

The Session

**Secretariat of the
Parliamentary
Assembly,
Communication Unit**

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The Session is the information bulletin for plenary sessions of the Council of Europe Parliamentary Assembly. It is published four times a year in the two official languages of the Organisation and is also available on the Assembly's website.

21 to 25 June 2004

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- Joint debate: honouring of obligations and commitments by Turkey and implementation of decisions of the European Court of Human Rights by Turkey
- Communication from the Committee of Ministers
- Contribution of the EBRD to economic development in central and eastern Europe, statement by Jean Lemierre
- Domestic slavery: servitude, au pairs and mail-order brides

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- Address by Kjell Magne Bondevik, Prime Minister of Norway
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- Conflict prevention and resolution: the role of women
- Possible urgent debate or one report appearing on the agenda

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- Possible urgent debate or two reports appearing on the agenda
- Joint debate: the monopolisation of the electronic media and possible abuse of power in Italy, and the Italian law on legitimate suspicion
- Europe-wide ban on corporal punishment of children

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- Situation of refugees and displaced persons in the Russian Federation and some other CIS countries
- Joint debate: management of water resources in Europe and transboundary water basins in Europe

**The order of business as shown here
may change on the first day of the session**

The 45

The Council of Europe brings together 45 democracies including 21 central and eastern European countries. Today, the Organisation has almost completed its enlargement but continues to increase its monitoring to ensure that all its members respect the obligations and commitments they entered into when they joined.



Member states: Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, 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, Serbia and Montenegro, 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 626 members (313 representatives and 313 substitutes) from the national parliaments of the 45 member states of the Council of Europe.

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", Ukraine (1995), the Russian Federation, Croatia (1996), Georgia (1999), Armenia, Azerbaijan (2001), Bosnia and Herzegovina (2002), Serbia and Montenegro (2003).

Applications for membership: Belarus (12 March 1993) and Monaco (21 October 1998). The parliament of Monaco holds Special Guest status with the Assembly (2004). The Special Guest status of the Belarus parliament was suspended on 13 January 1997.

The parliaments of Canada (1997), Israel (1957) and Mexico (1999) hold observer status with the Assembly.

The political groups



208

Socialist Group (SOC)



171

Group of the European People's Party (EPP/CD)



92

Liberal, Democratic and Reformers' Group (LDR)



82

European Democratic Group (EDG)



32

Group of the Unified European Left (UEL)

The Assembly committees

82 seats

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

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

50 seats

Equal Opportunities for Women and Men
 Rules of Procedure and Immunities



Monday 21 June 2004

☞ Afternoon (3 p.m.-7.30 p.m.)

◆ **Opening of the third part of the 2004 Ordinary Session**

The President of the Assembly, Peter Schieder, will open the third part of the 2004 Ordinary Session. The Assembly will begin by examining the credentials of any new members of the Assembly notified by national delegations (Rules 6 and 59 of the Rules of Procedure) and will consider any changes in the membership of committees. It will also consider any requests for debates under urgent procedure and will then adopt its order of business¹ (Rule 25.7 of the Rules of Procedure).

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

Doc.

Rapporteur: Samad Seyidov (Azerbaijan, EDG)

The progress report covers the discussions held and decisions reached by the Bureau and the Standing Committee since the last part-session.

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

◆ **The Euro and the Greater Europe**

[Doc. 10188](#)

Report of the Committee on Economic Affairs and Development

Rapporteur: Robert Walter (United Kingdom, EDG)

The first five years of the euro have yielded many trade and investment benefits as well as greater price transparency, the Economic Affairs Committee believes, but sluggish growth in some of the major EMU countries has made it difficult for them to adhere to the terms of the Stability and Growth Pact. While the Pact should be respected as long as it exists in its current form, its functioning could be improved, the committee believes. Meanwhile, the ten new EU members – who have put in a lot of work to prepare for eurozone membership – should be granted flexible terms to help them join as rapidly as possible. It is in everybody's interest that the eurozone show strong and lasting growth, giving the EU the economic muscle to play a full political role on the world stage.

Statement by Jean-Claude Trichet, President of the European Central Bank

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

1. The order of business as contained in this document is thus subject to amendment by the Assembly on the first day of the part-session.

♦ **Composition of the Bureau of the Assembly**

[Doc. 10185](#)

Report of the Committee on Rules of Procedure and Immunities

Rapporteur: Jonas Čekuolis (Lithuania, LDR)

The main task of the 25-member Bureau is to prepare and co-ordinate the work of the Assembly and its committees, as well as guiding the Assembly's external relations. It is currently made up of the President and 19 Vice-Presidents, together with the heads of the five political groups. In order to increase the Bureau's representativeness and capacity for co-ordination, the Rules Committee proposes to enlarge it to include the chairpersons of the ten general committees as *ex officio* members. An extra post of Vice-President should also be created, whose seat would be allocated to the group of countries with the smallest parliamentary delegations, i.e. containing between two and four persons, who would occupy it in turn.

Contact in the secretariat: Mario Heinrich, tel. 2097.

Tuesday 22 June 2004

☞ Morning (10 a.m.-1 p.m.)

◆ **Election of the Secretary General of the Council of Europe**

[Doc. 10197](#)

The Secretary General of the Council of Europe is elected by the Assembly for a five-year term from among candidates nominated by member state governments. There are three candidates, transmitted by the Committee of Ministers in alphabetical order: Terry Davis (United Kingdom), Kristiina Ojuland (Estonia) and Walter Schwimmer (Austria). The ballot will take place between 10 a.m. and 1 p.m. in the area behind the Presidential podium. Representatives or substitutes duly notified to the Table Office and with the right to vote in the Chamber for the morning's sitting are eligible to vote in the election. An absolute majority of votes cast is required in the first round. If no candidate obtains an absolute majority, a second round of voting will take place on Wednesday 23 June from 10 a.m. to 12 noon, for which only a simple majority is required.

◆ **Joint debate**

Honouring of obligations and commitments by Turkey

[Doc. 10111](#)

Report of the Monitoring Committee

Co-rapporteurs: Mady Delvaux-Stehres (Luxembourg, SOC) and Luc Van den Brande (Belgium, EPP/CD)

The Monitoring Committee believes that Turkey has achieved more reform in a little over two years than in the previous decade. It singles out for praise the adoption of important changes to the Constitution in October 2001, as well as abolition of the death penalty, "zero tolerance" towards torture and impunity, the lifting of many restrictions on freedom of expression, association and religion, and the granting of certain cultural rights to Turkish citizens of Kurdish origin. It also congratulates the authorities on transforming the National Security Council into a consultative body. Given the progress achieved since 2001, the committee considers that Turkey has clearly demonstrated its commitment and ability to fulfil its statutory obligations as a Council of Europe member state and therefore proposes to close the monitoring procedure that has been under way since 1996. However, it recommends "post-monitoring dialogue" with Turkey on a twelve-point list of outstanding issues.

Contact in the secretariat: Caroline Ravaud, tel. 2327.

Implementation of decisions of the European Court of Human Rights by Turkey

[Doc. 10192](#)

Report of the Committee on Legal Affairs and Human Rights

Rapporteur: Erik Jurgens (Netherlands, SOC)

The Legal Affairs Committee believes that Turkey has made significant progress in implementing decisions of the European Court of Human Rights, but cautions that some of the cases outstanding are still not settled or only partly so. It welcomes payment in the Loizidou case, in particular, but recalls that the judgment in the case has still not been fully implemented. The committee urges Turkey to take eight further steps which it hopes will help prevent fresh violations of the Convention, including revising the Anti-Terrorism Act, enabling the opening of a Greek secondary school in northern Cyprus, amending the Code of Criminal Procedure and enhancing current action against torture.

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

Tuesday 22 June 2004

☞ Afternoon (3 p.m.-7.30 p.m.)

◆ **Communication from the Committee of Ministers to the Parliamentary Assembly presented by Jan Petersen, Minister for Foreign Affairs of Norway and Chairman of the Committee of Ministers**

Following his presentation, Mr Petersen will answer questions from the members of the Assembly, which must be tabled at the latest by 4 p.m. on Monday 21 June. (NB. This item may be moved to the end of the morning sitting, taking place at 12 noon instead of 3 p.m.)

◆ **Contribution of the European Bank for Reconstruction and Development (EBRD) to economic development in central and eastern Europe**

[Doc. 10198](#)

Report of the Committee on Economic Affairs and Development

Rapporteur: Jane Griffiths (United Kingdom, SOC)

Since 1992 the Assembly has held annual debates on the activities of the European Bank for Reconstruction and Development, for which it acts as a parliamentary forum. In this year's report, the Economic Affairs Committee sees recent EU enlargement – which brought eight of the Bank's "countries of operation" into the Union – as a vindication of the EBRD's major contribution to European integration. It calls for the Bank to put a growing emphasis on the remaining non-EU states, in particular those which are less developed, and commends it on the link it makes between progress in human rights, democracy and the rule of law, on the one hand, and economic development on the other. It deplores developments in countries at the bottom of the Bank's "constitutional liberalism index", such as Uzbekistan, Turkmenistan and Belarus.

Statement by Jean Lemierre, President of the EBRD

Contact in the secretariat: Liri Kopaci-Di Michele, tel. 2258.

◆ **Domestic slavery: servitude, au pairs and mail-order brides**

[Doc. 10144](#)

Report of the Committee on Equal Opportunities for Women and Men

Rapporteur: Giuseppe Gaburro (Italy, EPP/CD)

Although slavery has been outlawed for over 150 years, thousands of persons are still held as slaves in Europe, humiliated and abused, according to the Equal Opportunities Committee. Today's slaves are predominantly female and usually work in private households, starting out as migrant domestic workers, au pairs or "mail-order brides". Most come willingly at first, seeking to improve themselves or escape poverty, though some have been debt-bonded or trafficked. Once in this situation, they dare not go to the police for fear of deportation. The Council of Europe should have zero tolerance for slavery, the committee believes, and victims should receive help whether or not their papers are in order, they were trafficked or came willingly at first. States should review their immigration and deportation policies, screen agencies and adopt a charter of rights for domestic workers.

Contact in the secretariat: Tanja Kleinsorge, tel. 2906.

Wednesday 23 June 2004

☞ Morning (10 a.m.-1 p.m.)

◆ **Possible second round of the election of the Secretary General of the Council of Europe**

[Doc. 10197](#)

If no candidate obtains an absolute majority in the first round of voting on Tuesday 22 June (see item above), a second round of voting will take place from 10 a.m. to 12 noon, for which only a simple majority is required.

◆ **Joint debate**

Honouring of obligations and commitments by Bosnia and Herzegovina

[Doc. 10200](#)

Report of the Monitoring Committee

Co-rapporteurs: László Surján (Hungary, EPP/CD) and Naira Shakhhtakhtinskaya (Azerbaijan, EDG)

In its first two years as a member of the Council of Europe, Bosnia and Herzegovina has made "slow but steady" progress towards becoming a functioning pluralist democracy governed by the rule of law and a state where human rights are respected, the Monitoring Committee believes. It has fulfilled almost all the major formal commitments due within a year of accession, including the accession to key human rights treaties, changes to the constitution and the adoption of several laws in justice and education, but these now need to be put into effect. However the committee regrets that much of the progress achieved in the last two years is a result of pressure from the international community, in particular the High Representative, and warns that the country's leadership must demonstrate a higher degree of political maturity before responsibility for running the state can be completely transferred to the domestic authorities.

Contact in the secretariat: Caroline Ravaud, tel. 2327.

Strengthening of democratic institutions in Bosnia and Herzegovina

[Doc. 10196](#)

Report of the Political Affairs Committee

Rapporteur: Evgeni Kirilov (Bulgaria, SOC)

The Political Affairs Committee believes there has been undeniable progress in building democratic institutions in Bosnia since Dayton, but says the necessary shift of power from Entity to State level is happening only very slowly. As the outcome of a political compromise to end war, the current complicated constitutional order will not be sufficient in the long term and must be reformed – but only once national reconciliation has been achieved. Bosnians themselves should determine the timetable, terms and parameters of such reform, which must come about by consensus, but the different political forces should begin the debate on it now. Excessive nationalism is not the right path to Europe. In the meantime, the committee considers that the High Representative's power to take decisions without a legal remedy is "irreconcilable with democratic principles" and should be checked to see if it is in line with Council of Europe standards.

Contact in the secretariat: Pavel Chevtchenko, tel. 3835.

◆ **Address by Kjell Magne Bondevik, Prime Minister of Norway**

Following his address, the Prime Minister will answer questions from members of the Assembly.

Wednesday 23 June 2004

Afternoon (3 p.m.-7.30 p.m.)

◆ **Address by Robert Kocharian, President of Armenia**

Following his address, the President will answer questions from members of the Assembly.

◆ **Conflict prevention and resolution: the role of women**

[Doc. 10117 rev.](#)

*Report of the Committee on Equal Opportunities for Women and Men
Rapporteur: Minodora Cliveti (Romania, SOC)*

Conflict is a gendered activity, according to the Equal Opportunities Committee: women and men have different access to resources, power and decision-making before, during and after conflict, and their experience of it is significantly different. Women are therefore caught in a vicious paradox: on the one hand, they are the main civilian victims of conflicts, yet on the other hand they are powerless to prevent them, since they are often excluded from the negotiating tables and marginalised in post-conflict reconstruction. The committee believes it is time to break this vicious circle by calling on governments to ensure that women are involved in preventive diplomacy, conflict-resolution, peace-making and post-conflict reconstruction at all levels.

Contact in the secretariat: Tanja Kleinsorge, tel. 2906.

◆ **Possible urgent debate, or one report appearing on the agenda**

At time of going to press, there had been two requests for urgent debates: one on "the situation in Iraq" and one on "the political, humanitarian, human rights and security situation in the Chechen Republic". The Assembly will decide whether to hold debates on either or both of these items – or other reports appearing on the agenda (a separate list of reports which are available and could be debated) – when it adopts its order of business on the first day of the part-session (see item above).

Thursday 24 June 2004

☞ Morning (10 a.m.-1 p.m.)

◆ **Possible urgent debate, or two reports appearing on the agenda**

At time of going to press, there had been two requests for urgent debates: one on “the situation in Iraq” and one on “the political, humanitarian, human rights and security situation in the Chechen Republic”. The Assembly will decide whether to hold debates on either or both of these items – or other reports appearing on the agenda (a separate list of reports which are available and could be debated) – when it adopts its order of business on the first day of the part-session (see item above).

Thursday 24 June 2004

☞ Afternoon (3 p.m.-6.30 p.m.)

◆ Joint debate

The monopolisation of the electronic media and possible abuse of power in Italy

[Doc. 10195](#)

Report of the Committee on Culture, Science and Education

Rapporteur: Paschal Mooney (Ireland, LDR)

Doc.

Opinion of the Committee on Legal Affairs and Human Rights

Rapporteur: Abdülkadir Ateş (Turkey, SOC)

Safeguarding media pluralism is an obligation on all Council of Europe member states – yet successive Italian governments since 1994 have failed to resolve the problem of conflict of interest, according to the Culture Committee. Today, the concentration of political, commercial and media power in the hands of one person, Prime Minister Silvio Berlusconi, is a matter of concern: through Mediaset, he owns about half the nation's broadcasting, and as head of the government is able to influence indirectly the public broadcaster RAI, giving him unprecedented control over the most powerful medium in Italy, television. The negative international image of the country resulting from this conflict of interest could hamper the efforts of the Council of Europe in promoting independent media in the new democracies, the committee believes. It calls on the Italian authorities to put an end to the long-standing practice of political interference in the media and deal urgently and convincingly with the problem of conflict of interest.

Contact in the secretariat: Bonnie Theophilova, tel. 3092.

Italian law on legitimate suspicion

[Doc. 10124](#)

Report of the Committee on Legal Affairs and Human Rights

Rapporteur: Sabine Leutheusser-Schnarrenberger (Germany, LDR)

Italy's Cirami Law, enacted in November 2002, allows parties in a legal dispute to request that their case be transferred to another court if they have legitimate suspicion that "serious local circumstances" are likely to disturb the proceedings – drawing on a 1930s legal principle which, the rapporteur points out, originally allowed Mafia trials to be transferred from Sicily to the mainland. The Legal Affairs Committee believes the new law takes the case out of the hands of the "rightful" judge and virtually leaves the choice of judge to the defendant. It also slows down the course of justice and favours those who can afford lengthy proceedings. The committee proposes that the law should be repealed to bring Italy into line with Council of Europe principles. Meanwhile, there should be a comparative study of laws on legitimate suspicion in other member states.

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

◆ **Europe-wide ban on corporal punishment of children**

[Doc. 10199](#)

Report of the Social, Health and Family Affairs Committee

Rapporteur: Helena Bargholtz (Sweden, LDR)

Although striking children is against the UN Convention on the Rights of the Child and the European Social Charter, only a minority of the Council of Europe's 45 member states have gone beyond prohibitions on corporal punishment in schools and also formally banned it in the family setting. Nor are such bans universally respected, the Social Affairs Committee believes. It is time for European governments to launch a concerted campaign for the total abolition of corporal punishment of children: the continent should be made a "corporal punishment-free zone". Meanwhile, children themselves need to be made aware of their rights, and parents encouraged to use positive, non-violent forms of child-rearing.

Contact in the secretariat: Christine Meunier, tel. 2123.

Friday 25 June 2004

☞ Morning (10 a.m.-1 p.m.)

◆ **Situation of refugees and displaced persons in the Russian Federation and some other CIS countries**

[Doc. 10118](#)

Report of the Committee on Migration, Refugees and Population

Rapporteur: Tadeusz Iwiński (Poland, SOC)

The numbers of refugees and displaced persons in the Russian Federation, Ukraine, Moldova and Belarus have decreased considerably in recent years, mainly as a result of naturalization, according to the Migration Committee. Furthermore, all these countries have made considerable progress in terms of bringing their national legislation on refugees and migrants into line with international standards. But such legislation is not systematically enforced: for example the *propiska*, a form of obligatory residence permit, can still be traced in regulations despite being formally outlawed. The committee calls for clear and fair migration policies applied at all levels, and for the collection of reliable statistics. Meanwhile, Russia should consider granting citizenship to the Meskhetian Turks on its territory, and should not put pressure on the Chechen displaced population to return.

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

◆ **Joint debate**

Management of water resources in Europe

[Doc. 10132](#)

Report of the Committee on the Environment, Agriculture and Local and Regional Affairs

Rapporteur: Borislav Velikov (Bulgaria, LDR)

The UN's International Year of Freshwater in 2003 was an excellent opportunity to raise awareness globally of water issues, promote best practice and motivate people to think of managing water in a sustainable way, vital for the future of the continent and the planet. Making water plans an integral part of national economic and social policy is of paramount importance in the 21st century, according to the Environment Committee. It proposes an integrated Council of Europe project to promote sustainable water management continent-wide, "Euro-water", which would bring together all players and disseminate good practice and know-how.

Contact in the secretariat: Marine Trevisan, tel. 3716.

Transboundary water basins in Europe

[Doc. 10131](#)

Report of the Committee on the Environment, Agriculture and Local and Regional Affairs

Rapporteur: Lachezar Toshev (Bulgaria, EPP/CD)

Transboundary river basins and lakes have emerged as a cornerstone for international co-operation, according to the Environment Committee, promoting dialogue among peoples and encouraging states to work together on the basis of common interest in managing them. This co-operation, which can take place at local or regional level – as determined by the geography of water – can also encourage good governance, sustainable development, greater decentralisation and even the resolution of conflicts. Member states with trans-boundary water projects are urged to draw up joint action plans and seek international funding, while the Council of Europe can do its part by providing model agreements, based on sound environmental principles, laying down best practice.

Contact in the secretariat: Marine Trevisan, tel. 3716.

◆ Closure of the third part of the 2004 Ordinary Session

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, 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 comprise one or more draft texts for adoption (recommendations, opinions, resolutions) 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 section 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: Generally, 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);

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 (2002 edition) and a collection of modifications made since then are available in bilingual (English/French) versions.

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 88 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 June: Monday 21 June at 12 noon;
- for debates on Tuesday 22 June: Monday 21 June at 4 p.m.;
- for all other debates (except urgent 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 and recommendations

Motions for resolutions and recommendations 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 debates under 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 debates under 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

All votes in the Assembly, except certain elections, take place by electronic voting.

Voting cards

Voting cards issued to all members are 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 do not have 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 Jocelyne Gibert, Room 1076, fax during session weeks 27 27, fax outside session weeks 37 95).

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, including in elections.

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 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 or vote, are invited to sign the register of attendance if 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). 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 and can be found on pages 94 to 96 of the Rules of Procedure.

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 normally 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 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 and for any other decision, a majority of the votes cast is required, in the case of a tie the question being rejected.

Directory

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(speakers' lists, questions and amendments)

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Services

Badges

Wearing badges is compulsory for admittance to the Chamber. Voting cards are used as ID 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 8.15 a.m. to 5.30 p.m., tel. 7060. 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 Kléber: 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: Palais, ground floor, near the Restaurant. Open from 9.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 5.00 p.m., tel. 3714.