

HANDBOOK FOR MEMBERS

EUROPEAN PARLIAMENT

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Introduction by the Secretary-General

Dear Member,

I have great pleasure in welcoming you to the European Parliament.

This handbook has been drawn up with the aim of assisting you in your first contacts with Parliament, by giving brief details of the legal, financial and administrative formalities involved in taking up your duties.

This document does not set out to interpret the Parliament's Rules of Procedure or facilitate their application, but rather to draw attention to the formalities you have to go through when taking up your duties, and to the legal, financial and administrative facilities that Parliament provides to assist you in your work.

The information contained in this handbook reflects the situation as at 1 November 2007. Some items of information are updated periodically in line with the decisions taken by Parliament bodies.

All Parliament's departments are at your disposal to provide you with additional information and to help you throughout your term of office.

Harald RØMER

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1. BEGINNING YOUR TERM OF OFFICE

1.1. Reception

A special reception service is being set up to assist you in your first contacts with Parliament when your term of office begins. You will be informed of the formalities to be completed and the documents to be submitted so that the process of taking up your duties runs as smoothly as possible.

You will receive a documentation folder, containing Parliament's Rules of Procedure, rules on expenses and allowances, this handbook, etc., telling you how to access the various sources of parliamentary information.

Further information is available from the Directorate-General for the Presidency/Members' Activities Unit:

Luxembourg GOL 01C010 Ext. 24269 fax 24908

Brussels PHS 02A19 Ext. 44052 fax 44951

PHS 02A022 Ext. 43911

Strasbourg LOW H00.056 Ext. 74622 fax 79487

e-mail: activitesdeputes@europarl.europa.eu

1.2. Formalities

1.2.1. Personal information form

On arriving at Parliament you will be asked to fill in an information form covering your personal data and curriculum vitae.

This data forms the basis of the administrative formalities you must complete before taking up your duties.

The data is also used for the following publications:

- List of Members
- Vademecum

and is placed on the Europarl server so that it is accessible to the public.

1.2.2. Declaration of financial interests

On taking up your duties you will be asked to complete a form comprising a declaration of your financial interests, which must be *updated each year* under Rule 9 of and Annex I to the Rules of Procedure. The names of Members who do not comply with this requirement are published in the minutes of the plenary sitting. Should a Member fail to provide a declaration after his or her name has been published in this way, the President will take steps to have him or her suspended.

Validation of your mandate and confirmation of your appointment to an office of Parliament or one of its bodies is contingent on submission of the declaration of financial interests.

When declaring your assets you are bound by the obligations imposed on you by the law of the Member State in which you were elected.

1.2.3. Declaration of incompatibility

As soon as you arrive at Parliament, and, if at all possible, at the latest six days before the sitting to which you have been invited, you will be asked to swear that you do not hold any office incompatible with the office of Member of the European Parliament, in accordance with Article 7(1) and (2) of the Act concerning the election of the representatives of the European Parliament by direct universal suffrage.

Validation of your mandate as an MEP is contingent on this declaration. If you fail to submit it you will not be able to take up your seat.

You will receive the three forms referred to above after your election and you are asked to return them, duly completed, as soon as possible to:

Directorate-General for the Presidency/Members' Activities Unit

Luxembourg GOL 01C010 Ext. 24269 fax 24908

Brussels PHS 02A019 Ext. 44052 fax 44951

PHS 02A022 Ext. 43911

Strasbourg LOW H00.056 Ext. 74622 fax 79487

e-mail: activitesdeputes@europarl.europa.eu

1.3. Verification of credentials (Rule 3 of the Rules of Procedure)

Parliament verifies the credentials of its Members without delay, on the basis of a report by the committee responsible.

The report is based on:

- official notification by the competent authority of each Member State of the full results of the election, specifying the names of the candidates elected and those of any substitutes, together with their ranking in accordance with the results of the vote;
- each Member's declaration of financial interests;
- each Member's declaration of incompatibility.

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Luxembourg GOL 01C010 Ext. 24269 fax 24908

Brussels PHS 02A019 Ext. 44052 fax 44951

PHS 02A022 Ext. 43911

Strasbourg LOW H00.056 Ext. 74622 fax 79487

e-mail: activitesdeputes@europarl.europa.eu

2. LEGAL STATUS OF MEMBERS

Directorate-General for the Presidency/Members' Activities Unit:

Luxembourg GOL 01C010 Ext. 24269 fax 24908

Brussels PHS 02A019 Ext. 44052 fax 44951

PHS 02A022 Ext. 43911

Strasbourg LOW H00.056 Ext. 74622 fax 79487

e-mail: activitesdeputes@europarl.europa.eu

2.1. *Mandate and term of office*

Members of the European Parliament exercise their mandate independently. They cannot be bound by any instructions or receive a binding mandate (Rule 2 of the Rules of Procedure).

Members are elected for a term of five years. This period begins at the opening of the first session following each election. Their term of office expires at the same time as that period (Rule 4(1) and (2) of the Rules of Procedure).

A Member who is not re-elected remains in office until the opening of the first session of Parliament following the elections.

A Member's mandate also ends:

- *in the event of death*, at the date of death;
- *in the event of resignation*, such resignation must be notified to the President of Parliament specifying the date on which it takes effect, which must not be more than three months from notification; this notification takes the form of an official record drawn up in the presence of the Secretary-General or his representative, signed by him and the Member concerned, and submitted without delay to the committee responsible which will enter it on the agenda of the first meeting after it receives the document;
- *in the event of appointment to duties incompatible* with the office of a Member of the European Parliament, from the date on which the appointment to such duties takes effect; appointments to duties incompatible with the office of Member of the European Parliament under the law of a Member State must be notified to Parliament by the competent national authority;
- *in the event of the termination of a Member's mandate* as a direct result of the application of the law of a Member State. In that event, the mandate comes to an end pursuant to the *provisions* of that law and the competent national authorities inform Parliament.

2.2. *Incompatibility*

Incompatibility with the office of a Member of European Parliament may arise:

- from the situations referred to in Article 7(1) of the Act concerning the election of the representatives of the European Parliament by direct universal suffrage;
- *from the dual mandate* referred to in Article 7(2) of the above-mentioned Act (save in the case of the temporary derogations granted by that same provision to Members of the national parliaments of Ireland and the United Kingdom who are also elected to the European Parliament pursuant to Council Decision 2002/772/EC, Euratom);
- from national laws.

2.3. *Replacement of a Member*

Whenever a seat falls vacant (as a result of death, resignation, incompatibility or the termination of a mandate), and subject to the relevant provisions of the above-mentioned Act, the Member States lay down appropriate procedures for filling any seat which falls vacant during the five-year term of office for the remainder of that period (Article 13(2) of the Act and Rule 4 of the Rules of Procedure).

In such cases the President contacts the competent authority of the Member State concerned to ask it to notify Parliament of the name of the person who will fill the vacant seat.

Parliament then takes note of that notification and validates the mandate.

Where a Member's mandate is terminated as a result of the application of national law, it is for the competent national authorities to inform Parliament of the vacancy and of the name of the replacement.

2.4. *Immunity*

By virtue of the provisions of the Protocol on the privileges and immunities of the European Communities, Members may not be subject to any form of inquiry, detention or legal prosecution in respect of opinions expressed or votes cast by them in the performance of their duties. During part-sessions, Members enjoy in their country the immunities accorded to Members of their national parliament, and, in the territory of other Member States, exemption from any measure of detention or legal proceedings.

Parliament is regarded as being in session, even if it is not actually sitting, until the date of the decision announcing the closure of the annual or extraordinary sessions. In practice, this equates to the entire period of the parliamentary term, given that, pursuant to the 1976 Act on the election of the representatives of the European Parliament, the powers of the outgoing European Parliament cease upon the opening of the first sitting of the new European Parliament (Article 11(4)).

Parliament decides on requests to waive the immunity of a Member on the basis of a report from its committee responsible (Rules 6 and 7 of the Rules of Procedure). Depending on the system employed in each Member State, such requests may be made by a national authority and concern a Member's immunity. Depending on the system employed in each Member State, requests to have their immunity upheld may also be made by Members or former Members.

2.5. Privileges

No administrative or other restriction may be imposed on the free movement of Members of the European Parliament travelling to or from the place of meeting of the European Parliament (Article 8 of the Protocol on privileges and immunities).

In respect of customs and exchange control, Members are granted by their own governments the same facilities as those accorded to senior civil servants travelling abroad on official missions, and by the governments of other Member States the same facilities as those accorded to representatives of foreign governments on temporary official missions.

The special identity card simplifying, for residents in Belgium, administrative dealings with the local authorities, the card simplifying certain formalities at Brussels airport, and the various official certificates ('attestations') required are available from the *Directorate-General for the Presidency, Members' Activities Unit* (address given below).

2.6. Official laissez-passer

An official *laissez-passer* is issued to all Members in accordance with Article 7 of the Protocol on privileges and immunities.

It is recognised as a valid travel document by the authorities of the Member States and on the territory of third countries if the Commission has concluded agreements with those countries for the recognition of *laissez-passer*.

At the end of your term of office, the laissez-passer must be returned to Parliament's Secretariat/Directorate-General for the Presidency/Members' Activities Unit:

| | | | |
|-------------------|--------------------|-------------------|------------------|
| <i>Luxembourg</i> | <i>GOL 01C010</i> | <i>Ext. 24269</i> | <i>fax 24908</i> |
| <i>Strasbourg</i> | <i>LOW H00.056</i> | <i>Ext. 74622</i> | <i>fax 79487</i> |
| <i>Brussels</i> | <i>PHS 02A019</i> | <i>Ext. 44052</i> | <i>fax 44951</i> |
| | <i>PHS 02A022</i> | <i>Ext. 43911</i> | |

e-mail: activitesdeputes@europarl.europa.eu

2.7. The right to vote

The right to vote is a personal right. Each Member votes individually and personally.

Votes are taken by a show of hands or electronically (the system is explained in section 4.2.1.10).

2.8. Registers

2.8.1. Declaration of Members' financial interests

The Quaestors keep a register containing declarations of Members' financial interests, updated each year, in accordance with Rule 9 of and Annex I to the Rules of Procedure.

This register is public and may be consulted at the Directorate-General for the Presidency/Members' Activities Unit:

| | | | |
|------------|-------------|------------|-----------|
| Luxembourg | GOL 01C010 | Ext. 24269 | fax 24908 |
| Brussels | PHS 02A019 | Ext. 44052 | fax 44951 |
| | PHS 02A022 | Ext. 43911 | |
| Strasbourg | LOW H00.056 | Ext. 74622 | fax 79487 |

e-mail: activitesdeputes@europarl.europa.eu

The register is also accessible via the Europarl site (heading 'Members of the European Parliament') and declarations may be consulted unless a Member has explicitly requested non-publication of his or her declaration.

2.8.2. Other registers

- (a) Pursuant to Rule 9(2) of and Annex IX, Articles 1 and 3, to the Rules of Procedure, the Quaestors are responsible for issuing *nominative passes*, valid for a maximum of one year, to *persons who wish to enter Parliament's premises* with a view to supplying information to Members in connection with the performance of their parliamentary duties, whether on their own behalf or on that of third parties.

The names of these persons are entered in a register open to the public in all of Parliament's places of work and in its information offices in the Member States and on the Europarl site (heading 'Accredited lobbyists').

Directorate-General for the Presidency/Members' Activities Unit:

| | | | |
|------------|-------------|------------|-----------|
| Luxembourg | GOL 01C010 | Ext. 24269 | fax 24908 |
| Brussels | PHS 02A019 | Ext. 44052 | fax 44951 |
| | PHS 02A022 | Ext. 43911 | |
| Strasbourg | LOW H00.056 | Ext. 74622 | fax 79487 |

e-mail: activitesdeputes@europarl.europa.eu

- (b) Upon taking up their duties, *Members' accredited assistants*¹ must make a written declaration of their professional activities and any other remunerated functions or activities (Annex IX, Article 2, to the Rules of Procedure).

¹ The list of accredited assistants is also accessible via the Internet (www.europarl.eu.int/ 'Assistants accredited to the European Parliament').

These declarations are held in a register at the *Directorate-General for the Presidency, Members' Activities Unit*, under the auspices of the Directorate-General for Finance, Members' Financial Affairs Unit:

| | | | |
|-------------------|---------------------|-------------------|------------------|
| <i>Brussels</i> | <i>PHS 02A19</i> | <i>Ext. 44052</i> | <i>fax 44951</i> |
| <i>Strasbourg</i> | <i>LOW H 00.056</i> | <i>Ext. 74622</i> | <i>fax 79487</i> |
| <i>Luxembourg</i> | <i>SCH 262</i> | <i>Ext. 24269</i> | <i>fax 24908</i> |

- (c) The Quaestors are responsible for keeping a register in which the bureaux of *groups of Members*, whether intergroups or other unofficial groupings of Members, declare any support, in cash or kind, which, if it were offered to Members individually, would have to be declared in accordance with Annex I, Article 2, to the Rules of Procedure.

3. FINANCIAL AND SOCIAL SECURITY ARRANGEMENTS

Warning

This chapter sets out a brief practical guide to the main provisions of the Rules governing the payment of expenses and allowances to Members, the only authoritative document when it comes to determining Members' financial entitlements and the methods of calculating them. The figures are updated annually by the Bureau.

3.1. Allowances

Pending the entry into force of the single statute for Members of the European Parliament, Members receive a basic allowance paid by the parliaments or governments of the various Member States, which is subject to the tax rules of the country in question.

The amount of this allowance is equal to the amount of the national parliamentary allowance, less any additional allowances to which Members of national parliaments may be entitled.

Parliament confines itself to paying its Members allowances to cover the costs incurred in the performance of their parliamentary duties, in particular travel and subsistence expenses, the monthly general expenditure allowance and a parliamentary assistance allowance.

The provisions governing the payment of the various allowances are adopted by the Bureau and are set out in the Rules governing the payment of expenses and allowances to Members. The Quaestors are responsible for ensuring that these provisions are properly applied.

These Rules are forwarded to each Member at the beginning of his or her term of office, and each Member must acknowledge their receipt in writing. Copies of the Rules may also be obtained from the Quaestors' secretariat.

3.1.1. Travel and subsistence expenses

Members are entitled to a travel and subsistence allowance in respect of the days on which they participate in meetings of official Parliament bodies (part-session, Bureau, Conference of Presidents, committees, interparliamentary delegations, political groups and other bodies established by the Bureau). Such participation must be attested by signing either the attendance register open in the meeting room, or, during part-sessions in Strasbourg and Brussels, the attendance register in the Chamber.

Outside part-sessions, Members are also entitled to a travel and subsistence allowance for visits to a Community institution in Brussels, in which case they must provide proof of attendance by signing the central register. *This same register is available to Members in Luxembourg (SCH*

Building/reception) and in Strasbourg when meetings of an official Parliament body, other than a plenary sitting, are held there.

3.1.1.1. Travel expenses

(a) When a Member participates in an official meeting of one of Parliament's bodies *within the European Union* the amount of the travel allowance is calculated on the basis of the mode of transport used:

(i) where the Member travels by air, the allowance comprises the following:

- an amount equivalent to the YY economy full fare for the journey between the nearest appropriate airport to the Member's place of residence¹ and the airport serving the place of work in question;
- an amount representing the cost of travel from the Member's place of residence to the nearest appropriate airport on the basis of a single rate per km set by the Bureau (€ 0.35/km);
- an amount set by the Bureau based on the distance of a return journey from the place of residence to the place of work, known as the distance allowance.

| | |
|----------------|--------------|
| 0 - 500 | € 0 |
| 501 - 1000 | € 119 |
| 1001 - 1500 | € 286 |
| 1501 - 2000 | € 381 |
| 2001 - 2400 | € 477 |
| more than 2400 | € 595 |

(ii) when the Member is travelling not by air but by surface transport, the flat-rate travel allowance comprises the following:

- an amount for a single journey based on the flat rates set by the Bureau, with the full rate (€ 0.71/km) being applied for the part of the journey which is less than or equal to 500 km,

¹ The place of residence is considered to be the place indicated by the Member at the time of election, and any subsequent change must be declared to Parliament's relevant departments.

and the reduced rate (**€ 0.30/km**) for the remainder of the journey;

- an amount set by the Bureau on the basis of the distance per return journey between the place of residence and the place of work (distance allowance).

| | |
|----------------|--------------|
| 0 - 500 | € 0 |
| 501 - 1000 | € 119 |
| 1001 - 1500 | € 286 |
| 1501 - 2000 | € 381 |
| 2001 - 2400 | € 477 |
| more than 2400 | € 595 |

This allowance is intended to cover all expenses incurred during the journey (in particular ticket reservation, baggage transport, accommodation, meals and taxi fares).

(iii) Supporting documents

Payment is made on presentation of the following supporting documents:

- for each plane journey, the boarding card, or, where no such card is issued, the plane ticket,
- for rail journeys, the train ticket, which will be photocopied by the departments responsible,
- for journeys in the Member's own car, a personal declaration stating the registration number of the vehicle, the mileage at the beginning and end of the journey, the route taken and the parking place of the vehicle at Parliament's place of work.

(b) When a Member participates in an official meeting of one of Parliament's bodies *outside the European Union*, the amount reimbursed comprises the following:

For journeys by plane

- an amount representing the cost of travel between the Member's point of departure and the nearest appropriate airport, assessed on the basis of a single rate per km set by the Bureau; and
- the cost of the plane ticket used for the return journey on the basis of the most direct route, on

presentation of the ticket and boarding card. The maximum reimbursable amount is the price of business- (club-) class ticket.

For journeys by surface transport

- by train: the cost of the train ticket used for the return journey on the basis of the most direct route;
- by other means of transport: an amount equivalent to the cost of a first-class ticket.

3.1.1.2 Subsistence allowance

- (a) Members are entitled to a flat-rate allowance (€ 279/day) for participation in official meetings of Parliament's bodies taking place *within the European Union*. This allowance is intended to cover accommodation expenses and meals, as well as any other expenses incurred during the stay.

During part-sessions, the subsistence allowance is halved for Members who have not taken part in half the roll-call votes on the Tuesday, Wednesday and Thursday of a Strasbourg part-session or the Thursday of a Brussels part-session.

- (b) For meetings *outside the European Union*, this daily allowance is reduced by half, but reasonable bed and breakfast expenses are borne by Parliament. The subsistence allowance is paid in hourly instalments for the period between the time of departure and the time of return.

3.1.1.3 Travel allowance

This allowance, of up to € 3895 a year, is intended to cover the cost of travel anywhere in the world, except in the country in which a Member was elected, *on parliamentary business* (for purposes other than attendance at official meetings, such as conferences taking place in another Member State, and so on). It can also be used to cover accommodation and related expenses. Expenses are reimbursed under this allowance by reference to the air or rail fare on presentation of the relevant ticket and supporting documents.

Additional information is available from the Directorate-General for Finance/Members' Financial Affairs Unit:

| | | | |
|-------------------|---------------------|-------------------|------------------|
| <i>Brussels</i> | <i>ASP 3H342</i> | <i>Ext. 42143</i> | <i>fax 42368</i> |
| <i>Strasbourg</i> | <i>LOW T O2.050</i> | <i>Ext. 74410</i> | <i>fax 79039</i> |

3.1.2. General expenditure allowance

Members receive a flat-rate monthly allowance of € 3946 which is chiefly intended to cover office management expenditure, phone bills, postage, the purchase, management and use of IT equipment, and travel by Members within their own Member State.

This allowance is paid monthly at the Member's request. Members who, without valid reason, have not taken part in half the part-session days will be required to repay 50% of the allowance. Where absence from a part-session is justified on grounds of health or serious family circumstances, supporting documents must be sent to the Quaestors no later than two months from the end of the period of absence.

Additional information is available from the Directorate-General for Finance/Members' Financial Affairs Unit:

Brussels ASP 3H361(mornings) Ext. 43575/41639/32121
ASP 3H349 (afternoons) Ext. 42016/43889/32443
Strasbourg LOW T O2085 Ext. 74640/74406/73911

3.1.3. Parliamentary assistance allowance

3.1.3.1. Allocation of the parliamentary assistance allowance

Each Member is entitled to a monthly parliamentary assistance allowance of € 15 496 to cover expenses arising out of the employment or use of the services of one or more assistants whom the Member may choose at his or her discretion; several Members may jointly engage or employ the services of a single assistant.

The Member is the assistant's sole employer or the service provider's sole contractor and there is no legal or administrative link between the Member's assistant or service provider and Parliament, the only administrative obligation on Parliament being to pay the remuneration in accordance with the Member's instructions, on his or her behalf, either directly to the assistant, or to a paying agent designated by the Member, or to the service provider. The Member must submit an application for a parliamentary assistance allowance, together with a copy of the contract concluded between the Member and his or her assistant and, where appropriate, a copy of the contract with a paying agent, or a copy of the contract concluded between the Member and a service provider.

Additional information is available from the Directorate-General for Finance/Members' Pay and Allowances Unit:

Brussels ASP 3H361(mornings) Ext. 43575/41639/32121
ASP 3H349 (afternoons) Ext. 42016/43889/32443
Strasbourg LOW T O2085 Ext. 74640/74406/73911

3.1.3.2. Accreditation of assistants and declaration of assistants' financial interests

At the beginning of each parliamentary term, the Quaestors set the maximum number of assistants which each Member may accredit. At present, the maximum number is three. An accreditation card entitles the holder to enter Parliament's buildings for the duration of the period covered by the assistance contract, subject to the same conditions as staff of the Secretariat or the political groups.

Upon taking up their duties, accredited assistants must make a declaration of financial interests setting out details of their professional activities and any other remunerated functions or activities.

A list of the names of the accredited assistants will be published on the Internet.

Additional information is available from the Directorate-General for Finance/Members' Pay and Allowances Unit:

Brussels ASP 3H361 (mornings) Ext. 43575/41639/32121

ASP 3H349 (afternoons) Ext. 42016/43889/32443

Strasbourg LOW T O2085 Ext. 74640/406 fax 79039

3.2. Social entitlements

3.2.1. Transitional end-of-service allowance

A Member who has served for a minimum period of three years is entitled to an end-of-service allowance, calculated on the basis of the national parliamentary allowance and length of service.

Additional information is available from the Social Entitlements and Specific Expenditure Unit/Members' Pensions and Insurance Department:

Luxembourg SCH 05B017 Ext. 24965 fax 24312

Strasbourg WIC M01100 Ext. 74560 fax 79025

3.2.2. Insurance

The relevant provisions are set out in Articles 17 to 20a of the Rules governing the payment of expenses and allowances to Members.

The premiums for the various types of insurance are paid by Parliament.

3.2.2.1. Insurance against accidents

Members are covered against the risk of accidents both in the performance of their duties and in private life.

In the event of an accident, you must submit within one week a duly completed accident statement and medical certificate; these are available on the Intranet, Europarlinside/Members and assistants/Social entitlements and from the Members' Pensions and Insurance Department.

The power of attorney concerning accident insurance, to be found in the envelope marked 'Social benefits' issued to you when you took up your duties, must be filled in with the name of the beneficiary or beneficiaries of the insurance policy in the event of your death. It must be sent, duly completed, to the Members' Pensions and Insurance Department - SCH 05B018.

If you have not sent in the power of attorney, national law on inheritance matters will apply in the event of your death.

3.2.2.2. Life assurance

A sum of € 15 338.75 corresponding to this insurance will be paid:

- either to you when you have held office for 10 years and reached the age of 60;
- or, in the event of your death, to your designated beneficiary or beneficiaries or, failing that, to his/her/their legal heirs.

Members whose term of office ends before they reach the age of 60 and before they have held office for 10 years will have three options:

- (a) continuing the policy until the maturity date originally fixed, the premiums payable by the Member;
- (b) converting the insurance into a paid-up policy, with the capital representing the premiums paid plus interest falling due at the maturity date originally fixed;
- (c) having the surrender value paid out.

The application form for the life assurance policy will be sent to you when you take up your duties, in the envelope marked 'Social benefits'. This form must be returned, duly completed, to the Members' Pensions and Insurance Department - SCH 05B018

3.2.2.3. Insurance against loss and theft

On the days in respect of which you receive a daily allowance from Parliament, you are insured against the risks of theft and loss of personal belongings which you have taken with you on mission, and of money up to € 250, provided that other items were taken at the same time. The theft or loss must be reported to the police.

This insurance also covers personal belongings left in offices in Brussels or Strasbourg, provided the office was locked.

A declaration of theft, the form for which is available on the Intranet, Europarl Inside/Members and assistants/Social entitlements and from the Members' Pensions and Insurance Department, must be completed and submitted within one week.

Thefts which occur on Parliament's premises must also be declared to the Security Unit.

3.2.2.4 Portable computers

Subject to certain conditions Members can be indemnified against the theft of the portable computers they use in the performance of their duties. The insurance cover statement which can be found in the envelope marked 'Social benefits' must be duly completed and returned to the Members' Pensions and Insurance Department - SCH 05B018.

Additional information is available from the Social Entitlements and Specific Expenditure Unit/Members' Pensions and Insurance Department:

Accident/Theft and loss

Luxembourg SCH 05B018 Ext. 24517 fax 24312

Life assurance/Portable computers

Luxembourg SCH 05B039 Ext. 24093/23604 fax 24312

Strasbourg WIC M01100 Ext. 74560 fax 79025

3.2.3. Medical expenses

Medical expenses are reimbursed under the conditions set out in Article 21 of and Annex IV to the Rules governing the payment of expenses and allowances to Members.

Members whose medical expenses have not been reimbursed, or have been only partially reimbursed, by their national health insurance scheme are entitled on their own behalf, and on behalf of their spouse/stable non-marital partner and dependent children, to an additional reimbursement. Before submitting the invoices to Parliament, Members must submit a statement of the expenses to their national health scheme.

Parliament's contribution is, however, limited to a maximum of 80% of the expenses incurred and - for the medical fees set out in the annex - to the ceilings laid down in Annex IV to the Rules.

Members must submit an application for reimbursement of medical expenses (annex in the envelope marked 'Social benefits'), duly

completed, to the Members' Pensions and Insurance Department, together with:

- either copies of duly receipted invoices and the original reimbursement statement from the national scheme,
- or the duly receipted original invoices, with evidence that there has been no reimbursement of expenses at national level.

This form is also available on Europarl Inside/Members and assistants/Social entitlements

3.2.4. Pensions

3.2.4.1. Retirement pension

The provisions concerning the retirement pension apply to all Members not covered by a retirement pension scheme applicable to national MPs. Currently these provisions apply only to Members elected in France or Italy. The latter may, in accordance with Annex III to the Rules governing the payment of expenses and allowances, pay to Parliament contributions calculated on the same basis as those of national MPs in Italy and France. These contributions enable them to acquire the same pension rights as their national counterparts.

Members must submit an application to the Members' Pensions and Insurance Department within one year of taking up office, failing which these rights will take effect only from the date of the application.

Additional information is available from the Social Entitlements and Specific Expenditure Unit/Members' Pensions and Insurance Department:

| | | |
|-------------------|-------------------|---|
| <i>Luxembourg</i> | <i>SCH 05B041</i> | <i>Ext. 23604/27012</i> <i>fax 24312</i> |
| <i>Strasbourg</i> | <i>WIC M01100</i> | <i>Ext. 74560</i> <i>fax 79025</i> |

3.2.4.2. Survivor's pension

The spouse/stable non-marital partner and dependent children of Members who die during their term of office in Parliament receive, in accordance with Annex I to the Rules governing the payment of expenses and allowances, a pension representing, for the spouse, 25% of the salary of a judge at the European Court of Justice.

Each dependent child is entitled to a pension amounting to 5% of that salary.

Additional information is available from the Social Entitlements and Specific Expenditure Unit/Members' Pensions and Insurance Department:

| | | | |
|-------------------|-------------------|-------------------------|------------------|
| <i>Luxembourg</i> | <i>SCH 05B039</i> | <i>Ext. 24093/23604</i> | <i>fax 24312</i> |
| <i>Strasbourg</i> | <i>WIC MO1100</i> | <i>Ext. 74560</i> | <i>fax 79025</i> |

3.2.4.3. *Invalidity pension*

Members who, during their term of office, are recognised as suffering from a total disability which prevents them from performing their duties and forces them to resign their seats, are entitled, in accordance with the conditions set out in Annex II to the Rules governing the payment of expenses and allowances, to a pension equal to 30% of the salary of a judge at the European Court of Justice, plus 5% of that salary for each dependent child.

Additional information is available from the Social Entitlements and Specific Expenditure Unit/Members' Pensions and Insurance Department:

| | | |
|------------|------------|-------------------------------|
| Luxembourg | SCH O5B039 | Ext. 24093/23604 fax 24312 |
| Strasbourg | WIC MO1100 | Ext. 74560 fax 79025 |

3.2.4.4. *Additional (voluntary) pension scheme*

Members may subscribe to the additional (voluntary) pension scheme in accordance with the conditions set out in Annex VII to the Rules governing the payment of expenses and allowances. One-third of the funding of the pension scheme is contributed by the Member, and the remaining two-thirds by Parliament.

The Member's contribution is set at 15% of 40% of the basic salary of a judge at the European Court of Justice.

Members must apply to the Members' Pensions and Insurance Department, using the form enclosed as an annex in the envelope marked 'Social benefits', *within six months from the beginning of their term of office*, failing which membership of the scheme will take effect only from the date of application.

Detailed information, in a separate envelope, will be sent to each Member by the chairman of the Steering Committee of the non-profit-making association 'Fonds de Pension'.

Additional information is available from the Social Entitlements and Specific Expenditure Unit/Members' Pensions and Insurance Department:

| | | |
|------------|------------|-------------------------------|
| Luxembourg | SCH O5B019 | Ext. 27012/23604 fax 24312 |
| Strasbourg | WIC MO1100 | Ext. 74560 |

3.3. *Training courses*

Pursuant to Articles 22 and 22a of the Rules governing the payment of expenses and allowances to Members and their implementing arrangements, Members may make use of the following facilities:

3.3.1. Language courses

3.3.1.1. Financial arrangements

A maximum amount of € 5000 per year is made available to Members to cover the tuition fees incurred in following courses:

- (a) in Parliament's normal places of work or in the Member State in which they were elected
- (b) in a Member State of the European Union – other than the one in which they were elected – or an officially recognised candidate country (excluding Parliament's usual places of work and regions situated geographically outside the European continent) where the language studied is an official language.

Such courses attended abroad must include a minimum of four hours' tuition per day and last for at least five consecutive days.

- (c) in a Member State of their choice (excluding Parliament's usual places of work and regions situated geographically outside the European continent) where the language studied is not an official language, provided that the course is organised as a 'total immersion' course, duly certified by the language school approved by Parliament's relevant departments.

With regard to all the courses followed in accordance with the provisions set out in (b) and/or (c) above, Members shall be entitled, in addition to the reimbursement of tuition fees, and in accordance with Article 22e of the Rules governing the payment of expenses and allowances to Members, to:

- reimbursement of the cost of up to two return journeys per year;
- a reduced subsistence allowance for a maximum of 20 days of courses per year.

3.3.1.2. Language courses organised by Parliament during part-sessions

During part-sessions held in Strasbourg and Brussels, Members may attend one or more language courses in accordance with a timetable agreed with the teachers provided by Parliament on its premises for the five most-requested working languages (English, French, German, Italian and Spanish). There is no limit on the number of hours

of tuition, subject to the maximum cost referred to in section 3.3.1.1.

3.3.1.3. *Language courses followed at a language school or arranged with a self-employed language teacher*

A. Official languages of the European Union and of the applicant countries

Members may study the official languages of the European Union, the languages in which authentic versions of the treaties are drawn up and the official languages of the officially recognised applicant countries at a school or institute authorised to teach the languages of their choice or with a self-employed language teacher approved in one of the Member States of the European Union or of the countries officially recognised as applicant countries. The financial arrangements are set out in section 3.3.1.1.

B. Other languages

By way of express derogation to be granted by the Quaestors in duly justified cases, Members may use the maximum annual allowance of € 5000 referred to above for the study of languages other than those covered under Section A above which have a direct connection with their official duties.

Only tuition fees are reimbursed for such courses.

3.3.1.4. *Distance-learning or self-tuition language courses*

Up to € 500 of the amount indicated in section 3.3.1.1. above may also be used to cover the costs of distance-learning or the purchase of self-tuition materials.

For details: Brussels Ext. 44084
Luxembourg Ext. 22547

e-mail Forpromep@europarl.europa.eu

website:

http://www.europarl.ep.ec/inside/members/training/default_en.htm?menu1

3.3.1.5. *Language courses for Members' assistants*

In Brussels, provided that the criteria laid down have been met, Members' assistants may participate in language courses organised for officials by the Professional Training Unit. No other type of language course is currently available for them.

*Brussels Ext. 40540 (English courses)
40793 (French courses)
42357 or 32243 (other languages).*

3.3.2. Computer courses

3.3.2.1. Computer courses in the Member State in which the Member was elected or in Parliament's normal places of work

Up to a maximum amount of € 1500 per year, Members and/or their accredited assistants may attend computer courses in the Member State in which the Member was elected or in one of Parliament's normal places of work.

Requests from accredited assistants must be authorised by the Members for whom they work.

Parliament reimburses tuition fees to Members on presentation of the invoice, drawn up in due form, together with proof of payment, and a certificate stating the content, dates, number of hours and the timetables of the courses attended. The invoice must be accompanied by a prospectus for the school or self-employed teacher qualified to work in a Member State and evidence that the school or teacher is authorised to provide training in the use of the chosen software. The invoice must be submitted no later than two months after the end of the course

Requests for authorisation must be submitted afresh each calendar year.

3.3.2.2. Computer courses organised by Parliament

Members and their assistants within the meaning of Article 14 of the Rules governing the payment of expenses and allowances to Members may attend computer courses organised by the Professional Training Unit in Parliament's normal places of work.

*For details: Brussels Ext. 24697, 24771, 24528
website http://www.europarl.ep.ec/inside/staff/training/menu4_0_en.htm*

3.3.2.3.

Distance IT learning or self-tuition

1. Up to € 500 of the amount indicated in section 3.3.2.1 may also be used to cover the costs of distance learning or the purchase of self-tuition materials.
2. Members receive reimbursement on presentation of the invoice, drawn up in due form, together with proof of payment, which must be submitted no more than two months after purchase of the materials or the end of the distance-learning course. The invoice must be accompanied by a detailed programme and/or a description of the equipment purchased.

*For details: Brussels Ext. 44084
 Luxembourg Ext. 22547*

e-mail Forpromep@europarl.europa.eu

website:

http://www.europarl.ep.ec/inside/members/training/default_en.htm?menu1

4. PARLIAMENTARY ACTIVITIES

This information is provided in order to familiarise you with the way Parliament operates. This information is based on the situation obtaining prior to the entry into force of the Reform Treaty.

4.1. *Parliamentary bodies*

4.1.1. *President*

The President, who is elected for a period of two-and-a-half years, directs the business of Parliament and its bodies in accordance with the provisions of Rule 19 of the Rules of Procedure.

When absent or otherwise engaged, the President is replaced by one of the 14 Vice-Presidents, who are also elected for a period of two-and-a-half years under Rule 14 of the Rules of Procedure.

4.1.2. *Bureau*

The Bureau consists of the President, the 14 Vice-Presidents and, in an advisory role, the six Quaestors.

The Bureau carries out the duties assigned to it by the Rules of Procedure. It takes financial, organisational and administrative decisions on matters concerning Members and the internal organisation of Parliament, its Secretariat and its bodies.

4.1.3. *Conference of Presidents*

The Conference of Presidents consists of the President of Parliament and the chairmen of the political groups.

It carries out the duties assigned to it by the Rules of Procedure. It draws up the draft agenda for part-sessions and takes decisions on the organisation of Parliament's work and matters relating to legislative planning. It deals with matters concerning the membership and terms of reference of the parliamentary committees and relations with other European Union institutions and bodies, the parliaments of the Member States, third countries and international institutions or organisations.

4.1.4. *Quaestors*

The Quaestors are elected for a period of two-and-a-half years and are responsible for administrative and financial matters directly concerning Members, in accordance with guidelines laid down by the Bureau.

4.1.5. Political groups

4.1.5.1. List of political groups

| | GROUPES POLITIQUES/POLITICAL GROUPS |
|-----------|---|
| PPE/DE | Group of the European People's Party (Christian Democrats) and European Democrats |
| PSE | Socialist Group in the European Parliament |
| ADLE/ALDE | Group of the Alliance of Liberals and Democrats for Europe |
| UEN | Union for Europe of the Nations Group |
| VERTS/ALE | Group of the Greens/European Free Alliance |
| GUE/NGL | Confederal Group of the European United Left/ Nordic Green Left |
| IND/DEM | Independence/Democracy Group |
| NI | Non-attached Members |

4.1.5.2. Formation and legal status

Members can form themselves into groups according to their political affinities. A Member may belong to only one political group. A political group must consist of at least 20 Members elected in at least one-fifth of the Member States.

4.1.5.3. Organisation

The Rules of Procedure require political groups to notify the President of their title, the names of their members and the membership of their Bureau when they are set up. They normally draw up their organisational arrangements by adopting internal rules of procedure and/or statutes. Although structured in different ways, all the political groups have a chairman, several vice-chairmen, a Bureau and in most cases a treasurer.

4.1.5.4. Duties

The political groups play an important part in the organisation and decision-making of Parliament, as is apparent from some

provisions of the Rules of Procedure. The groups' functions include:

- appointing the members of the committees and interparliamentary delegations;
- through their chairmen, calling for a sitting to be suspended or closed, or for a roll-call vote;
- tabling amendments and resolutions for consideration in plenary.

Each political group divides up the speaking time assigned to it for each sitting on a pro rata basis according to the number of its Members (see draft agenda for the part-session).

The groups endeavour to reach agreement on the membership of Parliament's various bodies so as to ensure balanced representation.

4.1.5.5. Administrative support

Each political group has a secretariat, whose temporary staff it is free to appoint, with the cost paid for out of Parliament's budget. The number and grades of the staff are determined by the number of Members and the spread of languages within the group. Members not belonging to any political group also have a secretariat, the cost of whose temporary staff is paid for out of Parliament's budget. The number and grades of the staff are laid down by Parliament's Bureau.

4.2. Parliamentary business

The calendar of parliamentary business is adopted by Parliament in plenary, usually in the middle of the previous year. The 2008 calendar is available on the Europarl website at the following intranet address:

<http://www.europarl.europa.eu/pdf/general/cal2008.pdf>

4.2.1. Business of the plenary sitting

4.2.1.1. Broadcasting of plenary sittings

Proceedings in plenary are broadcast live on Europarl at the following Inside address:

http://www.europarl.ep.ec/services/Live_streaming/streaming_europarl.html

or on Europarl at the following address:

http://www.europarl.europa.eu/eplive/public/default_en.htm

4.2.1.2. *Agenda*

At the beginning of each part-session Parliament adopts the final draft agenda. A committee, a political group or at least 40 Members may table amendments, which must be submitted to the President at least one hour before the sitting opens.

The agenda sets out the speaking time allocated to each group, depending on their numerical size, and the non-attached Members. It also shows the deadlines for tabling amendments.

4.2.1.3. *Access to the Chamber*

Only Members of the European Parliament, Members of the Commission and Council, the Secretary-General, officials and experts whose duties require their presence in the Chamber are allowed access.

4.2.1.4. *Allocation of seats in the Chamber*

The decision allocating seats in the Chamber is adopted by the Conference of Presidents and a seating plan is drawn up for each part-session.

4.2.1.5. *Attendance*

Members attending a plenary sitting sign a record of attendance which is posted in the Chamber.

4.2.1.6. *Order in the Chamber*

The President calls to order any person who causes a disturbance during the sitting. Moreover, the President has full powers to maintain order in the Chamber, under Rules 9, 19, 22(3), 146, 147 and 148 of and Annex XVIa to the Rules of Procedure.

4.2.1.7. *Debates*

A list of speakers is drawn up. No Member may speak unless the President calls upon him or her to do so; no Member may speak more than twice on the same subject. Some items are taken without a list of speakers, on the basis of the principle of ‘Catching the President’s Eye’.

Provisional lists of speakers and orders of business and other information concerning the plenary sitting are available on the 'Séance en direct' page at the following Intranet address:

http://www2.europarl.ep.ec/sce/server/intranet/home_page/sce_home_page_01.jsp

Debates are published in the *Verbatim Report of Proceedings*, with each intervention given in the speaker's language. The Verbatim Report, as well as recordings of the speeches, are available on 'Séance en Direct'. A VOD (Video on Demand) system of the plenary sitting (pictures and sound in all languages) is also under development.

4.2.1.8. *Interruptive and procedural motions*

Interruptive and procedural motions can cover the following aspects:

- inadmissibility of a matter (Rule 167)
- referral back to committee (Rule 168)
- closure of the debate (Rule 169)
- adjournment of the debate (Rule 170)
- suspension of the sitting (Rule 171).

Only the following may speak on these motions: the mover, one speaker in favour and one against and the chairman of or rapporteur for the committee responsible. Speaking time may not exceed one minute; the motion is put to the vote immediately.

Under Rule 166, any Member may be allowed to speak in order to draw the President's attention to a failure to comply with the Rules of Procedure. Members must specify the rule to which they are referring (speaking time: one minute).

4.2.1.9. *Quorum*

A request for the quorum to be established must be made by at least 40 Members. A quorum exists when one-third of the component Members of Parliament are present.

4.2.1.10. *Vote*

Parliament normally votes by a show of hands, but the President may at any time decide to have a vote taken using the electronic voting system or, if the latter is not working, by sitting and standing (Rule 159(2) of the Rules of Procedure).

Votes on the election of Parliament's Bureau and the President of the Commission are taken by secret ballot. Votes on the election of the Commission (Rule 99) and on motions of censure on the Commission (Rule 100) are taken by roll call.

In addition to these cases, votes are taken by roll call if so requested in writing by at least 40 Members or a political group (Rule 60 of the Rules of Procedure).

For *electronic voting* Members use a *blue* non-transferable chip card issued to them when they take office (Rule 161 of the Rules of Procedure).

Members may vote from any seat in the Chamber using their personal cards.

Further information is available from the Directorate-General for the Presidency/Tabling Desk Unit:

| | | | |
|-------------------|------------|------------------|--------------------------|
| <i>Bruxelles</i> | <i>PHS</i> | <i>02A032/34</i> | <i>44064/31418/42420</i> |
| <i>Strasbourg</i> | <i>LOW</i> | <i>R00101</i> | <i>74919/72014/74121</i> |
| <i>Luxembourg</i> | <i>GOL</i> | <i>01B020/23</i> | <i>22532/24361</i> |

e-mail: TO-Seance@europarl.europa.eu

Members may obtain a replacement card by going in person to the Directorate-General for the Presidency/Members' Activities Unit

Strasbourg LOW H 00.056 Ext. 74622 fax 79487
Bruxelles PHS 02A21 Ext. 44052 fax 44951

Operation of the electronic voting system

Insert the card in the slot in the terminal with the side showing your name towards you.

The terminal will then come on.

If the card is inserted incorrectly, a yellow warning light will flash and an animated instructional display will appear.

If the card has been correctly inserted, the screen will show:

- the card number
- your name
- the current date

During voting:

When the President puts a motion to the vote, press the button on the terminal corresponding to your voting intention and the respective light will come on.

- left-hand button: FOR (GREEN light)
- centre button: ABSTENTION (WHITE light)
- right-hand button: AGAINST (RED light)

When a vote is taken by secret ballot, a BLUE light will appear, to indicate that you have taken part in the vote.

- data on the vote will appear on the display:
 - subject of the vote:
 - nature of vote: for (+), against (-), abstention (0) (for vote by public ballot) *X* (for vote by secret ballot)
 - type of vote: simple, roll-call or secret ballot
 - status of vote: open or closed

in the form of the relevant pictograms.

Until the President has announced that the vote is closed, you may change your vote by pressing a different button.

The President will assess the data provided by the voting system, note the result and announce it.

After the President has announced the result, it will be shown on your terminal display.

In the case of roll-call votes, a list containing the names of all Members who have voted, broken down by vote, political group and in alphabetical order, will be published and annexed to the minutes of the sitting. The President will take appropriate action on requests for corrections forwarded to him before the minutes in question are adopted.

Other features of the system, when a voting card is inserted in a terminal:

during debates and outside voting times the display will show the following information:

- the subject of the debate
- the speaker's name
- the names of the following speakers
- the next items on the agenda.

Corrections of vote

Requests for a correction of vote made verbally in the sitting or forwarded in writing or electronically by Members may concern only roll-call votes (and not simple electronic votes).

Any request for a correction of vote made orally by a Member before the President has announced the result is taken into account in the final result and recorded in the list of 'results of roll-call votes'.

Any request for a correction of vote forwarded by a Member after the President has announced the result is recorded in the minutes (either under 'corrections of vote' or under 'approval of the minutes of the previous sitting'), but the result of the vote is not changed.

Members who wish to make corrections of vote are asked to use the electronic mailbox 'Corrections of vote' in 'Séance en direct', on Europarl.

Explanations of vote

A speaker who wishes to give an explanation of vote (orally or in writing, individually or on behalf of his or her group) must inform the relevant services of his or her intention. He or she may also e-mail the text to the 'Explanations of vote' mailbox in 'Séance en direct' on Europarl.

4.2.2. *Parliamentary initiatives*

4.2.2.1. *Motions for resolutions (Rule 113)*

Any Member may at any time, in the exercise of his or her mandate, table a motion for a resolution or motions for resolutions (Rule 113 of the Rules of Procedure).

Motions for resolutions may be signed by one or more Members and must relate to a matter falling within the sphere of activities of the European Union; they must be typed and may not comprise more than 200 words. See Models, Chapter V, point 9 (<http://www1.europarl.eu.int/forum/recueil/dispatch.cgi/en>).

Motions for resolutions must be submitted to the Directorate-General for the Presidency/Tabling Office/Registry and Referrals Unit:

Brussels PHS 02A024
Strasbourg SDM G05015

Motions for resolutions are referred to the appropriate parliamentary committee, which may decide to draw up a report (with the prior approval

of the Conference of Presidents), to adopt an opinion or to combine them with other motions or reports.

4.2.2.2. Recommendations to the Council (Rule 114)

Members may table proposals for recommendations to the Council concerning subjects falling under Titles V and VI of the Treaty on European Union (Rule 114 of the Rules of Procedure).

Such proposals must be tabled by *a political group or at least 40 Members* and are referred to the committee responsible for consideration. See Models, Chapter V, point 10 (<http://www1.europarl.eu.int/forum/recueil/dispatch.cgi/en>). The committee may decide to draw up a report on the matter.

Such proposals must be submitted to the Directorate-General for the Presidency/Tabling Office/Registry and Referrals Unit:

Brussels PHS 02A024
Strasbourg SDM G05015

4.2.2.3 Amendment of the Rules of Procedure (Rule 202)

Any Member may propose amendments to the Rules of Procedure. Such proposed amendments are referred to the committee responsible, which considers them and decides whether or not to submit them to Parliament.

Such proposals must be submitted to the Directorate-General for the Presidency/Tabling Office/Registry and Referrals Unit:

Brussels PHS 02A024
Strasbourg SDM G05015

4.2.2.4. Motions for resolutions on cases of breaches of human rights, democracy and the rule of law (Rule 115)

If a committee, an interparliamentary delegation, a *political group or at least 40 Members* submits a written request to the President, a debate may be held on an urgent case of a breach of human rights, democracy and the rule of law (Rule 115 of the Rules of Procedure).

The Conference of Presidents draws up a list of a maximum of three subjects to be included on the agenda for the next debate on cases of breaches of human rights, democracy and the rule of law.

Votes are taken immediately after the debate. Explanations of vote are not admissible.

Such motions for resolutions must be submitted to the Directorate-General for the Presidency/Tabling Office/Tabling Desk Unit:

Brussels PHS 02A033 Ext. 42420
Strasbourg LOW R00101 Ext. 74121
e-mail: TO-Seance@europarl.europa.eu

4.2.2.5. Motions for resolutions to wind up debates on statements by other institutions (Rule 103)

A committee, a political group or at least 40 Members may table a motion for a resolution to wind up a debate on a statement made by another institution (Rule 103 of the Rules of Procedure).

Such motions for resolutions must be submitted to the Directorate-General for the Presidency/Tabling Office/Tabling Desk Unit:

Brussels PHS 02A033 Ext.. 42420

Strasbourg LOW R00101 Ext.. 74121

e-mail: TO-Seance@europarl.europa.eu

4.2.2.6. Motions of censure on the Commission (Rule 100)

Motions of censure on the Commission must be submitted to the President and need the signatures of at least *one-tenth of the component Members of Parliament* (Rule 100 of the Rules of Procedure).

The motion must be entitled 'motion of censure' and supported by reasons. It will be forwarded to the Commission.

The debate on the motion takes place at least 24 hours after its receipt is announced to Members and the vote is by roll call, at least 48 hours after the beginning of the debate.

To be adopted it requires a two-thirds majority of the votes cast, representing a majority of the component Members of Parliament.

Motions of censure must be submitted to the Directorate-General for the Presidency/Tabling Office/Tabling Desk Unit:

Brussels PHS 02A033 Ext. 42420

Strasbourg LOW R00101 Ext. 74121

e-mail: TO-Seance@europarl.europa.eu

4.2.2.7. Questions for oral answer with debate (Rule 108)

Questions for oral answer may be put to the Council or the Commission by *a parliamentary committee, a political group or 40 Members*; the Conference of Presidents decides whether they should be placed on the agenda (Rule 108 of the Rules of Procedure).

Questions to the Council must be tabled at least three weeks before the sitting on whose agenda they are to appear.

Questions to the Commission must be tabled at least one week before the sitting on whose agenda they are to appear.

A committee, a political group or at least 40 Members may table a motion for a resolution to wind up the debate.

Oral questions must be submitted to the Directorate-General for the Presidency/Members' Activities Unit:

Brussels PHS 02A24 Ext. 42017 fax 49019
Strasbourg LOW T O2.024 Ext. 74744 fax 71341
e-mail: activitesdeputes@europarl.europa.eu

They may be prepared using templates which can be found in 'Europarl/Inside': 'Members and Assistants'.

Motions for resolutions to wind up the debate must be submitted to the Directorate-General for the Presidency/Tabling Office/Tabling Desk Unit:

Brussels PHS 02A033 Ext. 42420
Strasbourg LOW R00101 Ext. 74121
e-mail: TO-Seance@europarl.europa.eu

4.2.2.8 Question Time (Rule 109)

Any individual Member may put one question to the Council and one question to the Commission at any Question Time (Rule 109 of and Annex II to the Rules of Procedure).

There is normally one Question Time per month at the part-sessions held in Strasbourg.

Each Question Time is divided into two one-and-a-half-hour periods, one for questions to the Council and the other for questions to the Commission.

The President rules on the admissibility of the questions and the order in which they are to be taken. Since 1995, further to an agreement between Parliament and the Commission, Question Time for the Commission has been divided into three parts. The first part is for urgent questions, the second for questions to Members of the Commission whose presence during Question Time has been arranged in advance with the Commission, and the third for other questions. Questions to the Council are in principle called in the chronological order in which they were tabled.

During Question Time each Member may put supplementary questions: one supplementary question to his or her own question and one other supplementary question to another Member's question.

Questions called during Question Time will be given an oral answer by the Institution concerned. If the author is absent and has not requested in writing that he or she be replaced by another Member, the question lapses.

Questions that remain unanswered for lack of time will be answered in writing during the part-session.

Questions for Question Time must be submitted to the Directorate-General for the Presidency/Members' Activities Unit by 13.00 on the Thursday of the penultimate week before each part-session:

Brussels PHS 02A24 Ext. 42017 fax 49019

Strasbourg LOW T O2.024 Ext. 74744 fax 71341
e-mail: activitesdeputes@europarl.europa.eu

They may be prepared using templates which can be found in 'Europarl/Inside': 'Members and Assistants'.

4.2.2.9. Written declarations (Rule 116)

Up to five Members may submit a written declaration of no more than 200 words in length on matters falling within the sphere of activities of the European Union (Rule 116 of the Rules of Procedure). Declarations, along with the names of the signatories, are included in a register kept immediately outside the entrance to the Chamber during part-sessions. Any Member may sign a declaration included in the register.

A written declaration is regarded as having been adopted by Parliament if a majority of Parliament's component Members has signed it within a period of three months.

Written declarations must be submitted to the Directorate-General for the Presidency/Members' Activities Unit:

Brussels PHS 02A24 Ext. 42017

Strasbourg LOW T O2.032 Ext. 74638

e-mail: activitesdeputes@europarl.europa.eu

Declarations may be signed:

- during part-sessions: immediately outside the Chamber*
- between part-sessions: in PHS 02A019*

4.2.2.10. Questions for written answer (Rule 110)

Members may put questions with a request for a written answer to the Council and Commission (Rule 110 of the Rules of Procedure).

*Once per calendar month, each Member may table one written question requiring an immediate answer but not detailed research (*priority question*); such questions must be answered within three weeks.*

Other questions may be submitted by one or more Members, with no restriction on the number of authors, and must be answered within six weeks.

Questions which have not been answered within the time-limit set may, at the request of the author, be forwarded to the parliamentary committee responsible.

Written questions must be submitted to the Directorate-General for the Presidency/Members' Activities Unit:

Brussels PHS 02A24 Ext. 42017

Strasbourg LOW T O2.032 Ext. 74638

e-mail: activitesdeputes@europarl.europa.eu

They may be prepared using templates which can be found in 'Europarl/Inside': 'Members and Assistants'.

Parliamentary questions and their answers are published on the Internet (www.europarl.europa.eu., 'parliamentary questions') and in the Official Journal. They may also be located via the register of official Parliament documents. Details of the numbers, titles and authors of questions are also published in the Bulletin.

4.2.2.11. Statements in connection with a debate (Rule 142(7))

Members who have not spoken in a debate may, at most once per part-session, hand in a written statement of not more than 200 words that shall be appended to the verbatim report of the debate.

Members wishing to submit a written statement are invited to use the electronic mailbox 'Statements (Rule 142)' in 'Séance en direct' on Europarl.

4.2.3. Work of the committees

Parliament has 20 standing committees and two subcommittees whose powers and responsibilities are laid down in Annex VI to the Rules of Procedure. They consist of a number of full members set by the plenary and an equal number of substitutes.

Temporary committees with a mandate of 12 months may also be set up. At the end of this period, the mandate may be extended.

4.2.3.1. Meetings

Convening of meetings

Committees meet on the basis of an annual calendar they themselves draw up, during the periods set aside for that purpose by the Conference of Presidents. They normally meet in public, but they may decide to divide the agenda for a particular meeting into items open to the public and items to be taken in camera. In exceptional circumstances, and subject to authorisation from the President, committees may also meet outside the periods laid down in the annual calendar of parliamentary business.

The draft agenda is drawn up by the chairman and sent to each member of the committee.

Participation

Full and substitute members take part in committee meetings; however, substitutes only have the right to vote when the full member is absent (Rule 178). Should the full member and the permanent substitute be absent, a political group may instruct another of its Members to take part in the proceedings, including the votes. In such cases, the

name of the replacement must be notified in advance of the vote to the committee chairman (Rule 178).

4.2.3.2. *Quorum*

Pursuant to Rule 185, a committee may validly vote when one-quarter of its members are actually present. However, if so requested by one-sixth of its members before voting begins, the vote is valid only if a majority of the component members of the committee have taken part.

4.2.3.3. *Reports and opinions*

Broadly speaking, the main role of a parliamentary committee may be said to be to prepare the proceedings of the Parliament meeting in plenary. It does this by preparing reports, for consideration by Parliament, or opinions addressed to other committees which are themselves preparing reports. Reports may be either legislative, if Parliament has been consulted concerning a draft legislative act, or non-legislative.

Legislative reports

Parliament takes part in the adoption of Community legislation to varying degrees, according to the individual legal basis – i.e. the article(s) in the Treaty or Treaties on which the proposal is based. Its input into the legislative process is essentially that of amending draft legislation submitted for its consideration. The various legislative procedures are described in section 4.2.4.

Non-legislative reports

The parliamentary committees may also draw up reports dealing with Union policies. In practical terms, these take the form of an opinion on documents submitted by the other institutions, in particular the Commission, or initiatives taken by the parliamentary committees on topical subjects falling within their respective spheres of responsibility. This type of report is often used to define Parliament's position ahead of the presentation by the Commission of a legislative proposal.

4.2.3.4. *Procedure in committee*

Rapporteurs

For each procedure the President appoints one committee as committee responsible and where appropriate requests one or more committees to deliver opinions. Each committee appoints a rapporteur or a draftsman (in the case of an opinion) whose task is to draft the report/opinion with the assistance of the committee secretariat. The secretariat facilitates contacts with other institutions and interested parties, makes the necessary arrangements to ensure a smooth passage through committee of the text in question and, with the assistance of the Tabling Office, advises the rapporteur on all procedural questions and provides assistance in drafting texts.

Members appointed rapporteurs or draftsmen by their committee may also be assisted by the policy departments and by their political group secretariats.

The committee secretariat, assisted by the Tabling Office, makes sure that texts submitted are in the correct form, translated into all the languages and distributed to the members of the committee. The draft report or draft opinion is then put on the agenda for a committee meeting for an exchange of views. Following that exchange of views, on a proposal from the chairman of the committee sets a deadline for the tabling of amendments by the other committee members.

Amendments

The committee chairman, assisted by the committee secretariat and the Tabling Office, checks the admissibility of the amendments tabled by the other members (Rule 151). These amendments are debated and put to the vote when the draft report is considered.

4.2.3.5. *Tabling in plenary*

Once adopted, the final report, after being checked by the Tabling Office, is tabled by the committee secretariat, translated, printed and distributed to all Members. The Conference of Presidents may then enter the report on the agenda for a part-session. Prior to the adoption of the report in plenary, a new deadline for tabling amendments may be set. Apart from the committee responsible, only a political group or 40 Members may table amendments in plenary.

4.2.3.6. *Conference of Committee Chairmen*

The chairmen of the standing and temporary parliamentary committees meet regularly as the Conference of Committee Chairmen to make recommendations concerning part-

session agendas and to discuss matters of common interest (Rule 26).

4.2.4. Legislative procedures

At present, Parliament adopts legislation with the Council under the codecision procedure in a majority of areas (internal market, transport, research, environment). However, in some other areas (agriculture, structural policies) other legislative procedures have been retained under which Parliament has less scope to influence the lawmaking process.

The four main legislative procedures laid down in the EC Treaty are: codecision, assent, cooperation and consultation. These procedures, which are all initiated on the basis of a Commission proposal ('right of legislative initiative'), can be summarised as follows:

Codecision procedure

Under the codecision procedure (Article 251 of the EC Treaty) Parliament and the Council take part in the legislative procedure on an equal footing as co-legislators.

If differences of opinion persist between the two institutions after the second reading, their representatives must sit together in a Conciliation Committee with a view to drawing up a compromise. That compromise is then put to the Council and Parliament for approval. Should the Conciliation Committee fail to reach agreement, the proposed act is declared not to have been adopted. Today, the codecision procedure (involving, in most cases, qualified-majority voting in the Council) is coming to be seen as the standard legislative procedure.

Assent procedure

This procedure requires agreement between the Council and Parliament in the sense that the Council may adopt the act in question only after Parliament has given its assent. However, that assent relates to the act as a whole (i.e. Parliament has no power to table amendments). Should assent be withheld, the Council cannot adopt the act.

Parliament's assent is required for the adoption of accession treaties, certain international agreements, regulations governing the Structural Funds and the Cohesion Fund, provisions concerning the electoral procedure applicable to elections to the European Parliament and some provisions relating to monetary policy.

Cooperation procedure

The cooperation procedure (Article 252 of the EC Treaty) was introduced with a view to giving greater weight to the consultation of Parliament when certain decisions are adopted, whilst leaving the final say with the Council. At present, it applies only to the area of economic and monetary policy.

Under this two-reading procedure (consideration in two stages), the Council, acting on a proposal from the Commission and after consulting Parliament, first of all adopts a common position by a qualified majority. If Parliament approves that common position, the Council definitively adopts the act. If Parliament adopts amendments which the Commission supports or if Parliament rejects the proposal, the Council may only definitively adopt the act by means of a unanimous decision.

Consultation procedure

Under this procedure, the Council must seek and consider Parliament's opinion on the Commission proposal. The Council acts unanimously or by a qualified majority after considering that opinion. The Council may amend the draft act in question on the basis of Parliament's opinion, but Parliament cannot prevent the adoption of the act or insist that its amendments be incorporated. At present, this procedure applies to areas such as the common agricultural and fisheries policies, the liberalisation of services and competition.

Parliament's right of legislative initiative

On the basis of arrangements laid down by the Treaty (Article 192 of the EC Treaty) and by its Rules of Procedure, Parliament may ask the Commission to submit to it proposals for a legislative act.

4.2.5. Procedure for adopting the budget (*Annex IV to the Rules of Procedure*)

The Commission submits the preliminary draft budget to the Council at the latest by 1 September.

After negotiations with a Parliament delegation, the Council adopts the draft budget by qualified majority vote. The draft budget is submitted to Parliament by 5 October.

Within 45 days, Parliament can:

- either approve the draft budget or not vote on the draft budget, in which case the budget is deemed to have been finally adopted,
- make changes to the draft budget, in which case the revised draft budget is returned to the Council. Parliament can make two types of change:
- proposed modifications concerning compulsory expenditure, which Parliament adopts by a majority of the votes cast;
- amendments concerning non-compulsory expenditure, which Parliament adopts by a majority of its component Members.

Within 15 days, the Council can:

- accept or modify Parliament's amendments.
- accept, reject or modify Parliament's proposed modifications.

If the Council does not accept all Parliament's amendments and proposed modifications, the budget as modified by the Council is returned to Parliament. If within 15 days Parliament:

- has not voted on the Council's modifications, the budget is deemed adopted with Parliament's amendments as modified by the Council.
- by a majority of its component Members and three-fifths of the votes cast, amends or rejects the modifications the Council has made to the Parliament's initial amendments, the procedure is closed and the President of Parliament declares that the budget has been finally adopted.
- by a majority of its component Members and two-thirds of the votes cast, rejects the budget outright, the budget procedure must begin again on the basis of a new draft budget. Until the budget is adopted, the Community operates on the basis of monthly appropriations equivalent to one-twelfth of the previous year's budget ('provisional twelfths').

4.2.6. Discharge procedure (Annex V to the Rules of Procedure)

On the basis of the Court of Auditors' annual report and the documents provided by the institution concerned, Parliament's Committee on Budgetary Control draws up a discharge report dealing with the implementation of each institution's budget. This report is debated in plenary before the 30 April of the year following the presentation of the Court of Auditors' report.

The report by the Committee on Budgetary Control contains either a proposal to grant discharge to the institution concerned or a proposal to postpone the decision to grant discharge.

If Parliament does not approve a proposal to grant discharge, the decision is declared to have been postponed. If Parliament does not approve a proposal to postpone discharge, discharge is declared to have been granted.

Should the decision granting discharge be postponed, within six months the Committee on Budgetary Control submits to Parliament a fresh proposal to grant or refuse discharge. If Parliament does not approve this fresh proposal, the opposite decision is declared to have been adopted.

4.3. Interparliamentary relations

4.3.1. Relations with national parliaments

Over the years Parliament has developed a close network of relations with the parliaments of the EU Member States via:

- . regular conferences and meetings between its President and the presidents and speakers of the national parliaments,

- . meetings and round tables between Parliament's committees and their national counterparts,
- . meetings between parliamentarians on topics of general interest,
- . meetings of the Conference of European Community Affairs Committees (COSAC) which comprises a six-member European Parliament delegation (appointed by the Conference of Presidents and led by the two Vice-Presidents with responsibility for relations with national parliaments) and delegations from the European affairs committees of the national parliaments of the EU.

4.3.2. *Interparliamentary assemblies*

Parliament takes part in interparliamentary assemblies in the context of the European Union's relations with third countries:

ACP-EU Joint Parliamentary Assembly

http://www.europarl.europa.eu/intcoop/acp/10_01/default_en.htm

Euro-Mediterranean Parliamentary Assembly

<http://www.europarl.europa.eu/intcoop/empa/default.htm>

Euro-Latin American Parliamentary Assembly

http://www.europarl.europa.eu/intcoop/eurolat/default_en.htm

4.3.3. *Relations with non-EU parliaments*

Parliament maintains regular contacts with nearly a hundred parliaments of non-EU countries. These contacts take the form of interparliamentary meetings. For this purpose Parliament, on a proposal from the political groups, sets up standing delegations. Each delegation has full and substitute members.

There are in practice two types of delegations:

- delegations to joint parliamentary committees and cooperation committees set up under association and/or partnership agreements concluded between the European Union and certain non-EU States and those set up with candidate countries;
- interparliamentary delegations responsible for relations with the parliaments of certain non-EU countries or regional organisations of such countries.

The calendar of parliamentary meetings is adopted annually by the Conference of Presidents.

4.3.4. Conference of Delegation Chairmen (Rule 27)

The chairmen of all the standing interparliamentary delegations meet regularly as the Conference of Delegation Chairman. The Conference makes recommendations to the Conference of Presidents concerning the proceedings of the delegations, with particular reference to the specific provisions governing their work and their calendar of activities.

5. WORKING CONDITIONS

5.1. Parliament's Secretariat

| SECRETARY-GENERAL Mr Harald RØMER | Head of Private Office Director for relations with the political groups | Mr Fernando SUAREZ MELLA Mrs Olivia RATTI |
|--|--|--|
| Directors-General | Directorates | Directorates |
| DIRECTORATE GENERAL FOR THE PRESIDENCY Mr David HARLEY, Deputy Secretary-General | A Presidency Services | Mrs Christine VERGER |
| | B Plenary Sitting and Programming of Parliamentary Business | Mrs Birgitte STENSALLE |
| | C Tabling Office | Mrs Eva DUDZINSKA (acting) |
| | D Information Technologies | Mr Pierre LORA-TONET |
| DIRECTORATE GENERAL FOR INTERNAL POLICIES Mr Riccardo RIBERA D'ALCALA (a.i.) | A Economic and scientific policy | Mme. Thérèse LEPOUTRE- DUMOULIN |
| | B Cohesion and structural policy | M. Ismael OLIVARES |
| | C Citizens' rights and constitutional affairs | M. Gérard LAPRAT |
| | D Budgetary affairs | M. Alfredo De FEO |
| | E Legislative conciliation and coordination | Mrs Els VANDENBOSCH (acting) |
| | F Relations with national parliaments | M. Piotr NOWINA-KONOPKA |
| DIRECTORATE GENERAL FOR EXTERNAL POLICIES Mr Dietmar NICKEL | A Committees and multilateral bodies | M. Marco AGUIRIANO NALDA |
| | B Interparliamentary delegations and policy assistance | M. Jean-Louis BERTON (f.f.) |
| DIRECTORATE GENERAL FOR INFORMATION Mrs Francesca RATTI | A Media | M. Jaume DUCH (a.i.) |
| | B Communication | to be appointed |
| | C Parliamentary documentation | M. Sven BACKLUND (acting) |
| DIRECTORATE GENERAL FOR PERSONNEL Mr Barry WILSON | A Human resources strategy | M. Yves QUITIN |
| | B Administrative management of personnel | Mme. Janet PITT |
| DIRECTORATE GENERAL FOR INFRASTRUCTURE AND INTERPRETATION Mr Nicolas Pierre RIEFFEL | A Buildings | M. Stavros GAVRIIL |
| | B Infrastructures and logistics | M. Angel Luis GUILLEN ZANON |
| | C Interpretation | Mme Olga COSMIDOU |
| DIRECTORATE GENERAL FOR TRANSLATION AND PUBLISHING Mrs Juana LAHOUSSE | A Publishing and distribution | M. Jean-Marc LAFOREST |
| | B Translation | M. Helmut SPINDLER |
| DIRECTORATE GENERAL FOR FINANCE Mr Roger VANHAEREN | A Members' services and Finances of the Political Groups | M. Karl COLLING |
| | B Budget and Financial Services | Mme. Clare WELLS-SHADDAD |
| LEGAL SERVICE Mr Christian PENNERA | A Institutional and parliamentary affairs | M. Johann SCHOO |
| | B Legislative affairs | M. Ezio PERILLO |
| | C Administrative and financial affairs | M. Hannu VON HERTZEN |

5.2. Offices

Each Member has:

- *in Strasbourg*, an office, fitted out for the Member and an assistant;
- *in Brussels*, an individual office and an assistant's office, fitted out for two people.

These offices are allocated by the Quaestors to the political groups, which in turn distribute them among their members. They are fitted out with basic furniture: a desk, chairs, cupboards and a desk lamp.

Any request for a change in furniture, the purchase of additional furniture or the repair or replacement of broken items should be sent by e-mail to:

furnimob@europarl.europa.eu

Any Member moving to another office allocated by his or her political group is asked to contact the group staff member responsible for logistics.

5.2.1. Keys

Brussels: Each Member receives two keys to his or her office, two keys to his or her assistant's office (and, on request, a key to the communicating door between the two offices) as well as furniture and mailbox keys. Any additional key is charged for.

Keys department:

ASP 00D041 Ext. 44600 fax 43915

Strasbourg: Each Member receives two keys to his or her office as well as furniture and mailbox keys. Any additional key is charged for.

Keys department:

WIC M01105 Ext. 77049

5.2.2. Breakdown service

Any complaints about the breakdown of services in the offices (lighting, heating, water, cleaning, etc.) must be addressed to:

Brussels Ext. 44000

Strasbourg Ext. 74665

Luxembourg Ext. 24527

In addition, an interactive form for reporting defects in the buildings can be found in Europarl-Inside at the following address:

<http://www4.europarl.ep.ec/interbat>

5.3. *Computer equipment*

5.3.1. *Equipment provided for Members*

Parliament provides each Member with the following equipment:

- one computer with a CD-ROM reader in Strasbourg and two in Brussels;
- one laser printer each in Strasbourg and Brussels;
- a standard software configuration incorporating as its main features e-mail (MS Outlook), a spreadsheet function (Excel), word processing (Word) and an Internet browser (Internet Explorer).

An extra computer for the Brussels or Strasbourg office may be obtained on application to the LSU MEP (see contact details in section 5.3.2).

5.3.2. *Assistance*

The LSU MEP service, which may be contacted Monday to Friday from 8.00 to 20.00, is the contact point for Members for all computer questions (hardware, software, support, documentation, databases, etc.):

| | |
|--------------------------|--|
| <i>Ext.</i> | 83800 |
| <i>Fax.</i> | 49800 |
| <i>website</i> | http://www.infomep.ep.ec |
| <i>e-mail</i> | lsumep@europarl.europa.eu |
| <i>Toner cartridges:</i> | <i>Brussels</i> <i>ASP 07D004</i> |
| | <i>Strasbourg</i> <i>WIC M01024</i> |

The following will be provided to Members on request:

- the manual outlining the main aspects of Parliament's computer system, and answering the most frequently asked questions (equipment, service arrangements, etc.);
- the user manuals for the workstation, the software provided by Parliament and the European Union's databases and Internet websites.

In addition, the Members' Financial Affairs Unit organises a computer training programme for Members and assistants (see section 3.3.2.).

5.4. Telecommunications

5.4.1. Equipment provided for Members

Parliament provides each Member, in Brussels and Strasbourg, with the following equipment:

- a digital telephone with voice mail and a confidential code for access to Europe and the United States;
- a fax machine with access to Europe and the United States;
- a digital telephone for an assistant with a confidential code for access to Europe and the United States;
- a maximum of two extra telephones for assistants may be installed in the Brussels office on written application by the Member concerned;
- a voting card/phone card for the booths near the Chambers and meeting rooms in Brussels and Strasbourg;
- a television giving access to the proceedings of the part-session and the main TV channels of the countries of the EU.

No exceptions can be made without the agreement of the Quaestors.

5.4.2. Help desk

The SUTEL service is the contact point for any problems relating to telephones, faxes and reception of TV channels. A [FAQ](#) is available on line with answers to questions most frequently asked concerning telephones.

In the event of breakdown, a help desk is available to users from 8.00 to 20.00 (during part-sessions until 30 minutes after the end of the sitting):

Ext. 84100

sutel@europarl.europa.eu

Strasbourg WIC M00102 Ext. 74620
Demeneurs-BRU@europarl.europa.eu
Demeneurs-STB@europarl.europa.eu

5.6. Lobby groups

Persons wishing to provide Members with information in connection with the performance of their duties may request an authorisation to enter Parliament's premises. They must comply with a code of conduct (Annex IX, paragraph 3, to the Rules of Procedure) and sign the register held by the Quaestors.

For more information concerning the conditions and arrangements governing access for representatives of lobby groups, please contact the accreditation centre:

Brussels ASP 01F/035 Ext. 44561 / 42430
SecuLongTermPass@europarl.europa.eu

6. DOCUMENTATION

6.1. *Access to documents*

All Parliament's official documents are directly accessible. The list of documents directly accessible via the [Register of Parliament documents](#) is set out in Annex XV to Parliament's Rules of Procedure. Some documents must be disseminated in a manner consistent with European Parliament and Council Regulation (EC) No 1049/2001 and in particular Article 9 thereof (cf. Annex XVI to the Rules of Procedure). The internal provisions adopted by Parliament are set out in Annex VII to the Rules of Procedure.

6.2. *Document distribution*

Alongside the distribution of documents in electronic form (<http://www.europarl.europa.eu>), a central department distributes working documents and official Parliament documents in paper form, as well as a number of documents from the Commission, Council and other EU institutions and bodies which relate to current procedures or are useful to Parliament's work. These documents are available in the official languages of the European Union.

Session documents per se are published in three series for ease of identification:

- A Series: reports by Parliament's committees;
- B Series: parliamentary initiatives (motions for resolutions and proposals for recommendations, parliamentary questions, etc.);
- C Series: documents from other institutions.

Documents are distributed in accordance with guidelines laid down by the Quaestors, on the following basis, as appropriate:

- in Members' pigeon-holes, situated in the distribution centres in Brussels and Strasbourg;
Brussels ASP 3rd floor
Strasbourg LOW 1st floor
- as sets of papers for meetings of Parliament's committees and bodies (also available on the Europarl website);
- through the political groups.

Official documents are also available on request at the distribution counters located near Members' pigeon-holes.

6.3. *Library (<http://www.library.ep.ec>)*

The Library provides a non-partisan information and research service to Members and parliamentary bodies covering every subject of relevance to Parliament's work.

Brussels

The main premises of the Library are located on the 5th floor (Sector D) of the ASP building in Brussels. The opening hours are: Monday, Wednesday and Thursday, 8.30 – 19.00; Tuesday, 10.00 – 19.00; Friday, 8.30 – 17.00.

The library's reading room contains a large number of books and reference works on politics, the European institutions and the general economic, social and political situation in the Member States. All books are referenced in the library's on-line catalogue available on its website.

A maximum of six books may be borrowed at any one time for a maximum of one month.

The library also possesses a large collection of daily and weekly newspapers and periodicals from all Member States which may be consulted on the library's premises.

European Parliament computer users may use the library's computers to consult the library website, EU databases, CD-ROMs and the internet. On request users may consult a complete list of all available CD-ROMs.

Training

The library runs a range of training courses (InfoSessions) on such subjects as efficient database and web searches, finding the best information sources on European policies, etc. Information on these courses is available on the library's website. The library's training rooms are on the 6th floor and may be accessed using the main staircase in the library reading room.

Strasbourg

The Strasbourg branch is located on the first floor (0) of the PFL building and is open at the following times during part-sessions only: Monday, 15.00 – 19.00; Tuesday and Wednesday, 9.30 – 12.00 and 13.30 – 19.00; Thursday, 8.30 – 12.00.

Enquiries can be made through the Library's intranet site (<http://www.library.ep.ec/library-app/services/home.action?pid=01>) or by calling at the Library's premises in Brussels or Strasbourg, or else by phone (48100), fax (02 230 6581) or e-mail library@europarl.europa.eu

6.4. Information offices

Parliament has information offices in all the Member State capitals.

The information offices and their branch offices essentially perform the following functions:

- providing information to the outside world to ensure that Parliament's opinions and positions are speedily disseminated and clarified in the Member States;
- providing Parliament with information concerning public opinion on European integration;
- encouraging debate on European integration by means of seminars, conferences and other events.

The information offices also assist Members and parliamentary bodies in connection with their work in and missions to the Member States.

7. OTHER SERVICES

7.1. *Visits and seminars*

The Visits and Seminars Unit of the Directorate-General for Information is responsible for organising group visits during and outside part-sessions. Under the current rules, each Member may invite a maximum of 100 sponsored visitors per year.

Financial assistance is granted on the basis of the number of participants and in proportion to the distance travelled.

This unit also holds seminars for ‘opinion multipliers’:

| | | |
|-------------------|----------------------------|-------------------------|
| <i>Brussels</i> | <i>PHS 01C05/01C011</i> | <i>Ext. 42103/43229</i> |
| <i>Luxembourg</i> | <i>SCH 02A/230</i> | <i>Ext. 22997</i> |
| <i>Strasbourg</i> | <i>IPE3 F-1-1024/F1012</i> | <i>Ext. 74439/72021</i> |

7.2. *Protocol*

The Protocol Department organises Parliament’s receptions and official events.

| | | |
|-------------------|-------------------|-------------------|
| <i>Brussels</i> | <i>PHS 07A01</i> | <i>Ext. 44643</i> |
| <i>Strasbourg</i> | <i>LOW T02111</i> | <i>Ext. 74643</i> |

7.3. *Security*

Parliament’s accreditation centre is at the Members’ disposal for the supply of:

- *passes* for entry into Parliament’s buildings
Brussels ASP 01F035 Ext. 44561/42430
Strasbourg WIC M-00107 Ext. 72266/74074

If one of these passes is lost or stolen, *the Security Unit must be contacted at the following address:*

Brussels ASP 00G163/00G165 Ext. 42337
Strasbourg WIC M-00107 Ext. 72266

- The official *car sticker* (vignette) for access to Parliament’s car parks at its places of work.
Brussels ASP 01F035 Ext. 44561/42430
Strasbourg WIC M-00107 Ext. 72266/74074

7.4. *Official cars*

Official cars are made available to Members during part-sessions and Parliament meetings. Subject to availability, official cars may be used by Members for journeys within a 20 km radius of the place of work. These cars are intended as a matter of priority for journeys between the station or airport of arrival/departure and the place of work.

Members are asked to share cars wherever possible.

Drivers' Service:

| | | | |
|-------------------|---|-------------------|------------------|
| <i>Brussels</i> | <i>ASP 00D Lobby</i> | <i>Ext. 42022</i> | <i>Fax 49003</i> |
| <i>Strasbourg</i> | <i>LOW T01085</i> | <i>Ext. 75099</i> | <i>Fax 76938</i> |
| <i>e-mail</i> | <i>chauffeurs@europarl.europa.eu</i> | | |

7.5. *Parking*

Members may use the car parks in Parliament's places of work. A sticker granting access to the car parks can be obtained from the following addresses:

Brussels ASP 01F035 Ext. 44561/42430

Strasbourg WIC M-00107 Ext. 72266/74074

7.6. *Interpretation and translation*

Interpreting and translating services are intended solely to cover the needs of official parliamentary bodies, in accordance with the Code of Conduct on Multilingualism. Requests for interpretation and translations from individual Members cannot be entertained.

7.7. *Travel office*

ASSISTANCE IN CONNECTION WITH TRAVEL BY MEMBERS

Parliament's Secretariat provides Members, officials and other servants with assistance in organising their duty travel in the Member States and outside the European Union. This facility covers, on Parliament's premises in the three places of work, the reservation of hotel rooms, the reservation and issuing of plane, train and boat tickets and car rental.

The assistance is provided by two separate units which work together to provide a comprehensive service:

- The Members' Travel Office (MTO) is a service of the Directorate-General for Finance which Members can use in connection with private travel and travel to attend parliamentary meetings. This service can reserve flights which meet the needs of Members and official delegations, but it does not issue plane or train tickets.

Further information can be obtained from the Directorate-General for Finance/Members' Travel Office (MTO) in

Brussels: ASP 03H169 (Ext. 43455)

Strasbourg: LOW T1/111 (Ext. 75688)

or by contacting the mailbox: DG8bureaudevoyages@europarl.europa.eu

- A private travel agency, CWT (Carlson Wagonlit Travel), which works on the basis of a contract concluded with Parliament. This agency can issue

plane or train tickets and can reserve tickets or hotels both for Members and for officials and other servants.

In connection with their flight reservation needs, Members can contact the MTO, CWT or any private agency. Tickets reserved by the MTO are issued by CWT (the officials who staff the MTO use CWT's subscription to the airline reservation network).

Like any other private agency, CWT can also make reservations for private travel (an arrangement not covered by its contract with Parliament).

Further information concerning the services provided by the agency under the CWT contract can be obtained from

Brussels: ASP 3H164 (Ext. 42242)

Strasbourg: LOW T01/127 (Ext. 74616)

Luxembourg: KAD Ground floor, zone C (Ext. 23924)

or by contacting the mailbox: CWT-Manager@europarl.europa.eu

More specific information is available on Europarl/Inside at the following address http://www.europarl.ep.ec/inside/facilities/travel/default_en.htm?menu9

Members may check in for Air France, Iberia, Alitalia et Brussels Airlines flights departing from Strasbourg at the airline desk in the WIC building:

Strasbourg: WIC M01/111

tel: 72019 (Air France)

72270 (Iberia, Alitalia, Brussels Airlines)

7.8. Meeting rooms

In accordance with the rules in force adopted by the Bureau, meeting rooms in the three places of work are set aside for meetings of parliamentary bodies and the political groups; Members may not reserve rooms on an individual basis.

7.9. Catering

Certain lounges, restaurants and bars are reserved for Members and their guests.

Brussels

PHS Building

. Third-floor bar - Chamber level 44128

. Self-service cafeteria - 12th floor (reserved for Members and officials)

ASP Building

. Forum bar - Bloc G level 3 46291

. Self-service cafeteria - Bloc G level -1 44673/44674

. Members' bar - Bloc G level 0 41747/41766

- Members' restaurant - Bloc G level 041748/42288
- . Six rooms with a variable capacity of 30 - 50 place settings for lunches, dinners, drinks parties, receptions, etc. - Bloc G level 0 (exclusively by reservation, Ext. 42288)
- . Sandwich bar - Bloc E level 1 41303

Strasbourg (during part-sessions)

WIC Building

- . Bar - first floor, open on request 75900
- . Swan Bar - ground floor 75901/76356
- . A la carte restaurant - ground floor 75081

LOW Building

- . General bar - level 0 - S00201 76309/76357
- . Members' bar - level 01 - C01861 76359
- . Press bar - level 0 - N00101 76311/76358
- . Visitors' bar - level 0 - H00010 (service also available *outside part-sessions*)
- . Self-service cafeteria - level -1 (service also available *outside part-sessions*)
- . Members' restaurant - level 0 - 500 places 76409
- . Nine rooms for cold buffets, drinks parties, receptions, etc. - levels 0, 01, 02, 03, 04 and 05 (exclusively by reservation, Ext. 76348/76409)

Further information is available from the Catering Department:

Brussels: Ext. 42677

Strasbourg: Ext. 76348

7.10. *Smoking*

As a general rule smoking is forbidden on Parliament's premises. It is planned to install a number of sealed off smoking areas. The location of these areas will be announced in due course.

7.11. *Medical Service*

EP EMERGENCY NUMBER: 85112 Brussels-Strasbourg-Luxembourg

Surgeries:

Brussels *PHS 2F343* *Ext. 42123/42152*
Strasbourg *LOW T1145* *Ext. 75966*

Opening hours:

BRUSSELS

| <i>Meeting weeks</i> | | |
|--|--------------|---|
| Monday-Thursday | 8.30 - 20.00 | |
| Friday | 8.30 - 15.00 | |
| Friday before Strasbourg | 8.30 - 19.00 | |
| Part-sessions | 8.30 - 20.00 | if the sitting lasts later - until 15 minutes after the end of that day's sitting |
| | | |
| <i>Weeks in which there is no meeting</i> | | |
| Monday-Thursday | 8.30 - 19.00 | |
| Friday | 8.30 - 15.00 | |

STRASBOURG

| <i>Part-sessions only</i> | | |
|----------------------------------|---|---|
| Monday | 8.30 - 21.30 | if the sitting lasts later - until 15 minutes after the end of that day's sitting |
| Tuesday/Wednesday | 8.30 - 15 minutes after the end of that day's sitting | |
| Thursday | 8.30 - 19.00 | if the sitting lasts later - until 15 minutes after the end of that day's sitting |

7.12. *Family room*

During Strasbourg part-sessions, a family room, with 25 places, is open for the children of Members, officials and other servants of Parliament. Children are admitted from the age of 3 months up to their sixth birthday.

The family room is on the ground floor of the SDM Building.

Opening hours:

- Monday 13.30 - 20.00
- Tuesday to Thursday 8.00 - 20.00

Children may be enrolled via the European Parliament's Crèche unit in Luxembourg (Ext. 23597). Vouchers, valid for half a day (from 8.00 to 14.00 or from 14.00 to 20.00) may be obtained from the official's cash office in Strasbourg (WIC M01 108/109).

More detailed information can be obtained from the Directorate-General for Personnel:

Luxembourg KAD 2D008 Ext. 23597

A similar facility is offered by the crèche in Brussels for children between the ages of 3 months and 4 years. Applications should be made to the service responsible for Parliament's creches in Brussels (Ext. 42694/42196). Vouchers, valid for half a day (from 8.00 to 14.00 or from 14.00 to 19.00), may be obtained from the officials' Cash Office in Brussels (ASP 03H361, Ext. 42158).

These services are provided subject to the availability of places.

More detailed information can be obtained from the Directorate-General for Personnel:

Brussels MTY 02R012 Ext. 42694

7.13 Wayenberg Crèche

Parliament has a crèche, situated at Rue Wayenberg 75, B-1050 Brussels, which is open from 8.00 to 19.00 and to 17.30 on short Fridays. The crèche is closed on public holidays and Parliament office closing days. It is reserved for the children of Members and Parliament officials and other servants posted to Brussels and for the children of parliamentary assistants.

Enrolment: MTY 03R016 Ext. 42694
Management: WAY 03W015 Ext. 02 6277100

7.14 Assistance for the disabled

Disabled Members may apply to the Quaestors for reimbursement of the cost of additional individual assistance, submitting the relevant supporting documents.

Electric vehicles and wheelchairs are available for persons with reduced mobility.

Brussels ASP 0H338 Ext. 42878/46479/43819

Strasbourg SMD G02/015 Ext. 72500

7.15. **Quiet room**

A quiet room is available in the places of work:

Brussels ASP 00H152
Strasbourg WIC M01016

7.16. **Other facilities**

7.16.1. **Sports Centre**

The Sports Centre, which is open to Members, officials, other servants and Members' assistants, is situated *in section G, levels -1, -2 and -3, of the ASP Building in Brussels*. There is also a small sports centre in Strasbourg, on level -1 of the LOW Building. The Centre is managed by an external firm and supervised by a management committee comprising two Quaestors, three representatives of the Administration, two representatives of the Staff Committee, and four representatives of the users. Users have the option of taking out various types of subscriptions at various prices.

The Centre in Brussels comprises a large gymnasium with the latest equipment, one room for aerobics, dancing, etc., a tatami room, two saunas (non-mixed), two squash courts and showers. The centre in Strasbourg comprises a gymnasium, a room for aerobics and showers.

Opening hours in Brussels:

- Monday to Thursday 7.30 to 20.30
- Friday 7.30 to 19.30

Opening hours in Strasbourg (during part-sessions):

- Monday 13.30 to 21.00
- Tuesday/Wednesday 7.30 to 21.00
- Thursday 7.30 to 17.00

Registration (Brussels): ASP -1G341 Ext. 41085/6
Strasbourg: LOW S-1002 Ext. 72322

7.16.2. **Banks**

Brussels

. ING

PHS, Lobby Ext. 41799

ASP 0H245 Ext. 41734

. KBC

ASP 0H240 Ext. 42190/890

. Fortis

ASP 0H244 Ext. 41077

Strasbourg
Banque Populaire
WIC M01001 Ext. 75004

7.16.3. Post offices

Brussels ASP 000F150 Ext. 42298
Strasbourg LOW TO1139 Ext. 73437

7.16.4. Newspaper kiosks

Brussels PHS 0B72 Ext. 44751
ASP 00D050 Ext. 41074
Strasbourg WIC Lobby Ext. 75736
LOW H00006 Ext. 73711

7.16.5. Hairdressing salons

A hairdressing salon is open in Brussels and in Strasbourg during part-sessions:

Brussels ASP 00D049 Ext. 43886
Strasbourg WIC M00061/62 Ext. 75033 (men)
Ext. 75034 (women)

7.16.6. Dry-cleaning

Brussels ASP Lobby -0H150 46442

7.16.7. Minimarket

A minimarket is on level -2 of the car park in the ASP building in Brussels. It is open Mondays to Fridays from 10.00 to 20.00

Brussels ASP Parking level -2 Ext. +32 (0)2 230 2416
fax +32 (0)2 230 6791