

Terms of reference of the Council for Penological Co-operation (PC-CP)

Set up by the Committee of Ministers under Article 17 of the Statute of the Council of Europe and in accordance with [Resolution CM/Res\(2021\)3](#) on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Category: Subordinate body

Duration: 1 January 2024 - 31 December 2027¹

Programme: Building trust in public institutions

Sub-programme: Prisons- Police – Deprivation of liberty

Deliverables

Under the authority of the Committee of Ministers, and of the European Committee on Crime Problems (CDPC), the PC-CP is instructed to complete the following deliverables, within the following deadlines:

	Category ▼	Priority ▼	Deadline ▼
1. Draft Recommendation regarding the management of offenders with mental health disabilities and disorders in prisons and under probation	A	1	31/12/2024
2. Updated Recommendation (89)12 on education in prison (including also offenders under probation)	A	3	31/12/2025
3. Reviewed and updated commentary to Recommendation CM/Rec(2012)12 on foreign prisoners	A	3	31/12/2026
4. Revision of the Council of Europe Probation Rules	C	2	31/12/2027
5. Publication of the annual Council of Europe Penal Statistics (SPACE I and SPACE II)	A	1	30/06 of each year
6. Annual Council of Europe Conference of Directors of Prison and Probation Services (cf. terms of reference of PC-CP)	A	2	31/12 of each year
Key			
A: deliverable under preparation (2022-2023 terms of reference or Committee of Ministers' decision) or deliverable foreseen in the terms of reference provisionally approved for 2024-2025 and reviewed where relevant in the framework of the preparation of the draft Programme and Budget 2024-2027			
B: review of implementation/re-examination foreseen by the recommendation/protocol/convention			
C: newly proposed deliverable			

Composition

• Members

The Council shall be composed of one representative per member State, designated by the Government of that State from among officials of the highest possible rank in the field of prison administrations, probation services and of juvenile justice agencies, with thorough knowledge of penological questions.

The PC-CP Working Group shall be composed of nine members, elected in their personal capacity for a period of four years, with the following desirable qualifications: high-level representatives of prison administrations, of probation services and of juvenile justice agencies, researchers or other experts having a thorough knowledge of penological questions. The PC-CP Working Group shall elect its Chair and its Vice-Chair by majority ballot among its members for a period of one year (renewable once).

The members of the PC-CP Working Group shall be elected by the CDPC at its plenary sessions from a list of candidates drawn up in accordance with the above paragraph. When electing these members, the CDPC shall take into account their qualifications and the desirability of giving preference to candidates whose professional obligations and linguistic abilities permit them to take a full and active part in the work of the Working Group. The CDPC shall also take into account the gender balance and the equal geographical distribution of elected members. No two members may be nationals of the same State. A newly elected member shall not be of the same nationality as one of the outgoing members.

The Council of Europe will bear the travel and subsistence expenses of one representative per Council of Europe member State at the plenary meeting of the PC-CP as well as the travel and subsistence expenses of the nine members of the PC-CP Working Group. Other member States may also send representatives to the meetings of the PC-CP Working Group without defrayal of expenses.

Each member of the Committee shall have one vote. Where a government designates more than one member, only one of them is entitled to take part in the voting.

• Participants

The following may send representatives, without the right to vote and at the charge of their corresponding administrative budgets:

- Parliamentary Assembly of the Council of Europe;
- European Court of Human Rights;
- Commissioner for Human Rights of the Council of Europe;
- European Committee on Crime Problems (CDPC);
- European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment (CPT);
- Committee on Artificial Intelligence (CAI);

¹ These terms of reference are approved for the first biennial period 2024-2025. For the second biennial period 2026-2027, they are approved on a provisional basis, subject to confirmation upon the adoption of the budget for 2026-2027.

- Consultative Council of European Prosecutors (CCPE);
- Consultative Council of European Judges (CCJE);
- Committees or other bodies of the Council of Europe engaged in related work, as appropriate.

The following may send representatives, without the right to vote and without defrayal of expenses:

- European Union (one or more representatives, including, as appropriate, the European Union Agency for Fundamental Rights (FRA));
- Observer States to the Council of Europe: Canada, Holy See, Japan, Mexico, United States of America;
- United Nations Subcommittee on Prevention of Torture (SPT);
- United Nations Office on Drugs and Crime (UNODC);
- United Nations Children's Fund (UNICEF).

• Observers

The following may send representatives, without the right to vote and without defrayal of expenses:

- non-member States with which the Council of Europe has a Neighbourhood Partnership including relevant co-operation activities;
- Confederation of European Probation (CEP);
- International Centre for Prison Studies;
- Penal Reform International (PRI);
- European Organisation of Prison and Correctional Services (EuroPris);
- International Corrections and Prisons Association (ICPA);
- European Forum for Restorative Justice (EFRP).

Observer status may be requested in accordance with Article 8 of [Resolution CM/Res\(2021\)3](#) on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Working methods

The rules of procedure of the Committee are governed by [Resolution CM/Res\(2021\)3](#) on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

	Plenary meetings ▼			Working group meetings ▼		
	Members	Meetings per year	Days per meeting	Members	Meetings per year	Days per meeting
2024	46	1	3	9	3	3
2025	46	1	3	9	3	3
2026	46	1	3	9	3	3
2027	46	1	3	9	3	3

The PC-CP will appoint from amongst its members a Gender Equality Rapporteur.

Budgetary information*

	Meetings per year	Days per meeting	Members reimbursed	Plenary in €K	Bureau in €K	Working groups in €K	Secretariat (A, B)
2024	1	3	47	55.6	-	49.2	1 A; 1 B
2025	1	3	47	55.6	-	49.2	1 A; 1 B
2026	1	3	47	↔	-	↔	↔
2027	1	3	47	↔	-	↔	↔

*The costs include the per diem, travel costs, interpretation, translation and document printing. These costs are calculated on the basis of standard costs.