



Council of Europe
Conseil de l'Europe

Strasbourg, 16 July 1996
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EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW

**Sending Bulletin contributions (précis)
and full-texts of decisions by
E-mail**

1. Sending of E-mail messages

If you wish to send your précis to the Secretariat in Strasbourg by E-mail you should use the following address:

MICHELE.REMORDS@DAJ.COE.FR

This is the address of Ms Remords who will then distribute the précis within the Secretariat. If you encounter serious difficulties in sending your message to this address, you can use the following - private - address of Mr Dürr.

100645.1502@COMPUSERVE.COM

From both addresses we will send a reply message as soon as we have received the message.

If there is no urgency, it is preferable to send the files on a diskette by mail.

2. Encoding of files

Please note that only plain text in English characters (ASCII) can be sent via Internet E-mail without further treatment in the body of the message or as an attachment. Any other text which contains non-ASCII characters of the ANSI character-set (e.g. French accents or German Umlaute) have to be coded prior to sending by E-mail. The same holds true if you wish to send a Word-processing file (e.g. a WordPerfect or MS-Word document). These files equally contain non-ASCII characters which have to be encoded for transmission as an attachment even if the text of the document were to consist only of characters of the English alphabet. (Slavic characters, e.g., _ , š, of the WordPerfect Multinational character set are not part of the ANSI -character set. They are automatically encoded together with the rest of the text when you encode the WordPerfect document. In CODICES, those characters will be transformed to their nearest ANSI-equivalent (e.g. c, s) but are reproduced in their original form in the Bulletin with WordPerfect.)

There are three methods of encoding for Internet: MIME, UUENCODE/UUDECODE and BINHEX. (The general idea behind these methods of coding is that 8-bit ANSI characters are transformed to 7-bit ASCII characters). Encoded files have a readable header, which upon reception is used for decoding, followed by long sequences of illegible characters.

The computer system of the Council of Europe is capable of automatically decoding messages which arrive in the MIME standard. UUENCODE has to be decoded manually, whereas reconversion of BINHEX files has to be performed on another computer. Thus, whenever possible you should use the MIME standard. Please make sure that the coded file always contains its readable header.

Please do not use archiving techniques like ZIP or ARJ for sending your files as those are not supported by the Council of Europe computer system and have to be read on a private PC.