



Parliamentary Assembly of the Council of Europe

The Session

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21 to 25 January 2002

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The 43

The Council of Europe brings together 43 democracies including 19 central and eastern European countries. Today, the Organisation continues to grow while at the same time increasing its monitoring to ensure that all its members respect the obligations and commitments entered into when they joined.



Member states: Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, the Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, "the former Yugoslav Republic of Macedonia", Turkey, Ukraine and the United Kingdom.

The Parliamentary Assembly

The Parliamentary Assembly brings together 602 members (301 representatives and 301 substitutes) from the national parliaments of the 43 member states of the Council of Europe and Special Guest delegations from non-member states' parliaments.

Countries that have joined the Council of Europe since November 1990: Hungary (1990), Poland (1991), Bulgaria (1992), Estonia, Lithuania, Slovenia, Slovak Republic, Czech Republic, Romania (1993), Latvia, Albania, Moldova, "the former Yugoslav Republic of Macedonia" and Ukraine (1995), the Russian Federation and Croatia (1996), Georgia (1999), Armenia and Azerbaijan (2001).

Applications for membership: Belarus (12.3.93), Bosnia and Herzegovina (10.4.95), Monaco (21.10.98) and the Federal Republic of Yugoslavia (9.11.2000).

The parliaments of Bosnia and Herzegovina (28.1.94) and the Federal Republic of Yugoslavia (26.1.2001) hold Special Guest status. The Bureau suspended the Special Guest status of the Belarus parliament on 13 January 1997.

The political groups



The Assembly committees

79 seats

Political Affairs
 Legal Affairs and Human Rights
 Economic Affairs and Development
 Social, Health and Family Affairs
 Migration, Refugees and Demography
 Culture, Science and Education
 Environment and Agriculture

48 seats

Equal Opportunities for Women and Men
 Rules of Procedure and Immunities

76 seats

Honouring of obligations and commitments by member states of the Council of Europe (Monitoring)



Monday 21 January 2002

Afternoon (3 p.m.-6.30 p.m.)

◆ Opening of the first part of the 2002 Ordinary Session

The doyen d'âge, or oldest member of the Assembly present (Charles Ehrmann, France, LDR), presides as provisional President until the election of the President of the Assembly has been announced. No debate may take place while the provisional President is in the Chair, unless concerned with the examination of credentials or the election of the President, and no speeches may be made, though this does not prevent him from addressing the Assembly for five minutes at the most.

◆ Examination of credentials

At the opening of each Ordinary Session in January, while the provisional President is in the Chair, all national parliaments have to submit to the Assembly the credentials of the members of their delegation for ratification. Credentials may be challenged by any member of the Assembly present in the chamber on either substantial grounds, with respect to a national delegation as a whole, or on procedural grounds, with respect to individual members.

If the credentials of a delegation as a whole are challenged on substantial grounds – such as a serious violation of the basic principles of the Council of Europe mentioned in Article 3 of the Statute and in the Preamble, or by persistent failure to honour obligations and commitments (Rule 8 of the Rules of Procedure) – the challenge must be made by at least ten members of the Assembly belonging to at least five national delegations, or by a report of the Monitoring Committee. The credentials are then referred without debate to the appropriate committee for report and to the Committee on Rules of Procedure and Immunities for opinion. The two committees shall report and the Assembly decides the issue during the same part-session.

Credentials challenged on procedural grounds – such as failure to comply with Articles 25 or 26 of the Statute or lack of fair representation of political parties or groups in a national delegation (Rule 7 of the Rules of Procedure) – shall be referred without debate to the Committee on Rules of Procedure and Immunities.

In both cases, members whose credentials have been challenged may sit provisionally with the same rights as other representatives or substitutes until the Assembly has reached a decision. However, they may not vote in any proceedings relating to the examination of credentials which concern them.

◆ Election of the President of the Assembly

This occurs at the beginning of each Ordinary Session. The President so elected remains in office until the opening of the next Ordinary Session. In cases where only one candidature is proposed, the candidate is declared elected without a ballot. As soon as the President has been elected, the provisional President leaves the Chair.

◆ Election of the Vice-Presidents of the Assembly

Candidates for the posts of Vice-President of the Assembly – of which there are currently nineteen – are proposed by each national delegation in accordance with the system for geographical rotation of Bureau seats agreed by the Assembly (Rule 12.2). Under the system, the national delegations entitled to propose a Vice-President for this election are Austria, France, Germany, Italy, Latvia, Liechtenstein, Lithuania, the Netherlands, Norway, Portugal, Romania, Russia, Slovakia, Spain, Sweden, Switzerland, Turkey, Ukraine and the United Kingdom. The candidates proposed by the national delegations shall be declared elected without a ballot. However, if there is a request for a vote by at least twenty Representatives or Substitutes in respect of one or several candidates – made in the chamber at the moment when the candidatures are presented – they shall be elected by secret ballot (Rule 14.4).

◆ Appointment of members of committees

At the beginning of each Ordinary Session, the Assembly appoints the members of its nine general committees and the Monitoring Committee. The composition of the nine general committees is decided on the basis of candidatures proposed by national delegations to the President, who will submit them to the Assembly for ratification in accordance with Rule 43.6 of the Rules of Procedure. If proposals for appointments to committee are disputed, the Assembly will decide on them by secret ballot.

In the case of the Monitoring Committee, candidatures are submitted by the political groups to the Bureau, which then nominates the members of that committee and forwards its nominations to the Assembly for ratification. If there are objections, the matter is referred back to the Bureau, which may submit revised nominations to the Assembly.

◆ Requests for debate under urgent procedure

The Assembly will take a decision on the two requests it has received for debates under urgent procedure: one on “Request for an opinion on the draft protocol to the European Convention on Human Rights concerning the abolition of the death penalty in all circumstances” and one on “Combating terrorism and respect for human rights”.

◆ Adoption of the order of business

For each part-session the Bureau draws up a draft order of business, showing at which sittings the items on the agenda are to be considered, which is then submitted to the Assembly for approval (Rule 25.7 of the Rules of Procedure). A member may submit a motion to alter the draft order of business proposed by the Bureau. Adoption of such a motion requires a majority of the votes cast (Rule 25.8). Once adopted, the order of business may be altered only by a two-thirds majority of the votes cast.

The order of business, as adopted, is published and made available to members at the document counter from Tuesday morning.

- ◆ Progress report of the Bureau of the Assembly and the Standing Committee

Doc. 9314

Rapporteur: Lord Russell-Johnston (United Kingdom, LDR)

The progress report covers the discussions held and decisions reached by the Bureau and the Standing Committee since the last part-session. Tarja Kautto (Finland, SOC) will also present her report on the Assembly's observation of the elections to the Kosovo Assembly, 17 November 2001 (Doc. 9290).

- ◆ Statement by Nino Burdjanadze, President of the Parliament of Georgia

- ◆ Statement by Arturas Paulauskas, President of the Parliament of Lithuania

- ◆ Campaign against trafficking in women

Doc. 9190

Committee on Equal Opportunities for Women and Men

Rapporteur: Lydie Err (Luxembourg, SOC)

Doc. 9225

Committee on Legal Affairs and Human Rights, for opinion

Rapporteur: Renate Wohlwend (Liechtenstein, EPP/CD)

Trafficking in women – mainly for prostitution – is a growing business as greater restrictions on legal migration leave poor and vulnerable women in eastern Europe open to exploitation by organised crime syndicates. The result is nothing less than a modern form of slavery. Urgent measures for victims should include access to telephone hotlines, protection when they testify, the offer of temporary residence permits and the right to compensation. Traffickers should be legally pursued whichever country they are in, with tougher punishments including seizure of their profits. The “clients” of women forced into prostitution should face stiff penalties too. Finally, it is high time Council of Europe governments considered drafting a convention on trafficking to protect victims as well as creating a European “observatory” on trafficking.

Contact in the secretariat: Olga Kostenko, tel. 2800.

- ◆ Urgent debate: Draft Protocol to the European Convention on Human Rights concerning the abolition of the death penalty in all circumstances

Doc. 9316

Committee on Legal Affairs and Human Rights

Rapporteur: Renate Wohlwend (Liechtenstein, EPP/CD)

The Parliamentary Assembly should welcome the decision by the Committee of Ministers to draft a Protocol to the European Convention on Human Rights concerning the abolition of the death penalty in all circumstances, thus responding to one of the Assembly's key recommendations formulated in 1994. The second sentence of Article 2 of the European Convention on Human Rights, which still provides for the death penalty, should be deleted. The Convention should thus be updated, and brought into line with other, more modern, constitutional documents and international treaties. This goal can be achieved without jeopardising the immediate entry into force of the Protocol (in those countries which so wish), by adding a clause which makes the Protocol a "hybrid" Protocol. In essence, such a clause would take effect when all parties to the European Convention on Human Rights have ratified the Protocol, thus changing its nature from an "additional" to an "amending" Protocol, and deleting the death penalty from the European Convention on Human Rights altogether. In view of the importance of the Protocol, the Assembly should urge all States Parties to the Convention to sign it on the day of its opening for signature.

Contact in the secretariat: Tanja Kleinsorge, tel. 2906

At the end of today's sitting, members are invited to attend meetings for the election of the Bureaux of the new Assembly committees – a Chairperson and three Vice-Chairpersons for each committee, normally elected on the basis of designations made by the political groups (Rule 45.1). The meetings take place in Rooms 7, 8, 9 and 10, with the first meeting provisionally scheduled to begin at 6.30 p.m.

Tuesday 22 January 2002

☞ Morning (10 a.m.-1 p.m.)

◆ **Bosnia and Herzegovina's application for membership of the Council of Europe**

Doc. 9287

Political Affairs Committee

Rapporteur: László Surján (Hungary, EPP/CD)

Doc. 9288

Committee on Legal Affairs and Human Rights, for opinion

Rapporteur: Anneli Jäätteenmäki (Finland, LDR)

The Political Affairs Committee considers that Bosnia and Herzegovina recognises the principle of the rule of law and respect for human rights and that it is able and willing to continue the democratic reforms embarked upon to bring its legislation and practice globally into conformity with Council of Europe principles and standards. Bosnia and Herzegovina was asked to honour an extensive set of commitments dealing specifically with constitutional, legislative and judicial reform, human rights and co-operation with the international community. On the basis of these commitments, the Assembly should recommend that the Committee of Ministers invite Bosnia and Herzegovina to join the Organisation. The monitoring of compliance with commitments should begin as from accession. The Committee of Ministers should redefine its priority areas for co-operation with Bosnia and Herzegovina and should allot the necessary financial resources to them.

Zlatko Lagumdžija, Prime Minister of Bosnia and Herzegovina, and Wolfgang Petritsch, High Representative for Bosnia and Herzegovina, will address the Assembly as part of this debate.

Contact in the secretariat: Petr Sich, tel. 2127.

◆ **Communication from the Committee of Ministers to the Assembly presented by Antanas Valionis, Minister for Foreign Affairs of Lithuania and Chairman-in-Office of the Committee of Ministers**

Following his presentation, Mr Valionis will answer members' questions, which must be tabled at the latest by 5pm on Monday 21 January.

Tuesday 22 January 2002

☞ Afternoon (3 p.m.-8 p.m.)

- ◆ Communication from Walter Schwimmer, Secretary General of the Council of Europe, on the state of the Organisation

Following his annual presentation, Mr Schwimmer will answer members' questions.

- ◆ Situation in Cyprus

Doc. 9302

Political Affairs Committee

Rapporteur: András Bárony (Hungary, SOC)

Doc. 9313

Committee on Legal Affairs and Human Rights, for opinion

Rapporteur: Erik Jurgens (Netherlands, SOC)

The Cyprus dispute remains one of Europe's most sensitive and difficult to solve, according to the committee – though Cyprus's accession to the European Union may provide a window of opportunity. The committee believes that a political agreement between the two sides on the future of the island is possible and desirable before entry into the European Union. Leaders of both communities should avoid getting stalled on terminology, should refrain from using negative rhetoric, and should seek to remove restrictions on freedom of movement of visitors to either side of the island. Moreover, the Assembly should resolve to explore ways to integrate more closely the representatives of the political forces of the Turkish Cypriot community in its work.

Contact in the secretariat: Marja Ruotanen, tel. 3547.

- ◆ Implementation of decisions of the European Court of Human Rights

Doc. 9307

Committee on Legal Affairs and Human Rights

Rapporteur: Erik Jurgens (Netherlands, SOC)

A year ago, the Assembly decided to start applying parliamentary pressure on governments failing to implement Court decisions, using such statutory powers as it has, and to debate the results annually. The Sub-committee on Human Rights began by asking eight national parliamentary delegations to raise with their governments fifteen specific Court decisions that had not been implemented for five years or more, and to report back on the results within three months. The states concerned were Austria, Belgium, France, Greece, Italy, the Netherlands, Portugal and the United Kingdom. Of these eight, five eventually followed up this request positively, and their replies are included in the report. The committee proposes to continue the exercise and report again in a year's time. In the special case of Turkey, which has a high number of unexecuted decisions, some raising major issues, the committee proposes to confer further with the Turkish delegation and government and to report by June 2002 at the latest. The reply from the Turkish delegation was received after the issuing of the report. It is contained in an appendix to the report.

Contact in the secretariat: Danielle Coin, tel. 2105.

- ◆ Expulsion procedures in conformity with human rights and enforced with respect for safety and dignity

Doc. 9196

Committee on Migration, Refugees and Demography

Rapporteur: Ruth-Gaby Vermot-Mangold (Switzerland, SOC)

Foreigners who are being legally expelled or deported from a country can face discrimination, racist verbal abuse, dangerous methods of restraint and even violence or inhuman and degrading treatment. In the worst cases, such treatment may result in their deaths – there have been at least ten mortalities in Council of Europe member states since September 1998. Forced expulsion should be a last resort, says the committee, and those who carry it out should be assisted by medical and legal professionals. Some methods such as gagging with tape and the use of gas or tranquillisers should be forbidden by law. Pre-expulsion detention should be minimal and humane. Deportees who feel they have been ill-treated during expulsion should be able to appeal on the territory of the expelling state.

Alvaro Gil-Robles, the Council of Europe Commissioner for Human Rights, will address the Assembly as part of this debate.

Contact in the secretariat: Sonia Sirtori, tel. 2370.

Wednesday 23 January 2002

☞ Morning (10 a.m.-1 p.m.)

- ◆ Election of a judge to the European Court of Human Rights on behalf of Georgia
Doc. 9283

Contact in the secretariat: Danielle Coin, tel. 2105.

- ◆ Statement by Adrian Severin, President of the Parliamentary Assembly of the OSCE

- ◆ Conflict in the Chechen Republic

Doc. 9319

Political Affairs Committee

Rapporteur: Lord Judd (United Kingdom, SOC)

Committee on Legal Affairs and Human Rights, for opinion

Rapporteur: Rudolf Bindig (Germany, SOC)

Committee on Migration, Refugees and Demography, for opinion

Rapporteur: Tadeusz Iwinski (Poland, SOC)

The general situation in the Chechen Republic has not improved enough to ensure the full enjoyment of human rights and rule of law by the population as a whole. However, positive changes of attitude are now identifiable in the Russian Federation concerning the way to deal with the conflict. The report reaffirms that peace in the Chechen Republic can only be achieved through negotiations in which the widest possible representation of political and official elements in Chechen society must participate. It is imperative to intensify humanitarian assistance to those persons affected by the conflict as well as to promote the social and economic reconstruction of the Republic of Chechnya through more efficient and better financed measures. The Joint Working Group should continue its work, in particular to facilitate and provide support for the initiatives towards a political solution. The report recommends that the Committee of Ministers should ensure a long-term Council of Europe presence in the North Caucasus region, take measures to improve the humanitarian situation in the Chechen Republic and assist the authorities to establish a Council for the Protection of Human Rights in the Chechen Republic.

Contact in the secretariat: Petr Sich, tel. 2127.

- ◆ Address by Shimon Peres, Minister for Foreign Affairs of Israel

Following his address, Mr Peres will answer members' questions.

Wednesday 23 January 2002

☞ Afternoon (3 p.m.-7.30 p.m.)

◆ **Managing globalisation: the role of the World Trade Organisation in the world economy**

Doc. 9295

Committee on Economic Affairs and Development

Rapporteur: Mikko Elo (Finland, SOC)

The more open, rule-based trade made possible by the World Trade Organisation has benefited all, according to the committee, including developing countries. Poorer countries should nevertheless be offered more favourable access to the markets of richer ones, and may need extra help to fulfil their WTO commitments. The November 2001 Doha agreement, paving the way for a broad range of trade negotiations, is welcome news, particularly in a world economy seriously affected by the September 11 terrorist attacks. China joining the WTO is a milestone – hopefully soon to be followed by others such as Russia. The WTO's dispute settlement procedures should be fully respected by all sides – particularly by Europe and North America, whose healthy trading relationship is vital for the world. Finally, the committee repeats its call that environmental protection and core labour standards must be integral to economic development.

Mike Moore, Director-General of the World Trade Organisation, will address the Assembly as part of this debate.

Contact in the secretariat: Kjell Torbiörn, tel. 2120.

◆ **Air transport and terrorism: how to enhance security?**

Doc. 9296


Committee on Economic Affairs and Development

Rapporteur: Knut Billing (Sweden, EDG)

The terrorist attacks of 11 September have made greater security in aircraft and airports an urgent priority. Many measures – such as reinforced cockpit doors, the possibility of in-flight security guards, tighter baggage controls and better air traffic management – are likely to be introduced soon by the European Union, largely thanks to long-standing work done by the 38-nation European Civil Aviation Conference (ECAC). But air terrorism knows no national frontiers, and these measures should therefore be urgently extended to all 43 Council of Europe member states, the committee believes, and eventually worldwide. Development of computer recognition of facial and eye (iris) characteristics to identify passengers would be another useful step.

Contact in the secretariat: Kjell Torbiörn, tel. 2120.

Thursday 24 January 2002

 Morning (10 a.m.-1 p.m.)

- ◆ Urgent debate: combating terrorism and respect for human rights
Committee on Legal Affairs and Human Rights
Rapporteur: Michel Hunault (France, EDG)

Political Affairs Committee, for opinion
Rapporteur: Stef Goris (Belgium, LDR)

- ◆ Address by Simeon Saxe-Coburg-Gotha, Prime Minister of Bulgaria
Following his address, the Prime Minister will answer members' questions.

Thursday 24 January 2002

☞ Afternoon (3 p.m.-8 p.m.)

◆ Political prisoners in Azerbaijan

Doc. 9310

Committee on Legal Affairs and Human Rights

Rapporteur: Georges Clerfayt (Belgium, LDR)

Despite several successive waves of liberation of prisoners, Azerbaijan has not respected the general principle that there can be no political prisoners in any member state of the Council of Europe. Basing itself on the criteria for identifying "political prisoners" established by independent experts appointed by the Secretary General of the Council of Europe, the rapporteur proposes that the Assembly ask the authorities of Azerbaijan to release all prisoners to which those criteria apply, or grant them a new trial which respects Council of Europe principles.

Contact in the secretariat: David Cupina, tel. 2117.

◆ Social consequences of, and responses to, drug misuse in member states

Doc. 9303

Social, Health and Family Affairs Committee

Rapporteur: Paul Flynn (United Kingdom, SOC)

Committee on Legal Affairs and Human Rights, for opinion

Rapporteur: Dick Marty (Switzerland, LDR)

This report – now revised after being referred back to the Social, Health and Family Affairs Committee in June – attempts to objectively compare the amount of "harm caused by drugs" in four member states representing alternative approaches to the drug problem: the United Kingdom and Sweden on the one hand (where there is an emphasis on prohibiting drugs using mainly legal sanctions) and the Netherlands and Switzerland on the other (where the emphasis is more on reducing drug harm, and where hard and soft drugs are more clearly differentiated). It concludes that more data is needed before firm conclusions can be drawn, but cautiously notes that the British and Swedish approach of trying to deter drug use seems to lack utility, whereas lessons could be learned from the Swiss approach, which has successfully reduced drug-related deaths since 1994 by targeting drug harm.

Contact in the secretariat: Simon Newman, tel. 2618.

Friday 25 January 2002

☞ Morning (10 a.m.-1 p.m.)

◆ Right to family life for migrants and refugees

Doc. 9195

Committee on Migration, Refugees and Demography

Rapporteur: Manuela Aguiar (Portugal, EPP/CD)

Doc. 9224

Committee Legal Affairs and Human Rights, for opinion

Rapporteur: Göran Magnusson (Sweden, SOC)

Doc. 9306

Committee on Equal Opportunities for Women and Men, for opinion

Rapporteur: Minodora Cliveti (Romania, SOC)

The right of families to be together is enshrined in international law, but in practice some Council of Europe member states make it awkward for the families of refugees and migrants to join them or, worse, insist on breaking up families. The main problem is that member states' policies in this area are not harmonised, and there are no minimum standards. Ideally, the highest standards should apply to all, according to the Migration Committee: those granted temporary protection – or, in justified cases, awaiting determination of their status – should be able to bring their loved ones with them. "Family" should mean the natural family and dependent relatives as well as spouses and children. Decisions should be quick and transparent. Above all, states should try to be "positive and generous" in dealing with requests for family reunion.

Contact in the secretariat: Agnieszka Nachilo, tel. 2905.

◆ Scientific communication

Doc. 9300

Committee on Culture, Science and Education

Rapporteur: Claude Birraux (France, EPP/CD)

Bioethics, genetic engineering, pollution and new information technology are dramatically changing all our lives. For the general public to develop informed opinions on scientific subjects and exercise influence from a position of knowledge over the policy-making process, scientific communication must be improved. Practical measures could be taken by political decision-makers to enable scientists and science journalists to fulfil better their role of accurately conveying scientific information.

Contact in the secretariat: Bogdan Torcatoriu, tel. 3282.

◆ Appointment of members of the Standing Committee

The Standing Committee prepares the work of the Assembly, ensures its continuity of action and, when the occasion arises, acts on its behalf. It is made up of the President of the Assembly, the Vice-Presidents of the Assembly, the leaders of the political groups, the chairpersons of the national delegations and the chairpersons of the general committees. The Assembly will be asked to ratify this composition.

◆ Closure of the first part of the 2002 Ordinary Session

The President will declare the first part of the 2002 Ordinary Session closed.

Practical information

1. Meetings of committees and political groups

The list of meetings held by the committees and the other organs of the Assembly (Bureau, political groups, etc.) appears in the notice paper (*bulletin*) published before each sitting.

Unless a committee decides otherwise, committee meetings are not public.

Monday and Wednesday mornings are reserved for political group meetings.

2. Languages

The official languages of the Assembly are English and French. German, Italian and Russian are working languages. Speeches made in plenary session in any of these five languages are interpreted simultaneously into the other official and working languages. Members may, however, speak in languages other than English, French, German, Italian and Russian, provided that their delegation arranges for interpretation into one of the official or working languages. During sittings this is generally the case for Spanish, Dutch, Turkish, Portuguese and Greek.

3. Assembly documents

The following documents are available in French and English at the document counter (on the first floor, to the right of the top of the main staircase, near lift No. IV).

Official documents

The main official documents are:

Reports: All items on the agenda are debated on the basis of a report by one of the Assembly's committees (with the exception of current affairs debates, elections, appointments, statements by guest speakers and communications from and questions to the Chairperson-in-Office of the Committee of Ministers and the Secretary General of the Council of Europe).

Committee reports generally comprise one or more draft texts for adoption (recommendations, opinions, resolutions, orders) and an explanatory memorandum prepared by the rapporteur. Only draft texts can be amended and adopted by the Assembly.

Amendments: Amendments to draft texts must be tabled in keeping with the relevant rules of procedure, particularly Rule 34 (see paragraph 4 below). They are distributed at the document counter. They must be signed by at least five Representatives or Substitutes, unless they are being submitted on behalf of a committee seized for report or opinion.

Order of business: For each part-session the Bureau prepares a draft order of business listing the sittings at which the agenda items will be examined. **The**

draft order of business is made available to members of the Assembly two weeks before the opening of the part-session. The Assembly is required to adopt the draft order of business (Rule 25.7 of the Rules of Procedure). A member may propose an amendment to the draft order of business drawn up by the Bureau. The adoption of such a motion requires a majority of the votes cast (Rule 25.8). Once adopted, the order of business can be altered only by a two-thirds majority of the votes cast.

Once it has been approved by the Assembly at the first sitting of the part-session – with or without amendment – the order of business is published (Rule 25) and made available to the members at the document counter.

Minutes of proceedings: After each sitting of the Assembly, the **minutes of proceedings** are produced. They list the Assembly's decisions and record speakers' names, the results of votes on reports and amendments, and points of order raised. At the start of the sitting the President submits the minutes of proceedings of earlier sessions to the Assembly for approval. If the minutes of proceedings are objected to, their approval may be postponed to the following sitting, at which the President may put to the Assembly any necessary modification (see Rule 29 of the Rules of Procedure).

Report of debates: A **provisional report of debates** is issued after each sitting. The French version of the provisional report (pink pages) contains the full text of all speeches made in French and a summary in French of speeches made in other languages. The English version (yellow pages) contains the full text of speeches in English and summaries in English of speeches in other languages. Speeches in German or Italian are also reported verbatim in a separate publication (green pages). Speakers may make corrections to the provisional report of debates within 24 hours of publication.

Representatives and Substitutes who were entered on the list of speakers and present in the chamber but were unable to speak because of lack of time may hand in their typewritten texts for inclusion in the report of debates. They should do so within 24 hours of the end of the debate concerned at the Table Office (Room 1083).

Adopted texts: The texts adopted by the Assembly are also published after each sitting, separately in English (yellow pages) and French (pink pages).

The texts adopted by the Assembly are:

- Recommendations (proposals addressed by the Assembly to the Committee of Ministers, for implementation by that Committee or the governments);
- Opinions (addressed to the Committee of Ministers);
- Resolutions (embodying a decision by the Assembly on a question of substance which it is empowered to put into effect, or a point of view for which it alone is responsible);
- Orders (dealing with matters of form, transmission, execution or procedure).

The other official documents (Rule 22 of the Rules of Procedure) are:

- reports, communications, requests for an opinion or further consideration transmitted by the Committee of Ministers;
- questions addressed to the Committee of Ministers;
- communications from the Secretary General of the Council of Europe;
- reports of international organisations;
- written declarations.

Other documents

Before each sitting a **notice paper** is produced, setting out the orders of the day. It also contains other information relevant to the proceedings, including:

- time limits for tabling amendments;
- time limits for lists of speakers;
- procedural notices, for example concerning elections;
- information about meetings of committees and other Assembly bodies;
- information about changes in the membership of committees.

For each part-session the following lists are published:

- List of Representatives
- List of Substitutes
- List of national delegations
- List of the Secretariat officials, giving office locations and contact telephone numbers for the part-session.

The Rules of Procedure of the Assembly (2000 edition) are available in a bilingual (English/French) publication. A supplement containing the most recent amendments to the Rules of Procedure was published in January 2002.

4. Tabling amendments

Members who wish to table amendments or sub-amendments to the draft texts before the Assembly should submit them to the Table Office (Room 1083). Amendments and sub-amendments must be **signed by at least five Representatives or Substitutes**, unless they have been submitted on behalf of a committee.

Under the provisions on the organisation of debates (page 86 and ff. of the Rules of Procedure), the **time limits for tabling amendments** are the following (where appropriate the Bureau may decide to change these limits):

- for debates on the afternoon of Monday 21 January: Monday 21 January at 12 noon;
- for debates on Tuesday 22 January: Monday 21 January at 4 p.m.;
- for all other debates: 24 hours before the opening of the sitting at which the debate is to begin.

Sub-amendments must be tabled at least two hours before the opening of the sitting at which the debate is to begin.

The procedure for tabling, examining and voting on amendments and sub-amendments is set out in Rule 34 of the Rules of Procedure.

5. Motions for resolutions, recommendations and orders

Motions for resolutions, recommendations and orders must be signed by ten or more Representatives or Substitutes from at least five national delegations (Rule 23.2). The President decides which motions are admissible.

Any motion considered admissible is printed and distributed as soon as possible. The Bureau then decides whether it should be referred to one or more committees, or forwarded to one or more committees for information, or that no further action should be taken. The Bureau's decision must then be ratified by the Assembly or the Standing Committee.

A document may be referred to only one committee for report, but to any other committee for opinion (Rule 24.2). The opinion of the latter concerns the report of the former committee. The report concerned must therefore be made available to the committee whose opinion has been sought in good time for it to prepare its opinion. Committee opinions may be presented orally or in writing. An opinion presented in writing must contain a chapter at the beginning entitled "Conclusions of the committee" and an explanatory memorandum by the rapporteur (Rule 49.3 of the Rules of Procedure).

6. Written declarations

Written declarations may be tabled provided that they:

- do not exceed 200 words;
- are on subjects within the competence of the Council of Europe;
- are signed by at least twenty Representatives or Substitutes belonging to four national delegations and two political groups.

They are neither referred to a committee nor debated in the Assembly (Rule 53 of the Rules of Procedure).

Any representative or Substitute may add his signature to such a declaration, in which case the declaration will be distributed again two weeks after the end of the part-session, with the names of all the members who signed it.

A written declaration which has not received any new signatures before the opening of the following part-session is closed to further signature.

7. Opinions of the Assembly (to the Committee of Ministers)

According to the Statute of the Council of Europe, or to other texts of a statutory character, the Committee of Ministers seeks the Assembly's opinion on such matters as the accession of new member states, draft conventions or the Council of Europe's budget. These requests for opinions are debated in the Assembly, following which the Assembly votes on the opinion to be transmitted to the Committee of Ministers (Rule 57).

8. Changes in the membership of national delegations or committees

Should any seat on a national delegation fall vacant in the course of a session, as a result of death or resignation, the president of the national parliament concerned, or the Minister for Foreign Affairs, presents the credentials of the member who is to fill the vacant seat to the

President of the Parliamentary Assembly, who submits them to the Assembly or the Standing Committee for ratification at the first sitting or meeting following their receipt (Rule 6.4).

The chairperson of a national delegation informs the President of the Assembly of any proposed change(s) in committee membership concerning that delegation's members. The President of the Assembly submits the proposed change(s) to the Assembly, the Standing Committee or, failing that, the Bureau for ratification (Rule 43.6).

9. Requests for urgent procedure or current affairs debates

At the request of the Committee of Ministers, of the committee concerned, or of twenty or more Representatives or Substitutes, a debate may be held on an item which has not been placed on the Assembly's agenda. Requests for urgent procedure must be addressed to the President of the Assembly. The President submits them to the Bureau, which makes a proposal to the Assembly. The adoption of urgent procedure requires a two-thirds majority of the votes cast (Rule 50).

At least twenty members, or one political group or national delegation may request a current affairs debate (Rule 52) on a subject which is not on the Assembly's agenda. The request must be made to the President of the Assembly at least a week before the start of the part-session. The Bureau decides whether or not to grant the request, subject to approval by the Assembly (or the Standing Committee). A current affairs debate may not exceed one and a half hours. The debate shall be opened by one of the members who requested it, chosen by the Bureau. The first speaker has ten minutes speaking time, other speakers five. A current affairs debate does not give rise to a vote, though the Bureau of the Assembly may subsequently propose that the subject be referred to the appropriate committee for report.

10. Electronic voting, notification of Substitutes, list of speakers, and quorum

With the adoption of the new Rules of Procedure in November 1999, the Assembly approved the introduction of electronic voting for its sessions, which became operational as from the April 2000 part-session.

Voting cards

Members' identification badges are now replaced by voting cards which will be simultaneously used for identification and voting.

Distribution of voting cards is ensured by the Protocol Service of the Council of Europe. In principle, this distribution is organised via secretaries of each national delegation. Members who do not have their card (in case a card has been lost or forgotten or when the Parliamentary Assembly database does not contain the member's photo) should present themselves at the Protocol desk at the main entrance of the Palais de l'Europe in order to receive their card. Protocol staff, before delivering a new card, will invite the member to present his or her identification document. If a third and consecutive card is issued to the same member during the same calendar year for whatever reason, loss or otherwise, the national delegation will be required to pay the cost (6 euros per card).

Voting cards as distributed by the Protocol Service do not give an automatic right to vote. In order to enjoy such a right, the member's card has to be validated. This operation will be carried out by the Assembly Secretariat.

Notification of Substitutes

In principle all Representatives at the opening of the first sitting (on Monday, at 3.00 p.m.) have their cards validated, but not Substitutes unless the Secretariat of the Assembly is properly informed about substitutions. Therefore secretaries of national delegations have the duty to inform the Secretariat of the Assembly about all cases of substitution. If this is not done, Substitutes attending the sitting are deprived of their speaking and voting rights.

Notice of substitutions has to be given before the opening of the sitting concerned (if possible by the previous day and at the latest before 8.30 a.m. for a morning sitting and before 1.00 p.m. for an afternoon sitting). This notification, including the names of Substitutes, the names of Representatives to be substituted and the length of substitution, must be given in writing for each sitting to the Secretariat of the Assembly (Mrs Sandra Kssis, Room 1076, fax during session weeks 27 27, fax outside session weeks 37 95), however, between 8.30 a.m. and 10 a.m. and between 1 p.m. and 3 p.m., notifications should be left in Room 1074.

If the Substitute is replacing the Representative for one or more consecutive sittings, the substitution for each sitting must be notified. Substitutions are never carried automatically over to the following sitting.

When the correct notification has been given, Substitutes will have their voting cards validated. At the same time, cards of Representatives who are to be replaced by Substitutes will become invalid, preventing them from speaking in the debate and voting.

Register of attendance

Members shall continue to sign the register of attendance before entering the Chamber for a sitting (Rules 11.2 and 39.1). A duly designated Substitute will find his or her name in the register next to the name of the Representative for whom he or she is substituting. If, in the register of attendance, no name is found next to the Representative's name, it means that no substitution was notified for the Representative for that particular sitting and therefore the Representative is authorised to speak in the debate and vote.

All members of the Assembly – Representatives and Substitutes as well as Special Guests and Observers – have access to the Chamber at any time of the sitting, regardless of their speaking and voting rights. Therefore, all Members, even those who are not authorised to speak in the debate and vote, are invited to sign the register of attendance in case they attend the sitting.

Speakers' register

Members who wish to speak in a debate must enter their names on the list of speakers. They may do this by post in advance of the part-session, or in person during the part-session at the Table Office (Room 1083, ext. 4283/3098). The list is closed one hour before the scheduled close of the previous sitting, except in the case of the first sitting of a part-session, when the deadline is two hours before the start of the sitting. It should be noted that in any one part-session members may enter their names on the list for a maximum of **five debates** but may take the floor **not more than three times** (this limit does not apply to members appointed as political group spokespersons or as rapporteurs). A substitute whose name has not been notified to the secretariat before a sitting cannot participate in the debate.

The order of speakers on the list for each debate is determined according to criteria set by the Bureau on 25 May 1999 and 10 January 2000.

Speaking time is limited to a maximum of 8 minutes for committee rapporteurs and 3 minutes for rapporteurs for opinion. Other speakers on the list have a maximum of 5 minutes. At the start of each sitting the President announces the speaking arrangements.

Only authorised members – i.e. Representatives or their duly appointed Substitutes – may speak in debates or submit questions for oral reply to the Chairman-in-Office of the Committee of Ministers or to guest speakers. The list of speakers is verified accordingly.

Electronic voting

While they are sitting in the Chamber, members are invited to keep their voting cards inserted in the voting terminals. However, when they leave, they should take their cards with them.

Voting cards should be inserted correctly into the terminals (the photo side of the member's card is facing the President's table; then the card is pushed down until a "click" is heard). A card correctly inserted is signalled by its number being displayed on a small screen in the voting terminal. Any malfunctioning or error message displayed on the voting terminal screen should be immediately reported to the Secretariat present in the Chamber.

The opening of a vote by the President is confirmed by a small green light on the voting terminal.

After the opening of a vote, members should vote by putting their hands into the small booth of the voting terminal and by pressing one of the three voting buttons (stickers which are on the top of voting terminals are put there only for information in order to indicate the positions of the "for", "abstention" and "against" buttons). The chosen vote is confirmed by a coloured light on the terminal: green ("for"), white ("abstention") or red ("against").

Rule 39.8 indicates that a member cannot modify his or her vote after the voting is closed.

Quorum

The Assembly may deliberate, decide the orders of the day, approve the minutes of proceedings, decide upon procedural motions, and agree to adjourn, whatever the number of Representatives present.

All votes other than votes by roll-call shall be valid whatever the number of members voting, unless, before the voting has begun, the President has been requested to ascertain whether there is a quorum. At least one sixth of the Representatives authorised to vote, belonging to at least five national delegations, must vote in favour of the request. To ascertain whether there is a quorum, the President invites Representatives to mark their presence in the Chamber using the electronic voting system.

The quorum is one third of the number of Representatives of the Assembly authorised to vote (Rule 41.3).

A vote by roll-call shall not be valid unless one third of the Representatives authorised to vote took part. The President may decide to ascertain whether there is a quorum before proceeding to a vote by roll-call.

In the absence of a quorum, the vote shall be postponed until the next sitting or, on a motion from the Chair, until a subsequent sitting.

Majorities required

A majority of two-thirds of the votes cast is required for the adoption of a draft recommendation or a draft opinion to the Committee of Ministers, for the adoption of urgent procedure, for an alteration to the order of business, for the setting up of a committee and for the fixing of the date for the opening or resumption of Ordinary Sessions. For the adoption of a draft resolution or a draft order and for any other decision, a majority of the votes cast is required, in the case of a tie the question being rejected.

Directory

Secretariat of the Assembly

Secretary General of the Assembly
Bruno Haller, office 6213, tel. 2091, bruno.haller@coe.int

Executive Assistant to the Secretary General of the Assembly
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Personal assistant to the Secretary General of the Assembly
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Director, Head of the Table Office and Interparliamentary Relations
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Director, Head of Administration and Finance
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Private Office of the President

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Deputy Head of Private Office
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Secretariat of the President and of the Head of Private Office
Monique Fruhinsholz, office 1070, tel. 2094, monique.fruhinsholz@coe.int
Joanne de León, office 1070, tel. 3088, joanne.deleon@coe.int

Table Office (speakers' lists, questions and amendments)

Head of the Table Office
Joern Stegen, office 1089, tel. 2109, joern.stegen@coe.int

Mark Hutton, office 1083, tel. 4283
John Benger, office 1083, tel. 4283

Notification of substitutes
Françoise Simon, office 1076, tel. 3273. However, from 8.30-10 a.m. and from 1-3 p.m., notifications should be submitted to Room 1074.

Communication Unit of the Assembly

Head of Unit
Matjaž Gruden, office 1079, tel. 2118, matjaz.gruden@coe.int

Micaela Catalano, office 6185, tel. 2595, micaela.catalano@coe.int

Secretaries of political groups

Socialist Group: Marlène Albanese, office 5099/5101, tel. 2675, marlene.albanese@coe.int

European People's Party: Paul Staes, office 5141/5143, tel. 2676, paul.staes@coe.int

Liberal, Democratic and Reformers' Group: Peter Kallenberger
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European Democratic Group: Daniela Nord, office 5117, tel. 2677, daniela.nord@coe.int

Group of the Unified European Left: Hélène de Assis, office 5158/60, tel. 3684, helena.deassis@coe.int

Secretary General

Secretary General of the Council of Europe
Walter Schwimmer, office 3003, tel. 2050, walter.schwimmer@coe.int

Deputy Secretary General of the Council of Europe
Hans Christian Krüger, office 3013, tel. 2318, hans-christian.kruger@coe.int

Council of Europe Press Service

Head of the Press Service
Renate Zikmund, tel. 2065.

Press conferences take place in the European Press and Information Centre (EPIC), Room 301.

Services

Badges

Wearing badges is compulsory for admittance to the Chamber. Voting cards are used as identification badges. Contact the Protocol desk in the entrance hall.

Bars and restaurants

Parliamentarians' Bar: 1st floor, opposite the Chamber, open from 8.30 a.m. to the end of the sitting. Restaurant Bleu: ground floor, for official meals (tel. 3704 for reservations). Palais cafeteria: ground floor, open from 8 a.m. to 5 p.m. Palais self-service: ground floor, lunch from 12 a.m. to 2 p.m.

Bank

Société Générale, in the entrance hall, open from 8.30 a.m. to 12.30 p.m. and from 2 p.m. to 5.30 p.m., tel. 2680. A cash dispenser is located opposite the philatelic counter off the entrance hall.

Bus

Free shuttle service departing from Allée Spach, outside the Press Centre, to the railway station via downtown (and vice versa). Badges must be shown. Time schedules are available at the reception desk.

Bookshop

Librairie Klébér: In the entrance hall, open from 9.30 a.m. to 12.45 p.m. and from 1.30 p.m. to 5.45 p.m., tel. 3712.

Philatelic agency

Council of Europe stamps and, since 1949, philatelic envelopes commemorating every session of the Parliamentary Assembly, tel. 03 88 35 08 88.

Post office

La Poste: in the entrance hall, open from 9 a.m. to 7 p.m., tel. 3463.

Medical centre

Entrance hall, open from 8.30 a.m. to the end of the sitting, tel. 2442.

Newsagent (cigarettes, newspapers, etc.)

In the entrance hall, open from 7.30 a.m. to 7.00 p.m., tel. 3549.

City of Strasbourg information desk

The City of Strasbourg is represented at the reception desk in the entrance hall, providing lists of hotels, restaurants and local events, flight/train times etc, tel. 3838. For accommodation or transport: Euraccueil, Mmes. Poincelet or Koppitz on 03 88 52 28 38.

Travel agent

Protravel: off entrance hall, corridor behind the newsagent, open from 9.30 a.m. to 12.30 a.m. and from 1.30 p.m. to 5.00 p.m., tel. 3714.