

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-consolidated](#) on intergovernmental committees and subordinate bodies, their terms of reference and working methods.

Category: Subordinate body
Duration: 1 January 2024 - 31 December 2027
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:

	Priority ▼	Deadline ▼
1. Draft Recommendation regarding the management of offenders with mental health disabilities and disorders in prisons and under probation	1	31/12/2024
2. Updated Recommendation (89)12 on education in prison (including also offenders under probation)	3	31/12/2025
3. Reviewed and updated Recommendation CM/Rec(2012)12 on foreign prisoners and its explanatory memorandum	3	31/12/2026
4. Updated Council of Europe Probation Rules and explanatory memorandum	2	31/12/2027
5. Publication of the annual Council of Europe Penal Statistics (SPACE I and SPACE II)	1	31/07 of each year
6. Annual Council of Europe Conference of Directors of Prison and Probation Services (cf. terms of reference of PC-CP)	2	31/12 of each year

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);
- Steering Committee for New and Emerging Digital Technologies (CDNET);
- 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;
- States having been invited by decision of the Committee of Ministers to participate in the negotiations;
- interested organisations from Civil Society: the Council of Europe welcomes and promotes the widest participation of civil society, in line with the Guidance note on Civil Society Participation in the Intergovernmental Work of the Council of Europe CDDEM(2024)14, as Observers. Observer status may be requested in accordance with Article 8 of [Resolution CM/Res\(2021\)3-consolidated](#) 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-consolidated](#) on intergovernmental committees and subordinate bodies, their terms of reference and working methods. Online participation in meetings will be available.

	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	48.9	-	48.1	1 A; 1 B
2027	1	3	47	48.9	-	48.1	1 A; 1 B

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