



*Council of Europe
Parliamentary Assembly*

The Secretary General

Strasbourg, 29 November 2018

Dear President,

Article 25 of the Statute of the Council of Europe stipulates that the Parliamentary Assembly "shall consist of Representatives of each Member, elected by its Parliament from among the members thereof, or appointed from among the members of that Parliament, in such manner as it shall decide".

As the term of office of representatives and substitutes appointed in January 2018 expires at the opening of the next ordinary session, I would be obliged if the **credentials of the representatives and substitutes** of your national delegation could be sent to the President of the Assembly, if possible not less than one week before the opening of the session. The 2019 Ordinary Session will start on Monday 21 January 2019. The credential forms are enclosed and should be returned to us, duly completed and signed, by **Monday 14 January 2019** (table.office@coe.int).

In this context, I would draw your attention to Rule 6.2.a of the Rules of Procedure of the Assembly, which provides that, "[I]nsofar as the number of their members allows, national delegations should be composed so as to ensure a fair representation of the political parties or groups in their parliaments. National delegations should include members of the under-represented sex at least in the same percentage as in their parliaments and, at a very minimum, one member of the under-represented sex appointed as a representative. Each parliament shall inform the Assembly of the methods used to appoint seats on the delegation and of the number of its women members".

You will also find appended a solemn statement as mentioned in Rule 6.2.b, which provides that "credentials of members of a national delegation shall be accompanied by a signed written statement by the individual members" concerning their subscription to the aims and basic principles of the Council of Europe and their undertaking to abide by the Code of conduct of members of the Parliamentary Assembly. I would be grateful if you could ensure that the credentials are accompanied by the signed solemn statement from each member of your delegation, unless this statement has already been provided previously.

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Mr Vyacheslav VOLODIN
President of the State Duma
1 Okhotny ryad str.
Moscow
Russian Federation

Postal Address:
To name of the person

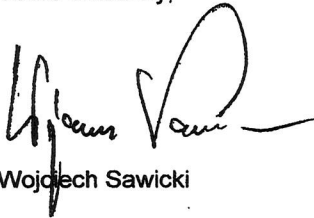
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So that the information provided on the distribution of seats (both for political parties or groups and on the representation of women and men) is clear and uniform, you will find enclosed two tables which I would kindly ask to be filled in electronically and returned with the forms for the credentials of representatives and substitutes referred to above. The original of the form on the credentials signed by the parliamentary authorities which make the appointments and the solemn statements signed by the members should also be sent by post.

In addition, in order **to set up the Assembly committees**, I would be grateful if you could also submit to the President of the Assembly candidatures for membership of committees, except for the Monitoring Committee, the Committee on Rules of Procedure, Immunities and Institutional Affairs and the Committee on the Election of Judges to the European Court of Human Rights, whose members are proposed by the political groups. I would remind you that, besides the full members, an equal number of alternates shall be appointed for each committee and that, in accordance with Rule 44.6, *"No member of the Assembly can be a full member of more than two committees, with the exception of committees whose members are nominated by the political groups"*.

If the terms of office of representatives and substitutes whose names have previously been communicated are still valid for the 2019 Session, a letter confirming this (together with updated tables on political parties and representation of women and men) can be sent to the President of the Assembly instead of the credentials. As regards membership of Assembly committees, a confirmation letter is also sufficient.

Yours sincerely,



Wojciech Sawicki

Enclosed forms:

- Credentials of representatives and substitutes
- Solemn statement
- Representation of political parties
- Representation of women and men
- Committee membership
- List of representatives and substitutes