



SOC COE
SOCIALISTS, DEMOCRATS & GREENS
PARLIAMENTARY ASSEMBLY
COUNCIL OF EUROPE

SOC HANDBOOK

**Welcome kit
for the new SOC members**

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WELCOME WORDS

President

Dear comrade, dear colleague,



Welcome to the Group of the socialists, democrats and greens, the SOC Group of the Parliamentary Assembly of the Council of Europe! In respect of the diversity of its members, our Group is united around the values of human rights, the promotion of peace and democracy, rule of law, social justice and sustainable development. Faced with the current rise of extremism, violence and repression, the progressive forces of the European continent have a decisive role to play in bringing solidarity, equity and cohesion against exclusion, hate and bigotry.

In order to serve our values and those of the Council of Europe, our Group should be strong, just as our Assembly. This strength is founded on our efficiency and the quality of the members and the relationships that unite us. That is why it is essential to have good knowledge of the procedures and the people who make our Group and the entire institution live. It is in this spirit that this little guide has been designed, which is practical and easy to use. It should give you the opportunity to become familiar with the spirit of work within the Socialist Group, in order to allow us to work together in building more just societies.



Frank Schwabe, current President of the Group SOC
Liliane Maury Pasquier, former President of the Group SOC

First Vice-President

His or her role is to assist the President of the Group for the smooth and efficient management of the Group and its representation in missions, appointments or important European events.

The 1st Vice President is directly elected by the Group's Assembly, respecting the gender balance within the Presidency.

Here are our latest 1st Vice-Presidents:

Since 2019 : Selin Sayek Böke from Turkey

2018-2019 : Ms Marianne Mikko from Estonia

2018 : Mr Mogens Jensen from Denmark

2017-2018 : Ms Liliane Maury Pasquier from Switzerland

2012-2017 : Ms Nataša Vuckovic from Serbia



ROLE OF THE SOC GROUP

ORGANISATION

Meetings of the Group

During each part session of the Parliamentary Assembly, always in *Room 9*, on the 2nd floor of the Council of Europe.

- > each Monday – from 9.30 am to 11.30 am and from 5 pm to 7 pm
- > each Wednesday – from 8.30 am to 10 am



Extraordinary meetings

On some occasions and in order to debate in an in-depth way on a specific topic, we also organise extraordinary meetings, preferably un the framework of a part session in Strasbourg.

The topic of the last extraordinary meetings (October 2019 and January 2020) concerned the common challenges of the social democratic parties in Europe and the elaboration of a progressive agenda for our political family.



Dinners

In order to give members the opportunity to get to know each other better in a convivial atmosphere, each Monday of a part session, the SOC members gather for a common dinner. They take place in a restaurant chosen by the Secretariat either in the city centre or its surroundings. In the second case a transport by shuttle is organised.



COORDINATORS

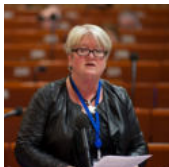
Role

For the sake of greater clarity and efficiency in communication and organisation, the SOC Group appoints a co-ordinator in each committee for a mandate of at least one year:



> to share with the Socialist members of each Committee any relevant information on the work of the Committee that might be of special importance

> to present the voting guidance of the Group concerning reports, votes and amendments



> to inform on candidacies of SOC colleagues for rapporteurship or representation in other institutions

> to keep the other members of the Group informed on all the developments



EXCHANGE OF INFORMATION VIA EMAILS AND WHATSAPP GROUPS

> Outside session: Info and Feedback emails

Before each Committee meets either in Paris or elsewhere, the coordinator, with the support of the Secretariat, exchanges an information mail in order to collect information from the members. Afterwards, a feedback mail is sent out, in order to keep everyone posted on the latest developments. Francesca Arbogast, the Executive Secretary of the Group, attends also all the meetings of the Committees in Paris or elsewhere. Besides, if need be, she organises on the spot informal meetings among SOC members.

> During each session: SOC Overview table

Before each part session, the Secretariat prepares a SOC Overview Table, which presents the main points to be treated, both in Plenary and in Committees, the SOC candidatures for rapporteurship, amendments to be supported, when and where your presence is specially needed or other.

> WhatsApp group

In order to share with everyone, the latest information, the Secretariat has put into place the WhatsApp group "SOC Groups members", allowing members to react in due time.

In addition, we have been using similar groups related to each Committee of PACE, in order to efficiently coordinate the SOC presence and action.



NOMINATION OF MEMBERS IN MONITORING, RULES AND PROCEDURES, AND ELECTION OF JUDGES COMMITTEES

It is up to the political groups to nominate members in these three Committees. If a member is interested to attend one of these, he or she has to address this interest in written to the Secretariat of the Group. In accordance with several criteria, such as gender and geographical balance, competences in the field and active participation in the Group's activities, a waiting list is produced. When a seat becomes vacant in these Committees, the Secretariat refers to the waiting list in consultation with the Presidency of the Group and the respective Coordinator.

NOMINATION OF CHAIRS AND VICE-CHAIRS OF COMMITTEES

Based on an agreement reached among the political groups within the Presidential Committee, the appointment of each Committee's Bureau takes place every year, in the January part session. The chairperson and the vice-chairpersons of a committee shall remain in office until the opening of the next ordinary session of the Assembly. They may be re-elected for one further term, consecutive or not. In order to be considered for Chair or Vice-Chair of a Committee, a member must be attending that specific Committee for at least one year.

APPOINTMENT OF MEMBERS IN ELECTION OBSERVATION MISSIONS (EOM)

Once the Parliamentary Assembly is invited to observe presidential or legislative elections in a country under Monitoring and Post monitoring Procedure, an Ad Hoc Committee is constituted, composed by members coming from all the political groups, the number of which depends on the size of the group. The Secretariat gathers the members who have presented their interest to participate in a specific EOM, and in consultation with the President of the Group produces a list of SOC members and SOC substitutes. The Secretariat makes sure that a balance is respected between men and women, representation of all countries of the Council of Europe, between experienced members and new comers. Priority is given to involved and active members in the Group.

Since June 2018, members who wish to participate in an election observation mission are requested to fill in the declaration of interest in an extensive way.



APPOINTMENT OF SPEAKERS IN DEBATES IN PLENARY

In the Plenary Session, each debate is followed by a first round of interventions by the Speakers on behalf of the Political Groups. In our Group, the appointment of the SOC speaker takes place during the meetings of the Group, after holding an in extenso discussion. In this way, the spokesperson is able to represent the majority of the views presented in the Group.

COLLABORATIONS

With S&D Group in European Parliament

The SOC Secretariat holds regular meetings with the Secretariat of the S&D Group in the European Parliament, in order to exchange on issues of common field of action. In this respect, regular joint meetings of the Bureaus of the two Groups are organised.

Moreover, the Group aims to strengthen the cooperation among the respective Coordinators of each Committee, overlapping common fields of competence.

With PES

Our Group collaborates with PES via the SOC President, who is members of PES Presidency. Moreover, in order to better coordinate our actions and positions on specific political issues, a representative from PES attends each PACE session and closely follows the work of our Group.

OUR WEBSITE: WWW.SOCSPACE.ORG

SOCIALIST WOMEN WORKING GROUP

The Socialist Women Working Group (SWWG) has been a strong defender of gender equality in all the reports and discussions presented in the Parliamentary Assembly since its creation back in the nineties. It inspired the creation of the Committee on Equality and Non-Discrimination within the Parliamentary Assembly. The SWWG brings together all women members affiliated to the Socialists, Democrats and Greens Group (SOC Group) and holds its meetings **every Monday** morning of each part session of the Parliamentary Assembly in Strasbourg, **from 8.30 am to 9.30 am, in Room 11 (2nd Floor)** of the Council of Europe. Interpretation in English and French is provided. The Convocations to the meetings are sent out to all members by the Secretariat of the SOC Group couple of weeks before each meeting.



"The work of the Socialist Women's Working Group is incredibly important. It alerts members of SOC to issues that need attention, especially in relation to votes in the plenary sessions and in the committees. It also works to inform and develop a better understanding of equalities issues at international level, for example in relation to the ongoing conservative campaign against women's sexual and reproductive rights. I hope women members of SOC will join with us in the work of ensuring that the voices of women are clearly heard in the Council of Europe."

Azadeh Rojhan Gustafsson, Chair of the SWWG since 2020

If you are a woman, and you are part of the Socialists, Democrats and Greens Group, we would like to welcome you as one of the members of the Socialist Women Working Group (SWWG). As many women across the European continent are struggling to defend their rights to safe and legal abortion care, gender equality, equal pay, etc. we are convinced we have to join forces more than ever.

The aim of the SWWG is to discuss the agenda of the parliamentary session and identify gender related topics and debates. By preparing a gender screening of the agenda on the forehand, we can address important women issues together, and amend hostile proposals if necessary. Besides, we often invite interesting speakers to our meeting to inform us about the human rights' situation of women in the Member States of the Council of Europe. Amongst others, the Human Rights Commissioner of the Council of Europe, and Neil Data from the European Parliamentary Forum on Population and Development have been invited to keep us updated. When it is possible, we try to intervene in Member States like Poland e.g. when sexual and reproductive rights and health of women and girls are in danger.

We also intend to keep in touch with progressive women in the European Parliament through PES Women. Therefore, Zita Gurmai, President of PES Women, has joined our meeting several times already.



"Women can play a crucial role in their political group. By organising ourselves, and identifying gender sensitive and gender related issues on the forehand, we can make a difference. Especially for those women across Council of Europe Member States who are struggling for their sexual and reproductive rights. They count on us."

Petra De Sutter, former Chair of the SWWG from 2015 until 2018



YOUR ROLE IN THE GROUP

- Active **Presence** and **Participation**
- Sharing of **Information**
- Initiatives of **Motions** and **Declarations**
- Representation of the position of the Group at **Committee Meetings, EoM, Vote** and **Debate** in plenary



THE GROUP'S CONTRIBUTIONS TO PACE

→ Fight to **protect** and **promote** the values of the **progressive family and CoE principles**

- Strengthen the SOC members' presence in key positions
1. Become Rapporteur and General Rapporteur
 2. Become representatives of PACE in external institutions (Venice Commission, ECRI, Moneyval...)

→ **Reinforce the weight** of the Group and **consolidate its strength** (attracting new members / active and reliable members)

→ **Raise key, problematic, current and anticipatory issues** for debate and action (through motions for resolution and recommendation)

→ **Publishing of press releases / statements** expressing the political position of the Group on certain subjects

GOOD TO KNOW

HOW TO TABLE MOTION?

Your text of motion for a recommendation or resolution

- > should not exceed 300 words
- > should be signed by at least twenty representatives or substitutes belonging to at least five national delegations or be adopted with the requisite quorum by a committee
- > should be tabled with the original signatures (office of table office on the 1st floor of the Council of Europe during plenary)
- > once tabled, a motion cannot be withdrawn by its authors and no signature may be withdrawn or added to it. Motions shall not contain propaganda for commercial purposes or on behalf of persons or associations whose ideas or activities are incompatible with the Council of Europe's principles. They shall also not contain racist, xenophobic or intolerant language or words and expressions whose meaning bears an affront to human dignity.

HOW TO BECOME RAPPOREUR?

- > Be member of the respective Committee
- > Inform the Secretariat of the Committee about your candidature
- > Inform our Group's Secretariat and/or SOC coordinator about your candidature, in order to organise the mobilisation for your support
- > Be present in the Committee's meeting when appointing the rapporteur
- > Have no conflict of interest with the subject
- > Have no more than 5 reports under preparation

ROLE OF THE COMMITTEE on elections of judges and importance of following its recommendations

- > The Committee, after having interviewed thoroughly the candidates for the post of judge on behalf of a certain country, makes a recommendation for the vote.
- > Our Group's line is to vote according the recommendation of the Committee
- > During our Group's meeting on Monday morning of each part session, this recommendation is presented by the SOC Coordinator.
- > The vote for the election of judges for a country takes place in the Plenary by secret ballot on Tuesday (and on Wednesday, if a second round is needed).

THE ROLE OF THE SECRETARIAT

FUNCTION

The Secretariat is based on a permanent basis in Strasbourg. Our office is to be found on the **5th floor** of the Palais de l'Europe, **Office Nr 5.099**.

The Secretariat works under the supervision of the SOC President and the SOC Bureau. It takes care of the daily work of the Group and its organisation both for practical and political issues. It ensures the good communication among its members and coordinates activities related to their work in PACE.

Moreover, it guarantees a fruitful cooperation with PACE's instruments, the bodies of the Council of Europe, as well as with external sister organisations and parties.

Francesca ARBOGAST



Francesca is the Executive Secretary of the SOC Group since 2009. With her experience as lawyer in the European Court of Human Rights and as assistant to the SOC Group since her studies, she has a deep knowledge of the history and functioning of the Group. Most of all she shares the political and human values of the Group, contributes to its good image and is fully committed for more efficiency and achievements within the Group.

She speaks fluently English, French and Italian. She has also good command of German.

She travels often in Paris or elsewhere, in order to provide assistance to the members of the Group during the Committee meetings and to ensure coverage and support everywhere.

She coordinates the SOC WhatsApp Groups for each Committee, in order to ensure the efficient preparation of the SOC members.

Marianna NTALLA



Marianna is administrative assistant for the Group since 2016. She studied European and International relations in different countries. She worked as administrative assistant in several departments of the Council of Europe and in the Information Office of the European Parliament in Strasbourg.

She embraces the principles of the SOC Group and submits her communication and analytical skills for the adequate running and organisation of the Group.

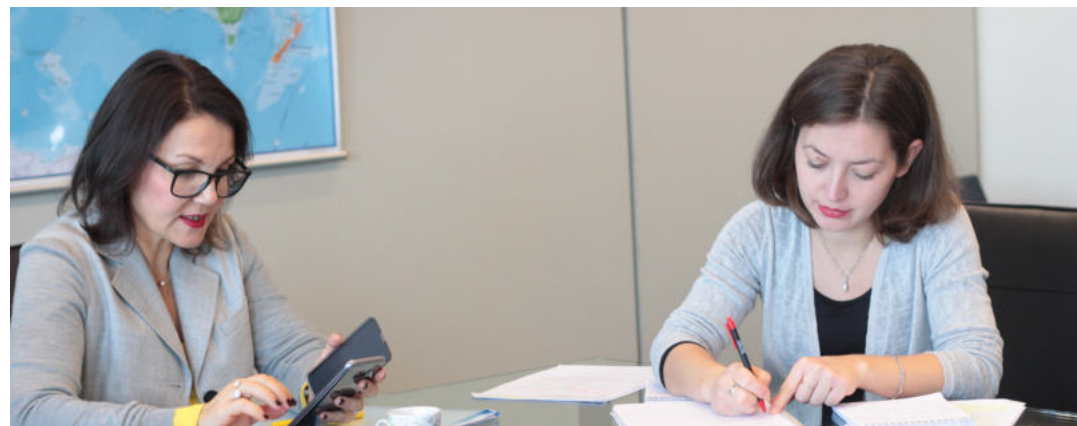
She speaks fluently Greek, English, French and German

She remains at the disposal of the Members for any information they might need, for helping collecting signatures, tabling amendments, motions, questions, etc.

PRACTICAL INFORMATION

(President's and our offices / Phone numbers)

- > **SOC Office** 5.099 (5th floor of the Palais de l'Europe)
- > **Office phone numbers** +33388412675 // +33388413681
- > **Email addresses** francesca.arbogast@coe.int // marianna.ntalla@coe.int
- > **Website** socpace.org
- > **Twitter account** @socpace





RESTAURANTS IN STRASBOURG

- **Les Innocents** (French bistro) – city center, +33 (0)3 88 24 63 01
- **Les Sales Gosses** (French bistro) – city center, +33 (0)3 88 25 55 44
- **La Vignette** (French Alsatian restaurant) – close to CoE, +33 (0)3 88 31 38 10
- **Le Coq Blanc** (French Alsatian restaurant) – close to CoE, +33 (0)3 88 41 87 77
- **Le Pont des Vosges** (Brasserie chic) – city center, +33 (0)3 88 36 47 75
- **La Tour de Jade** (Vietnamese) – city center, +33 (0)3 88 35 14 37
- **Au Pont du Corbeau** (Winstub) – city center, +33 (0) 3 88 35 60 68



RESTAURANTS IN PARIS *(CLOSE TO THE CoE, Paris 16e)*

- **Café Le Kléber** (French bar/café), +33 (0)1 47 27 86 65
- **Chez Victor** (French bistro), +33 (0)1 47 70 50 58
- **Chez Wagnine** (Mediterranean cuisine), +33 (0)1 47 23 48 18
- **Chez Jamin** (French Restaurant), +33 (0)1 45 53 00 07
- **Le Coq** (French Brasserie), +33 (0) 1 47 27 89 52
- **Mayfair Garden** (Indian), +33 (0) 1 43 59 48 36



STATUTES OF THE SOCIALISTS, DEMOCRATS AND GREENS GROUP

AIMS AND TASKS OF THE GROUP

The aim of the Socialists, Democrats and Greens Group (SOC Group) is the realisation of the fundamental principles of democratic socialism within the Organization and in the member states of the Council of Europe.

The SOC Group will at all times be the resolute defender of the cause of human rights, of the promotion of peace and social justice and the supporter of sustainable development politics and new prosperity strategy.

It has always believed in uniting people on a local, regional, national, European and international level. That is why we have always worked alongside the workers, feminist, youth and civic rights movements and will continue to do so. We strongly believe that we need allies in our fight for just societies and fulfilling lives for all.

The SOC Group is a progressive European party. We defined five values as our moral compass for political action. We believe in freedom and democracy, equality, justice and solidarity.

All members of the SOC Group are committed to these values and will uphold, pursue and promote them to the best of their abilities. Acting in a transparent, trustworthy and loyal manner, they will be guided by the highest standards of integrity.

The SOC Group must seek to ensure that a candidate enjoying its confidence takes part in every election concerning the bodies of the Council of Europe.

MEMBERSHIP

The SOC Group consists of members and associate members. Others may be invited to its meetings as guests.

Members

1. The members of the SOC Group shall consist of the members of the Parliamentary Assembly (representatives and substitutes) who belong to a party having official status (member, associate or observer) with the Socialist International and/or Party of European Socialists, or Progressive Alliance.

2. If, in its national parliament, such a party has formed a common parliamentary group with others, paragraph II.A.1 shall apply to all members of this parliamentary group at the party's request. They have the possibility of constituting a sub-group within the SOC Group.

Associate Members

1. Members of the Parliamentary Assembly belonging to a party other than described in paragraph II.A.1, or belonging to no party, may become associate members of the SOC Group.

2. Each request for associate membership shall be examined by the Bureau and by the members of the SOC Group of the same national delegation.

3. The plenary Assembly of the SOC Group shall decide on the acceptance of each associate member or associate party by a simple majority, in the event of an opinion in favor by the Bureau. Otherwise a two-thirds majority is required.

4. Associate members shall have the right to participate in the activities of the SOC Group, the right to speak in the plenary Assembly for the Group and the right to vote in all matters.

Guests & members from countries in partnership for democracy

1. Members of countries in Partnership for Democracy and special guest delegations to the Parliamentary Assembly coming from parties sharing the same basic principles and values as described in the preamble of this Statute shall have the right to take part in Group activities and in all meetings of the plenary Assembly of the SOC Group.

2. Members of countries in Partnership for Democracy and special guest delegations coming from other parties or belonging to no party shall take part in meetings of the plenary Assembly subject to its agreement.

3. Representatives of the Party of European Socialists, of the Socialist International and of the International Union of Socialist Youth shall have the right to take part in all meetings of the plenary Assembly.

4. Subject to an agreement of the Bureau of the Group, other non-members of the Parliamentary Assembly may be invited to activities, seminars, working groups, and for special items on the agenda of meetings of the Bureau and the plenary Assembly of the Group.

Suspension and exclusion from the Group

1. If the conduct of a member of the SOC Group repeatedly violates the values of SOC Group, he/she may temporarily be suspended from his/her work within the Group; this decision shall be taken by the plenary Assembly which may approve by a two-thirds majority of the members present.

The Bureau of the Group shall inform the party involved about that decision. If a member continues to behave in a manner contrary to the values and the standards of conduct decided by the Group, he/she can be excluded from the Group. The plenary Assembly decides by a two-thirds majority of the members present. This decision is only valid if the question has been included in the agenda of the meeting.

2. If a member puts his or her name forward or accepts to be presented by others, as a candidate against the person nominated by the Group, through a transparent procedure, to any elected post, including post of rapporteur, in the Parliamentary Assembly, he/she can be excluded from the Group. The plenary Assembly decides by a two-thirds majority of the members present. This decision is only valid if the question has been included in the agenda of the meeting.

3. The same provisions shall apply to associate members and guests, with the provision that in the plenary Assembly a two-thirds majority is required.

BODIES OF THE SOC GROUP

Plenary Assembly

1. The plenary Assembly shall be composed of the members and associate members of the SOC Group.

2. The plenary Assembly will normally be held at the beginning of each session. It considers all the items on the agenda and allows for adequate discussion if possible.

3. The plenary Assembly is called at least a fortnight before the beginning of the session, the agenda being indicated by the President of the Group or one of his/her substitutes. In urgent cases, shorter notice can be given.

4. A quorum is achieved if more than one-third of all members are present. Members, who before the passing of a resolution have put forward political reasons of considerable importance for refusal to approve a decision taken, are not bound by that decision.

5. The plenary Assembly has the following tasks:

- a. Election of the President, 1st Vice-President –belonging to both gender- and other members of the Bureau of the SOC Group and the Treasurer.
- b. Choice of the two Auditors.
- c. Decisions concerning membership and associate membership.
- d. Decisions concerning the Statute.
- e. Decisions concerning the budget of the Group.
- f. Proposals for questions to be included in the agenda of the next session of the Group.
- g. Approval of the annual report of the Bureau of the Group.
- h. Decisions on the fundamental initiatives taking the form of recommendations and resolutions.
- i. Confirmation of the requests and decisions of the Bureau of the SOC Group.
- j. Determination of the position of the Group as to the election of:
 - aa. President of the Parliamentary Assembly
 - bb. President(s) of the committees
 - cc. Vice-President(s) of the committees
 - dd. Secretary General of the Council of Europe
 - ee. Deputy Secretary General of the Council of Europe
 - ff. Secretary General of the Assembly
- k. Appointment of working groups for the examination of certain questions.

6. Elections of the socialist candidate to the Presidency of the Assembly as well as the President and 1st Vice-president of the Group are to be held in several rounds.

After the second round, the comrade with the smallest support cannot take part in the following round anymore. The first who gets one more vote than the half of all votes cast is elected.

7. A report of the decisions taken at the plenary Assembly shall be drawn up by the Secretary.

Bureau of the group

1. The Bureau of the SOC Group is composed of the Chair, the 1st Vice-Chair, the actual & former Chairs of Committees (last former one), the Treasurer, the two Auditors, the Chair of the Women's Working Group and by other members allocated as follows:

National delegations having:

- more than ten members of the SOC Group: one seat every year
- six to ten members: one seat every two years
- three to five members: one seat every three years
- less than three members: one seat every four years.

2a. All Socialist Parties in member countries of the Council of Europe will be asked to ensure a balanced representation of women in the seats of the national delegations.

2b. With regard to the composition of the Bureau, all countries of the Group are also asked to propose women. If, subsequently, there is still no guarantee of a fair representation of sexes (one quarter at least), the following procedure will take place:

- i. Countries having permanent seats should propose at least one woman. If they fail to reach an agreement, the Group must decide on the order in which each country must be represented by a female Group member.

- ii. Countries having no permanent seat, but who are on the list for that year, must be represented by as many women as are necessary to guarantee the minimum of one-quarter of the whole Bureau.

If no solution is found, countries whose term comes due the following year (and who would be willing to send women that year) will be preferred. This decision will be taken, if necessary, by the Group, prior to the election, on the basis of a proposal made by the working group set up to prepare the election (two men, two women, as proposed by the Women's Group)

3. The two Auditors are not included in the above allocation.

4. The Secretary of the SOC Group has the right to attend Bureau meetings, the right to speak, but not the right to vote.

5. The meetings of the Bureau must be convened with three weeks' notice and with inscription on the agenda.

The Bureau decisions will be taken by a simple majority of the members present.

A report of the decisions taken at the meeting shall be drawn up by the Secretary.

6. Any member of the Bureau who is prevented from attending a meeting can be replaced on his/her own proposal by a Group member of the same national delegation; the additional female member may propose any female Group member from any national delegation not represented on the Bureau. If the Chairperson, the Treasurer or the Auditors are prevented from attending a meeting, they shall not be replaced.

7. The mandate of the Chair and 1st Vice-chair of the Group is renewable by election every two years and may be renewed no more than three times.

The Bureau, except the Treasurer, the two Auditors, the Chair of the Women's Working Group, the present and former Chairs of Committees, is elected for a period of one year. Outgoing members are re-eligible.

8. The Bureau has the following tasks:

- a. The direction of the SOC Group.
- b. Preparation and execution of the resolutions of the plenary Assembly.
- c. Appointment of the Secretary of the Group and supervising of his/her work.
- d. Appointment of a member to undertake a particular task.
- e. Establishing and maintaining contact with the Bureau of the Parliamentary Assembly, with the SOC Group of the European Parliament, with the Committee of Ministers and the staff representation of the Council of Europe staff, with the European Confederation of Trade Unions.
- f. Contacts with the Party of European Socialists as well as with Socialist International
- g. Decisions on the representation of the SOC Group at meetings.
- h. Holding of symposia of the SOC Group.
- i. Holding of press conferences.

Parliamentary Committees

At the beginning of each session, the Bureau appoints a coordinator responsive for each committee of the Assembly and who might be invited to participate in the Bureau's meetings.

Working Groups

On the proposal of the Bureau, the plenary Assembly can constitute working groups to examine certain questions.

Each working group shall elect a Chairperson from among its members by simple majority vote. The working group shall be dissolved when its task is completed.

Secretariat

1. The SOC Group has an executive Secretary.
2. The Secretary's tasks, under the supervision of the Chairperson, the Bureau and in accordance with their instructions, include:
 - a. Maintaining contact with the Secretariat of the Council of Europe, the Secretariat of national Socialist Parties, ministers and political socialist leaders, the SOC Group of the European Parliament and the Party of European Socialists.
 - b. Preparation of the summary reports of the Bureau and plenary Assembly.
 - c. Follow-up of the Bureau's and plenary Assembly's decisions.
 - d. Planning and organizing the meetings of the plenary Assembly and of the Bureau and, occasionally, organizing seminars.
 - e. Keeping the Group's archives and files.
 - f. Preparation of the budget and management of the expenses of the Group.

MISCELLANEOUS

Treasury

The treasury is managed by the Treasurer, who will present an annual report to the Bureau of the Group on the financial situation.

The two Auditors also present a report once a year to the Bureau and request to be released from their financial responsibilities.

Publicity

The political and parliamentary activity of the SOC Group should be reflected in the public opinion.

