” or “the T-S4 Committee”) is responsible for monitoring the application of the Convention, as well as for the interpretation of its provisions.
2. The functioning and operation of the Committee shall be governed by these Rules of Procedure.
3. Pursuant to paragraphs 1 to 3 of Article 14 of the Convention, the Committee shall be responsible for monitoring the application of this Convention. The Committee shall:
 - a. monitor compliance with this Convention through a programme of visits to the States Parties, in order to provide advice and support on the implementation of this Convention; and
 - b. gather the information provided by States Parties according to Article 12 of the Convention, and transmit relevant data to all States Parties of the Convention. It may in particular inform each State Party about the nomination of a new NFIP, and circulate its contact details.

The Committee also may, in particular:

- c. keep under review the provisions of this Convention and examine any necessary modifications;
- d. hold consultations and, where appropriate, exchange information with relevant organisations;

- e. make recommendations to the Parties to this Convention concerning measures to be taken for its implementation;
- f. recommend the appropriate measures to keep the public informed about the activities undertaken within the framework of this Convention;
- g. make recommendations to the Committee of Ministers concerning non-member States of the Council of Europe to be invited to accede to this Convention;
- h. make any proposal for improving the effectiveness of this Convention;
- i. facilitate the collection, analysis and exchange of information, experience and good practices between States.

4. Documents concerning the Committee shall be registered under the reference T-S4(year)xx.

Article 2 **Delegations**

1. Pursuant to paragraph 2 of Article 13 of the Convention, the Parties to the Convention shall nominate as their representatives – hereinafter referred to as “delegates” – one or more delegates of the highest rank possible, representing the Ministries of the Interior/Justice and Sport, preferably with responsibilities for sport safety and security, their National Football Information Point (NFIP) or any other relevant body or public agency.

2. The Parties are also encouraged to integrate in their delegation representatives from relevant sports organisations.

3. When appointing their delegates, States Parties shall strive to achieve equitable distribution of gender.

4. Each delegation shall not have more than five delegates.

5. The Government of each Party shall communicate the names, position, contact details and working language of their delegates to the Secretariat, with their Permanent Representation in copy, whenever possible at least one month before the date fixed for the opening of the meeting.

6. Where a Party designates more than one delegate, it shall indicate the head of the delegation.

7. Any changes in the composition of a delegation shall be notified by the respective Government, to the Secretariat, with copy to its Permanent Representation. Each delegate shall retain office as long the respective Government or the delegate concerned has notified the Secretariat of his/her change of function at the national level. The Government shall ensure that the delegate is replaced as soon as possible and shall communicate information concerning the new delegate in accordance with paragraph 5 of this Article.

8. When joining the Committee, new delegates are encouraged to undertake the e-learning course on the Convention in order to get familiarised with it and the Recommendation Rec

(2021)¹¹.

9. The Committee may decide on measures to restrict the participation in its work of a Party that has ceased to be a member of the Council of Europe, following a decision by the Committee of Ministers in the context of a procedure launched under Article 8 of the Statute of the Council of Europe for a serious violation of Article 3 of the Statute. Similarly, measures restricting the participation of a Party can be taken in respect of any non-member State of the Council of Europe concerned by a Committee of Ministers decision restricting or suspending its relations with it due to serious breaches of international law comparable to a serious violation of Article 3 of the Statute. No measures contravening the rights of the States Parties under the Convention may be imposed. No participants or observers shall be present during the Committee's examination of the matter. Voting shall be in accordance with Article 23.3 of these Rules of Procedure and the decision taken shall have immediate effect. Any reconsideration of the decision shall be in accordance with Article 17.3.c. of these Rules of Procedure and shall be carried out as swiftly as possible. The Chairperson shall ensure the orderly implementation of the decision in the interest of the effective functioning of the Committee.

Article 3 **Chairperson and Vice-Chairperson**

1. The Committee shall elect a Chairperson and a Vice-Chairperson from among the delegates of a State Party to the Convention 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 and Vice-Chairperson shall be elected by a simple majority of the votes cast. The elections are held by secret ballot (paper or electronic), unless the Committee decides otherwise by unanimity.
4. The Chairperson shall, in close co-operation with the Bureau and the Secretariat, direct the work of the Committee 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 Committee's terms of reference. The Chairperson shall perform all other functions conferred upon him/her by these Rules of Procedure or by the Committee.
5. The Chairperson shall retain the right of vote and to participate in the discussions. The Chairperson, or the Vice Chairperson when carrying out the duty of the Chair, shall be replaced in the Chairperson during the discussion and adoption of a report concerning their country, or in any other situation where they are in a situation of a real or perceived conflict of interests.
6. 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

¹¹ <https://pjp-eu.coe.int/en/web/security-safety-sport/pros4-e-learning-enrolment-form>

replaced by another member of the Bureau, appointed by the latter. If none of these persons is able to carry out their duties, the Committee shall designate one of its members to take the Chair in an acting capacity or entrust this task to the Secretariat.

7. Should any of the above offices fall vacant before the completion of the relevant terms of office, the Committee 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 Committee shall appoint a Bureau consisting of the Chairperson, the Vice-Chairperson and the Chairpersons of the Advisory Groups, 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 Recommendation No. R (81) 6 of the Committee of Ministers to Member States on the participation of women and men in an equitable proportion in Committees and other bodies set up in the Council of Europe for the candidates' proposals as well as for the election; and
- c. representation of safety, security and service pillars.

3. The Bureau may invite the Chairperson of any Ad hoc Groups established by the Committee to participate in the meeting in an advisory capacity.

4. The Bureau ensures the preparation of the meetings of the Committee and the continuity of its action. Its work shall be carried out through meetings or, when appropriate, through teleconference or electronic exchanges.

5. The members of the Bureau shall be particularly involved in the core activities of the Committee, namely by coordinating the work on monitoring, standard-setting and international cooperation areas.

6. No member of the T-S4 Committee may be a Bureau member for more than 8 consecutive years.

7. At the end of consecutive terms of office, the Bureau members shall not be entitled to stand for re-election to any post for a period of two years.

8. 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.

9. Should any of the above offices fall vacant before the completion of the relevant terms of

office, the Committee 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.

10. Should any of the above offices fall vacant after the completion of the relevant terms of office, and in case there is no candidate for such office, the Committee shall decide to extend the term of office until an election at the beginning of its next meeting.

11. The provision of paragraph 6 in fine of Article 3 also applies in case the outgoing Bureau member can no longer stand for a position nor extend the term of office pursuant to these Rules of Procedure.

Article 5 **Advisory and Ad hoc Groups**

1. Pursuant to Article 14.4 of the Convention, the Committee may decide to establish two types of groups of experts, with different mandates.

2. Hereby, the following Advisory Groups are established:

- a. Advisory Group on monitoring (T-S4 MON);
- b. Advisory Group on standard-setting and legal issues (T-S4 LI); and
- c. Advisory Group on international cooperation (T-S4 COOP).

3. The Chairpersons of the Advisory Groups shall be elected by the Committee for a term of two years, renewable once, by a majority of the votes cast. The elections are held by secret ballot (paper or electronic), unless the Committee decides otherwise by unanimity.

4. The Committee may also establish Ad hoc Groups to undertake specific tasks which cannot be performed by the entire Committee, such as work related to the preparations for an international sporting event.

5. The Chairpersons of Ad hoc Groups shall be elected by the Committee for the term of the mandate of the respective group, unless otherwise specified.

6. The election of the Chairpersons of the Advisory and Ad hoc Groups shall take into account the criteria set out in Article 4, paragraph 2 of these Rules of Procedure.

7. The Chairpersons of the Advisory and Ad hoc Groups, in cooperation with the Secretariat, direct the work of their groups, convene their meetings, preside at them and report to the Committee, which will give them the necessary guidance and approval, as appropriate, for carrying out their work.

8. The terms of reference of each Advisory and Ad hoc Group shall determine their scope, functions and composition. They shall be adopted by the Committee and, once adopted, shall be set out as Annex to these Rules of Procedure.

9. Any delegate may volunteer, or the head of delegation may nominate a national expert, to be part of one or more groups. The Chairperson of the Committee, in close co-operation with the Secretariat, shall determine on the Group's size and composition, in the light of their scope and the experts' qualifications.

10. The Chairpersons of the Advisory and Ad hoc Groups may specifically invite members of the Committee who possess competences required to fulfil the tasks given to the respective group to participate in their work. The Chairpersons may also invite other experts to the meetings of these groups as observers or guests.

11. Advisory and Ad hoc Groups shall meet when convened by the Secretariat, by the Chairperson of the Committee, or by their Chairperson when requested by the majority of their members, budget allowing. Their work shall be carried out through meetings, teleconference or/and electronic exchanges.

12. Except as otherwise provided, procedure in the Advisory and Ad hoc Groups shall follow that in the Committee.

Article 6

Gender equality rapporteur

1. The Committee shall elect a gender equality rapporteur (GER) from among the delegations, representing a governmental or public agency.

2. The GER shall contribute to the effective integration of a gender equality perspective in the work of the Committee, making sure that a gender mainstreaming strategy progressively becomes an integral part of its activities.

3. The GER shall be elected by the Committee, for a term of office of two years, renewable once, by a majority of the votes cast. The elections are held by secret ballot (paper or electronic), unless the Committee decides otherwise by unanimity.

Article 7

Participants

1. Participants are:

- a. Representatives of Committees or other bodies of the Council of Europe engaged in related work, as well as the Parliamentary Assembly, the European Court of Human Rights, the Congress of Local and Regional Authorities of the Council of Europe, the Council of Europe Commissioner for Human Rights and the Conference of INGOs of the Council of Europe; and
- b. The European Union.

2. Participants may take part in the meetings of the Committee with no right of vote.

3. They shall not participate in 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 8

Observers

1. Pursuant to paragraph 3 of Article 13 of the Convention, any member State of the Council of Europe or other State Party to the European Cultural Convention which is not a Party to the

Convention, as well as any non-member State which is a Party to the T-RV Convention, may be represented on the Committee as an observer².

2. Pursuant to paragraph 4 of Article 13 of the Convention, the Committee may also invite, by unanimous decision, any non-member State of the Council of Europe which is not a Party to the Convention or to the T-RV Convention and any sports organisation³ to be represented as observers. The observer status shall be granted for a period of three years, renewable.

3. Under the terms of the previous paragraph, candidates shall request the status of observer by a letter addressed to the Chairperson of the Committee. The Bureau examines the request and prepares a recommendation for the Committee, which decides in plenary meeting or by written procedure.

4. Observers may contribute to the meetings by making oral or written statements on the subjects under discussion, with the permission of the Chairperson. They shall not participate in 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. In any case, they shall have no right of vote.

5. Article 2.9 of these Rules of Procedure applies *mutatis mutandis* in respect of Observers.

6. When joining the Committee, observers are encouraged to undertake the e-learning course on the Convention in order to get familiarised with it and the Recommendation Rec (2021)¹⁴.

Article 9 **Secretariat**

1. The Secretary General of the Council of Europe shall provide the Committee 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 Committee. Documents should normally be sent to delegates at least three weeks before the start of the meeting. Maximum use should be made of information and communication technologies, including gathering together amendments and proposals, finalising texts and publishing decisions, provided in the latter cases that all the members of the Committee have been properly informed in good time. However, in exceptional cases, if no member objects, the Committee may deliberate on a document submitted at a later stage.

3. The Secretariat shall only provide electronic versions of documents.

² A list of observers is attached and will be updated as Annex 1 to these Rules of Procedure.

³ Sports organisation shall mean any organisation engaged in the definition and/or implementation of sports policies at regional, national or international level; any organisation engaged in the preparation of a major sport event; or any organisation which carries out projects in the field of sport and of particular interest and relevance for the work of the Committee.

⁴ <https://pjp-eu.coe.int/en/web/security-safety-sport/pros4-e-learning-enrolment-form>

4. Documents shall be made public after the meeting of the Committee for which they were prepared, unless the Committee decides otherwise.
5. At the end of each meeting, the Secretariat shall submit to the Committee a draft list of the decisions taken during the meeting for its approval. Unless the Committee decides otherwise, the list of decisions shall be made public.
6. 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 via Circular Letter. In the event that objections are formulated, the report shall be presented for adoption at the following meeting.
7. The Secretary General or his/her representative may at any time make an oral or written statement on any matter under consideration during the meetings.

Article 10 ***Meetings***

1. Pursuant to paragraph 5 of Article 13 of the Convention, the Committee shall meet at least once a year. In addition, it shall meet whenever a majority of the Parties so request. It shall hold such meetings as are required for the exercise of its functions as set out in Article 1 of these Rules of Procedure, budget allowing.
2. The meetings shall be convened by the Secretary General of the Council of Europe in accordance with the single procedure set out in Resolution CM/Res(2011)24. The format, place (when relevant), date and opening time of the meeting, its probable duration and the subjects to be dealt with shall be communicated to all delegates, participants and observers.
3. Videoconference meetings may be held whenever physical meetings are not advisable, possible or needed. The Secretariat, in consultation with the Committee, shall select an appropriate videoconference tool.
4. Delegates' remote attendance to a meeting shall be treated as presence in person for the purposes of these Rules, for all proceedings such as quorum, participation on discussions and voting.
5. Delegates, participants and observers who are unable to attend a meeting of the Committee, the Advisory or Ad hoc Groups, or a part thereof, shall notify, in due time, the Secretariat, who shall inform the respective Chairperson.
6. When a meeting has been convened, any request for postponement must reach the Secretariat at least six weeks before the date previously fixed for the opening of the meeting. A decision in favour of postponement shall be considered as having been taken when a majority of the delegates shall have notified the Secretariat of their agreement three weeks before the date previously fixed.
7. Meetings shall normally be held at the seat of the Council of Europe at Strasbourg. Exceptionally, a meeting can be held in a State Party to the Convention upon its invitation and provided there is a unanimous agreement by the Committee and that changing the venue does not entail costs for the Council of Europe that its budget cannot cover.

Article 11
Convocation

1. Meetings of the Committee shall be convened by letter addressed electronically by the Secretariat to the delegates and observers and other participants. Whenever a country has no delegate, the letter of convocation shall be addressed to the Government concerned through the Permanent Representation.
2. A copy of the letter of convocation shall be sent to the Governments of the member States and of the other States Parties to the European Cultural Convention.
3. Letters of convocation shall indicate the format, place (when relevant), date, opening time of the meeting and its probable duration. They shall be sent at least six weeks before the date fixed for the opening of the meeting, except in case of emergency, which shall be duly explained.

Article 12
Agenda

1. The Secretariat, in close consultation with the Chairperson and the Bureau, shall draw up the draft agenda which should be concrete, operational and result oriented. The Secretariat shall annex the draft agenda to the letter of convocation.
2. In the course of the consideration of the draft agenda, any delegate, as well as the Secretariat, may propose the inclusion of an additional item.
3. The agenda shall be adopted by the Committee at the beginning of each meeting.

Article 13
Languages

1. The official languages of the Committee shall be those of the Council of Europe: English and French.
2. Any delegate 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 Committee, 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.
4. At their convenience, the Bureau and the Advisory and Ad hoc Groups may dispense with the interpretation into one of the official languages.

Article 14

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 Committee.
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 Committee, 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 Chairperson, the Vice-Chairperson and the other Bureau members shall perform their duties in their individual capacity and be exclusively guided by the interests of the Committee.

Article 15

Privacy of meetings and publication of documents

1. Meetings shall not be public. They are only opened to the Secretariat, delegates, participants and observers. They can also be opened to one or more relevant individual experts or organisations interested in the work of the Committee and invited by the Bureau under provisions of Article 19 of these Rules of Procedure.
2. The meetings shall be held *in camera* for the matters that must be discussed exclusively by delegates and the Secretariat. These sessions shall be mentioned in the agenda of the meeting. Observers, participants and guests shall not be present during these sessions, except when decided otherwise by the Committee.
3. Delegates, members of the Secretariat and other persons assisting the Committee are required to maintain the confidentiality of the documents of the Committee and of the information of which they have become aware at meetings held *in camera*, unless the Committee decides otherwise.
4. Documents shall be made public after the meeting of the T-S4 Committee for which they were prepared, unless the T-S4 Committee decides otherwise.
5. At the end of each meeting, the Secretariat shall submit to the T-S4 Committee a draft list of the decisions taken during the meeting for its approval. Unless the T-S4 Committee decides

otherwise, the list of decisions shall be made public.

Article 16
Quorum

1. There shall be a quorum if a majority of the Parties to the Convention are present.
2. In the absence of a quorum, the agenda item(s) requiring a vote shall be postponed until the next meeting.

Article 17
Voting

1. Each Party to the Convention shall have one vote. The head of delegation has the right of vote. S/he may appoint a member of his/her delegation to act and vote in his/her absence and shall inform the Secretariat.
2. The representative of one Party may not vote in place of another Party.
3. The Committee shall take decisions by a majority of the votes cast, except in the following cases:
 - a. unanimity is needed to invite non-Council of Europe member States and Organisations to become observers to the Committee (Article 13, paragraph 4, of the Convention);
 - b. consensus is needed to adopt the Rules of Procedure (Article 13 paragraph 7, of the Convention);
 - c. when a decision has been taken on any particular matter, such matter shall not be re-opened except at the request of a delegate approved by a two-thirds majority of the votes cast;
 - d. a two-thirds majority is needed for decisions concerning amendments to the Convention.
4. For the purposes of these Rules, "votes cast" shall mean the valid votes of the delegates cast. Delegates who abstain shall be regarded as not having cast a vote.
5. Following the adoption of a monitoring report, Parties may indicate dissenting opinions.

Article 18
Written procedure

1. The Chair may, with the agreement of the Vice-Chair, use a written procedure between plenary meetings in light of the necessity to take a decision within this time period.
2. The document to be adopted by written procedure shall be sent by the Secretariat to the delegations, with acknowledgement of receipt. The delegations shall inform the Secretariat of their vote in writing within a fixed term, not less than a month from the date of the communication on the written procedure. In urgent circumstances, the fixed term can be reduced and may not be less than two weeks. Delegations wishing to abstain or to object to

the proposed decision shall do so expressly within the set deadline.

3. The Secretariat shall inform the delegations of the results of the vote.

Article 19

Consultation with other organisations or experts

1. The Committee 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 Committee may, in liaison with the Secretariat, appoint a consultant to make a report on one or more particular matters.

PART II: MONITORING OF THE CONVENTION'S IMPLEMENTATION

Article 20

Guidelines on Monitoring

1. The Committee shall adopt separately its Guidelines on Monitoring [document T-S4(2020)5].

2. Pursuant to Article 14.2 of the Convention, the Committee shall organise, with the prior agreement of the Parties concerned, a programme of monitoring visits to the States Parties, to provide advice and support on the implementation of the Convention.

3. The host States should provide all relevant information and endeavour to ensure the necessary operational and logistical conditions for an efficient and effective monitoring process.

4. Based on its findings and recommendations, the Committee will support the provision of technical and legal assistance to States Parties.

Article 21

Provision of information

1. Pursuant to Article 11.5, Article 12 and Article 14.3 of the Convention, States Parties shall provide relevant information concerning legislative and other measures taken for the purpose of complying with the terms of the Convention, including the nomination and existence of the National Football Information Point (NFIP). They will also share good practices and experiences to further international cooperation.

2. The Committee shall, via its Advisory Group on Monitoring (T-S4 MON), ensure that States Parties provide all relevant information on the national situation, namely with a view to establishing and regularly updating reports.

PART III: FINAL CLAUSES

Article 22

Travel and subsistence expenses

1. The travel and subsistence expenses for attending meetings of the Committee, its Bureau and Advisory and Ad hoc Groups, shall be borne by the respective States Parties, observers and participants.
2. The Council of Europe shall only cover the travel and subsistence expenses of the Chairperson, Vice-Chairperson and the other Bureau members for attending the Bureau meetings.
3. The Council of Europe may cover the travel and subsistence expenses of the Chairpersons of the Advisory and Ad hoc Groups, budget allowing.
4. The Council of Europe shall cover the travel and subsistence expenses of the delegates participating in monitoring visits, budget allowing.

Article 23

Amendments

1. These rules may be amended at any time by the Committee.
2. Amendments may be proposed by the heads of delegation or by the Secretariat.
3. Amendments shall be adopted by a two-thirds majority of the votes cast.

Article 24

Entry into force

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

Annex 1**List of Observers to the T-S4 Committee****1. Observers ex-officio, cf. Article 13.3 of the Convention:****1.1. Member States of the Council of Europe****1.2. States Parties to the European Cultural Convention**

- Belarus⁵
- Holy See
- Kazakhstan

1.3. Any non-Member State which is a Party to T-RV Convention

- Morocco

2. Non-member States of the Council of Europe:

- Canada (31 October 2024)
- Chile (31 October 2024)
- State of Qatar (31 October 2024)

3. Sport/police/supporter organisations:

- CAF (Confédération Africaine de Football) (31 November 2024)
- Centre for Access to Football in Europe (CAFE) (31 October 2024)
- Colour Blind Awareness (31 October 2024)
- European Leagues (31 July 2027)
- FIFA (31 October 2024)
- FIFPRO (31 December 2026)
- Football Supporters Europe (FSE) (31 October 2024)
- IFSO (30 June 2027)
- INTERPOL (31 October 2024)
- UEFA (31 October 2024)

⁵ With restrictions of participation in the work of the Committee, following its decision of 20 April 2023.

Terms of reference of the Advisory Group on Monitoring (T-S4 MON)

Set up by the Committee on Safety and Security at Sports Events (T-S4) under Article 14.4 of the Saint-Denis Convention and Article 5, paragraphs 2.a. and 8, of the Rules of Procedure.

Type of group: Group of experts of a conventional committee

Terms of reference valid from Spring 2023 until Spring 2025

1. TASKS OF THE ADVISORY GROUP

The Committee establishes the Advisory Group to ensure the adequate design, implementation, follow-up and evaluation of the monitoring mechanism of the Convention.

1.1. Main tasks

Within the framework of the T-S4 Convention and its Committee, and in close cooperation with the Secretariat, the Advisory Group will:

- a) Draft and propose to the Committee the adoption of Guidelines on Monitoring;
- b) Engage with States Parties so that they regularly provide all relevant information on compliance with the Convention, as set out in Article 12 of the Convention;
- c) Coordinate the preparation and holding of monitoring and follow-up visits;
- d) Propose a multi-year plan of monitoring visits to countries upon their request for advice and assistance for the implementation of the Convention; and
- e) Promote monitoring at appropriate level, raising awareness on the monitoring mechanism and its results and promoting follow-up to recommendations.

1.2. Additional tasks

In addition to the tasks listed above, the Advisory Group will:

- a) Coordinate with the other Advisory and Ad Hoc Working Groups, when needed, on issues related to monitoring and technical assistance;
- b) Report to the Committee on the results of its activity, on a regular basis;
- c) Address to the Committee opinions and proposals on monitoring issues; and
- d) Be invited by the Committee to formulate opinions on general or specific questions concerning monitoring issues.

2. COMPOSITION

2.1. *Members*

The Committee elects the Chairperson of the Advisory Group for a term of two years, renewable once, by a majority of the votes cast.

The Committee also appoints members representing national delegations (preferably with legal background and/or good knowledge of integrated safety, security and service issues).

Any delegate to the Advisory Group may participate in the work of one or more Advisory Groups.

The Committee may decide to invite additional members of the Advisory Group or to invite other Council of Europe bodies or external organisations.

The Chairperson of the Advisory Group may specifically invite delegates who possess competences required to fulfil the tasks given to the Advisory Group to participate in specific aspects of its work.

2.2. *Participants and Observers*

The Advisory Group may decide to invite delegates, participants, observers or individual experts for consultation during a particular meeting, without the right of vote.

2.3. *Duties of the members, renewal and revocation of membership*

Membership to the Advisory Group is granted on the understanding that representatives will be active and regular participants and have relevant expertise.

If a member of the Group cannot participate in its work or attend the meetings, the Chairperson may recommend to the Committee the revocation or non-renewal of the membership.

3. WORKING METHODS

The Advisory Group will carry out its work through regular physical or virtual meetings and online communication between the meetings.

The Advisory Group may decide to hold consultations with the representatives of stakeholders not included in the Advisory Group.

The work of the Advisory Group will be supported by the T-S4 Secretariat.

Unless otherwise provided for in these Terms of Reference, the Rules of Procedure of the Committee shall apply, *mutatis mutandis*, to the Advisory Group.

Terms of reference of the Advisory Group on Standard Setting and Legal Issues (T-S4 LI)

Set up by the Committee on Safety and Security at Sports Events (T-S4) under Article 14.4 of the Saint-Denis Convention and Article 5, paragraphs 2.a. and 8, of the Rules of Procedure.

Type of group: Group of experts of a conventional committee

Terms of reference valid from Spring 2023 until Spring 2025

1. TASKS OF THE ADVISORY GROUP

The Advisory Group is established to support the T-S4 Committee on legal aspects related to the implementation and interpretation of the provisions of the Convention as well as the possible update of Recommendation 2021(1).

1.1. Main tasks

Within the framework of the T-S4 Convention and its Committee, and in close cooperation with the Secretariat, the Advisory Group will:

- a) Make proposals on the interpretation and implementation of the provisions of the Convention and Recommendation 2021(1), and advice on their possible revision;
- b) Propose a model structure of a national and local strategy on safety, security and service of sporting events, as established in article 4.4 of the Convention;
- c) Contribute to ensuring that the human rights dimensions are streamlined in any standard-setting work of the Committee;
- d) Propose a model structure of national legal and regulatory frameworks on safety, security and service of sporting events;
- e) Examine the legal and regulatory frameworks and relevant policy documents of States Parties and Observers, in accordance with Article 12 of the Convention, and provide legal assistance, if requested by a country, following a monitoring or follow-up visit;
- f) Raise awareness on sport-related case law of the European Court of Human Rights and on other Council of Europe sport-related standards; and
- g) Promote and raise awareness on the standards of the Convention and its Recommendation.

1.2. Additional tasks

In addition to the tasks listed above, the Advisory Group will:

- a) Coordinate with the other Advisory and Ad Hoc Working Groups, when needed, on legal issues and standard setting assistance to be provided;
- b) Report to the Committee on the results of its activity, on a regular basis;
- c) Address to the Committee opinions and proposals on legal issues; and
- d) Be invited by the Committee to formulate opinions on general or specific questions concerning legal issues.

2. COMPOSITION

2.1. Members

The Committee elects the Chairperson of the Advisory Group for a term of two years, renewable once, by a majority of the votes cast.

The Committee also appoints members representing national delegations (preferably with legal background and/or good knowledge of integrated safety, security and service issues).

Any delegate to the Advisory Group may participate in the work of one or more Advisory Groups.

The Committee may decide to invite additional members of the Advisory Group or to invite other Council of Europe bodies or external organisations.

The Chair of the Advisory Group may specifically invite delegates who possess competences required to fulfil the tasks given to the Advisory Group to participate in their work.

2.2. Participants and Observers

The Advisory Group may decide to invite delegates, participants, observers or individual experts for consultation during a particular meeting, without the right of vote.

2.3. Duties of the members, renewal and revocation of membership

Membership to the Advisory Group is granted on the understanding that representatives will be active participants and have relevant expertise.

In case of continuous negligence of the duties of a member of the Advisory Group, the Chair may recommend to the Committee the revocation or non-renewal of the membership.

3. WORKING METHODS

The Advisory Group will carry out its work through regular physical or virtual meetings and online communication between the meetings.

The Advisory Group may decide to hold consultations with the representatives of stakeholders not included in the Advisory Group.

The work of the Advisory Group will be supported by the T-S4 Secretariat.

Unless otherwise provided for in these Terms of Reference, the Rules of Procedure of the Committee shall apply, *mutatis mutandis*, to the Advisory Group.

***Terms of reference of the Advisory Group on International Cooperation
(T-S4 COOP)***

Set up by the Committee on Safety and Security at Sports Events (T-S4) under Article 14.4 of the Saint-Denis Convention and Article 5, paragraphs 2.a. and 8, of the Rules of Procedure.

Type of group: Group of experts of a conventional committee.

Terms of reference valid from Spring 2023 until Spring 2025.

1. TASKS OF THE ADVISORY GROUP

The Committee establishes the Advisory Group to promote effective international cooperation.

1.1. Main tasks

Within the framework of the T-S4 Convention and its Committee, and in close cooperation with the Secretariat, the Advisory Group will:

- a) Make proposals to strengthen international cooperation between States Parties, Observer States and relevant sport NGOs, notably in the preparation for major international sports events;
- b) Promote the exchange of good practices and information on preventative, educational and informative projects and the establishment of partnerships with all agencies involved in the delivery of national and local initiatives, focused on or driven by the local community and supporters, between States and relevant sport NGOs as stated in Article 11.5 of the Convention;
- c) Support coordination of NFIPs activities, as established in Article 11, paragraphs 2 to 4 of the Convention, in cooperation with the European Network of National Football Information Points (NFIPs);
- d) Contribute to strengthen institutional co-operation with international universal and regional organisations;
- e) Establish a permanent bilateral co-operation with UEFA and FIFA and strengthen partnerships with the sport movement, namely the International Olympic Committee, other International Federations and other sports bodies involved in the organisation of international major sports events in Europe and beyond;
- f) Contribute to the implementation of the United Nations global programme on safety and security of international major sporting events; and
- g) Promote and raise awareness at international level, on the Convention and its Recommendation.

1.2. Additional tasks

In addition to the tasks listed above, the Advisory Group may:

- a) Coordinate with the other Advisory and Ad Hoc Working Groups, and the Secretariat, the setting-up and promotion of a comprehensive clearing house on national, European and international knowledge in the field of safety, security and service at sports events;

- b) Report to the Committee on the results of its activity, on a regular basis;
- c) Address to the Committee opinions and proposals on international cooperation issues; and
- d) Be invited by the Committee to formulate opinions on general or specific questions concerning international cooperation issues.

2. COMPOSITION

2.1. Members

The Committee elects the Chairperson of the Advisory Group for a term of two years, renewable once, by a majority of the votes cast.

The Committee also appoints members representing national delegations (preferably with legal background and/or good knowledge of integrated safety, security and service issues).

Any delegate to the Advisory Group may participate in the work of one or more Advisory Groups.

The Committee may decide to invite additional members of the Advisory Group or to invite other Council of Europe bodies or external organisations.

The Chairperson of the Advisory Group may specifically invite delegates who possess competences required to fulfil the tasks given to the Advisory Group to participate in specific aspects of its work.

2.2. Participants and Observers

The Advisory Group may decide to invite delegates, participants, observers or individual experts for consultation during a particular meeting, without the right of vote.

2.3. Duties of the members, renewal and revocation of membership

Membership to the Advisory Group is granted on the understanding that representatives will be active and regular participants and have relevant expertise.

If a member of the Group cannot participate in its work or attend the meetings, the Chairperson may recommend to the Committee the revocation or non-renewal of the membership.

3. WORKING METHODS

The Advisory Group will carry out its work through regular physical or virtual meetings and online communication between the meetings.

The Advisory Group may decide to hold consultations with the representatives of stakeholders not included in the Advisory Group.

The work of the Advisory Group will be supported by the T-S4 Secretariat.

Unless otherwise provided for in these Terms of Reference, the Rules of Procedure of the Committee shall apply, *mutatis mutandis*, to the Advisory Group.

***Terms of Reference of the T-S4 Ad Hoc Working Group
on UEFA EURO 2024™ (T-S4 EURO 2024 - Germany)***

Set up by the Committee on Safety and Security at Sports Events (T-S4) under Article 14.4 of the Saint-Denis Convention and Article 5, paragraphs 4 and 8, of the Rules of Procedure.

Type of group: Ad hoc group of experts of a conventional committee.

Terms of reference valid from Spring 2023 until Spring 2025.

1. TASKS OF THE AD HOC WORKING GROUP

The Group is established to support the T-S4 Committee on the monitoring and exchange on safety, security and service preparations for the UEFA EURO 2024™ in Germany.

1.1. Main tasks

Within the framework of the T-S4 Convention and its Committee, and in close cooperation with the Secretariat, the Group will:

- a) Ensure regular exchange of information and facilitate cooperation between all relevant Parties and Observers to the T-S4 Committee and the relevant authorities of Germany and UEFA; and
- b) Work in cooperation with the T-S4 Advisory Group on International Cooperation to draft a final report, which notably includes the legacy of the tournament in the field of safety, security and service at sports events (S4).

1.2. Additional tasks

In addition to the tasks listed above, the Group will:

- a) Coordinate with the Advisory Groups, when needed; and
- b) Report to the Committee on the results of its activity.

2. COMPOSITION

2.1. Members

The Group comprises the following delegations: Germany, UEFA, the participating and transit countries, previous organising countries of the UEFA EURO tournament, FIFA and other relevant Parties and observers to the Committee.

The Chairperson of the Working Group shall be elected by the Committee for the term of the

mandate of the Group.⁶

2.2. Other organisations and experts

The Group may decide to invite other participants, external organisations or experts for consultation during a particular meeting, without the right of vote.

2.3. Duties of the members, renewal and revocation of membership

Membership to the Group is granted on the understanding that representatives will be active participants and have relevant expertise.

In case of continuous negligence of the duties of a member of the Group, the Chair may recommend to the Committee the revocation of the membership.

3. WORKING METHODS

The Group will carry out its work through physical or virtual meetings, namely by holding at least two meetings before the tournament and one after it, and through online communication between the meetings.

The Group may decide to hold consultations with the representatives of stakeholders not included in the Group.

The work of the Group will be supported by the Secretariat.

Unless otherwise provided for in these Terms of Reference, the Rules of Procedure of the Committee shall apply, *mutatis mutandis*, to this Group.

⁶ As set out in Article 5.5 of the Rules of Procedure of the Committee.