

EUROPEAN PARLIAMENT



BUREAU

MINUTES

of the meeting of

02-07-2018

Louise WEISS Building - Room R1.1.

Strasbourg

BUREAU

MINUTES

of the meeting of Monday, 2 July 2018
from 18:30 to 20:30 hours

Louise WEISS Building - Room R1.1.

Strasbourg

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BUREAU

MINUTES

of the meeting of Monday, 2 July 2018

Strasbourg

Mr Antonio TAJANI, President of the European Parliament, opened the meeting at 18.32 hours.

Present

Antonio TAJANI, President*

Vice-Presidents

Excused

Ms McGUINNESS*
Mr SASSOLI*
Mr LIBERADZKI*
Mr WIELAND*
Ms GUILLAUME
Mr KRASNODEŹBSKI*
Mr VALCÁRCEL SISO*
Ms GEBHARDT*
Mr TELIČKA*
Ms JÁRÓKA*
Mr PAŞCU*
Mr PAPADIMOULIS*
Ms HAUTALA*
Mr CASTALDO*

Quaestors

Excused

Ms MORIN-CHARTIER*
Mr MAŇKA*
Ms BEARDER*
Mr KARSKI*

Mr KOVATCHEV

Also Present

Mr WELLE, Secretary-General*
Mr WINKLER, Deputy Secretary-General and Director-General DG PRES*

* present for Items 6, 7, 8 and 29.3 *in camera*

List of officials present at the meeting:

Private Office of the President

Mr CANGA FANO*
Mr CHIOCCHETTI*
Mr CAPOGROSSO*
Mr GAT

Private Office of the Secretary-General

Mr MANGOLD*
Mr SORENSEN
Ms ALTENBERG*
Mr MARTINELLI

Private Office of the Deputy Secretary-General

Mr JAVELLE

Secretariat

DG Internal Policies (IPOL)	Mr RIBERA d'ALCALA
DG External Policies (EXPO)	Mr DUCCI
DG Parliamentary Research Services (EPRS)	Mr TEASDALE
DG Information (COMM)	Mr DUCH-GUILLOT /
	Ms VAN DEN BROEKE
DG Personnel (PERS)	Mr KNUDSEN
DG Infrastructure and Logistics (INLO)	Ms LINNUS
DG Translation (TRAD)	Mr MAVRIC
DG Logistics and Interpretation for Conferences (LINC)	Ms WALTER-DROP
DG Finance (FINS)	Mr KLETHI / Mr MANNELLI**
DG Innovation, Technical Support (ITEC)	Mr VILELLA
DG Security and Safety (SAFE)	Mr CAROZZA
Legal Service	Mr DREXLER, Jurisconsult*
Director for the Relations with the Political Groups	Mr SCHWETZ
Conference of President's Secretariat	Ms WOLLNY

* present for Items 6, 7, 8 and 29.3 *in camera*

** only present for Items 6, 7 and 8 *in camera*

Political group secretariats

Ms	ROIG LINANA	(EPP)
Mr	HORNAK	(S&D)
Mr	WOODARD	(ECR)
Ms	BOVEINGTON-FAURAN	(ALDE)
Mr	PAULI	(ALDE)
Ms	PANTAZIDOU	(GUE/NGL)
Mr	BROUWER	(GREENS/EFA)
Mr	PITTARELLO	(EFDD)
Mr	HOLZFEIND	(ENF)
Mr	CARLOT	

Vice-Presidents' and Quaestors' assistants

Ms	O'HEA	Ms	McGUINNESS
Mr	VOGT	Mr	LIBERADZKI
Mr	COBUCCI	Mr	SASSOLI
Mr	WEGMANN	Mr	WIELAND
Ms	BARREIRA	Ms	GUILLAUME
Ms	DYMOWSKA	Mr	KRASNODEŹBSKI
Mr	RODRIGUEZ GUILLEN	Mr	VALCÁRCEL SISO
Ms	PAPENBERG	Ms	GEBHARDT
Mr	KLEEMANN	Mr	TELIČKA
Ms	SZARAZ	Ms	JÁRÓKA
Mr	VINTILA	Mr	PAŞCU
Mr	ALATOPOULOS	Mr	PAPADIMOULIS
Ms	HEIKKILA	Ms	HAUTALA
Mr	VALLUCCI	Mr	CASTALDO
Mr	RICHARD	Ms	MORIN-CHARTIER
Mr	IVANOV	Mr	KOVATCHEV
Ms	KUCHTIKOVA	Mr	MAŇKA
Mr	McDONNELL	Ms	BEARDER
Mr	SKOCZEK	Mr	KARSKI

Mr TZIORKAS*, Mr ADLER, Ms KOSTIDOU, Ms GIPPERT, Ms DEAN, Mr TYMOWSKI, Ms MURRAY and Ms BONSIGNORE acted as secretary to the meeting.

* present for Items 6, 7, 8 and 29.3 *in camera*

1. Adoption of draft agenda

The Bureau,

- noted the draft agenda and adopted it as shown in these minutes (PE 620.178/BUR).

2. Adoption of the Minutes of the meeting of 11 June 2018

The Bureau,

- approved the Minutes of the ordinary Bureau meeting of 11 June 2018 held in Strasbourg (PE 620.177/BUR).

3. Communications by the President

3.1. Holocaust Remembrance Day - Task Force

The Bureau,

- heard the President recall that in January 2019 the European Parliament will commemorate again the victims of the Holocaust and inform the meeting that he has asked the Secretary-General to set-up an administrative task-force for organising the event and evaluating the possibility of organizing the commemorative activities in the Hemicycle, in order to give a symbolic prominence to the values and founding principles of our Union, considering also next year's elections and the high turnout at the ceremonies of the past years.

3.2. Pension rights for APAs

The Bureau,

- heard the President report to the meeting that the Socialist Group and the German delegation of the EPP Group, in two letters from 30 May and 26 June 2018, had called for a solution for pension rights accrued by parliamentary assistants who have served for two legislative terms; explain that under the Staff Regulations the entitlement to an old-age pension would mature after 10 years of service, recalling that the Bureau at its meeting of 13 December 2017 had asked the services to analyse the topic;
- heard the President further announce that he would meet with a delegation of representatives of parliamentary assistants to discuss the matter.

3.3. Extraordinary Bureau meeting with the representatives of the interpreters

The Bureau,

- heard the President remind that, as already communicated to members, an extraordinary meeting of the Bureau with the representatives of the interpreters was scheduled for 4 July 2018 at 11 am, with a view to giving them the

opportunity to present their positions to the Bureau members; the meeting would be chaired by Mr PAȘCU, Vice-President responsible for multilingualism;

- heard the President further inform members that meanwhile the social dialogue with interpreters continued at all levels: he would meet the Chair of the inter-syndical committee, the Chair of the delegation of the interpreters and the Chair of the Staff Committee on 3 July 2018; in parallel, the structured dialogue between the Secretary-General and the Staff Committee, in coordination with Mr PAȘCU, Vice-President responsible, also continued; DG PERS had launched a formal consultation according to article 55 of the Staff regulations on the rules relating to working conditions, which would be concluded on 18 July 2018.

3.4. Annulment by the EU General Court of imposed penalties against a Member

The Bureau,

- heard the President recall that on 31 May 2018, the European Union's General Court had annulled two decisions of the Bureau imposing sanctions on Mr KORWIN-MIKKE, former Member, for offensive and unacceptable statements he had made during two plenary sessions against women and immigrants;
- heard the President note that the Court had recognized the "shocking" nature of the statements, but had interpreted Rule 166 of Parliament's Rules of Procedure in such a restrictive way that it was not sufficient if there was a conduct violating the principles and values referred to in Rule 11, but it required also a serious disorder or disruption of Parliament's activities;
- heard the President inform the meeting that he had asked the Legal Service to prepare an opinion on the possibility of appealing against both decisions by 20 August 2018, which had been delivered and distributed to the members of the Bureau as a confidential document; the opinion suggested that the identification of a "error in law" was extremely difficult and therefore it might be preferable for Parliament not to appeal, but instead to amend the respective Rules 11, 165 and 166 of Parliament's Rules of Procedure with a view to aligning them with the requirements of the Court decision;

- heard Mr WIELAND, Vice-President, support the course of action proposed by the President and the Legal Service and suggest to send a letter to Ms HÜBNER, Chair of the AFCO Committee, requesting that the AFCO Committee launches the revision procedure at the earliest opportunity so that the amended Rules can enter into force at the beginning of the new legislature;
- agreed with the course of action proposed by the President, in line with the opinion from the Legal Service.

A. DECISIONS/EXCHANGE OF VIEWS

4. The Solvay Library as a future Library of Europe - Note from the Secretary-General

The Bureau, with debate,

- took note of the note dated 20 June 2018 from the Secretary-General, entitled "*The Solvay Library as a future Library of Europe*" (PE 623.003/BUR);
- heard the President introduce the matter at hand, noting that the proposed concept consisted of a digital library of the future, a historical library with a venue for events and a media library; suggest that the latter should also comprise an area dedicated to journalism, to highlight the freedom of press and commemorate journalists who had been killed for exercising that freedom, as Ms Daphne CARUNA GALIZIA and Mr Ján KUCIAK; such area on journalism could include, inter alia, materials on the history of European journalism and serve also as a space for meetings with journalists.
- heard the Secretary-General present his note and explain that
 - intensive work on the project had been going on since 2016 and the Solvay Library fitted into "Parliament's Building Strategy beyond 2019", as endorsed by the Bureau on 16 April 2018, since this strategy included a wish for a public "Library of Europe";
 - the relevant Belgian authorities and in particular the Mayor of the City of Brussels, Mr CLOSE, in whose borough the Parc Leopold is located, had warmly welcomed the idea, requesting nevertheless that the Parliament presents a more concrete concept for further discussion;
 - the building, which combines the neo-classical style with elements of *Art Deco*, is of an exceptional character with a tremendous historical value, having hosted scientific conferences in the early 20th century with the participation of several Nobel Prize winners, *inter alia*, Albert EINSTEIN and Marie CURIE;
 - the building, located close to the Parliament, in a beautiful park, is well-suited as a future "Library of Europe", comprising three distinct areas:

- the ground floor level would serve as a historical library with reference books and as conference room for up to 250 people,
 - the “basement” level, which is not actually below ground as the building is located on a slope, would serve as a digital “Library of the Future”, to be conceived in close collaboration with DG ITEC, noting that this level would also comprise an *Art Deco* style café,
 - the first floor would serve as a media library giving access to both print and electronic media and could comprise an area to highlight freedom of press and persecuted journalists, as suggested by the President;
 - the concept, once endorsed by the Bureau, would be further discussed and negotiated with the competent Belgian authorities;
- heard Mr VALCÁRCEL SISO, Vice-President with primary responsibility for the Members’ Research Service and Library, welcome the concept and enquire about the budgetary implications;
- heard Mr PAȘCU, Vice-President with secondary responsibility for the Members’ Research Service and Library, express his full support for the project, which should be also combined with the close by located House of European History, noting that the budgetary aspects could be discussed in due course;
- held an exchange of views with the participation of Ms GEBHARDT, Mr CASTALDO, Mr LIBERADZKI, Ms HAUTALA, Mr PAPADIMOULIS, Vice-Presidents, Ms BEARDER, Quaestor, and the President, who:
- expressed overall support for the project, while noting that it was currently formulated in general terms and therefore further discussions would be necessary in the future, to take also account of the budgetary implications;
 - requested further information about any necessary renovation works, enquiring whether Parliament was to acquire or lease the building, whether the project could be interpreted as a Parliament subsidy to the local authorities in Brussels and what kind of events and functions Parliament and its Members would be able to organise on the premises;

- enquired about the selection of works of art to be on display in the building; while stressing the need to ensure access for disabled people, as far as the building allows;
 - enquired about the expiry of the current contractor responsible for the administration of the building;
 - stressed the need to involve all relevant EP services, such as DG ITEC particularly with regard to the digital library;
 - enquired about the functionalities of the digital library for Members and staff as well as for the citizens, and the relevance to offer a selection of traditional books, since reading is based on digital media to an ever-larger extent;
- heard Mr KRASNODEBSKI, Vice-President, express reservations about the concept, noting that Parliament was currently under attack for wasteful spending on buildings, referring to an article in the same day's edition of *Der Spiegel*; express doubts whether such a library would attract a large number of citizens and suggest that the Bureau members visit the Solvay library before taking a decision;
- heard the Secretary-General explain that the members of the Bureau were at this juncture only requested to endorse the proposed overall concept so that concrete discussions with the City of Brussels and the current operator of the Solvay Library could ensue; once these discussions were completed, he would revert to the Bureau with more specific proposals, which would address the points raised in the exchange of views, including the question of budget;
- heard further the Secretary-General reply to individual questions raised by members, noting *inter alia* that the Quaestors are responsible for works of art; in relation to the library's attractiveness for the citizens, recall that the House of European History, located in the same park, already attracted a large numbers of visitors; with regard to the format for the use by Parliament, note that the possible options had already been raised in the discussion; agree that the library should respect both the more traditional format with books, and the modern, digital format; confirm that a coffee shop open to the public would be located in an appropriate place;

- endorsed the overall concept of using the Solvay Library as a Library of Europe as presented in the note from the Secretary-General;
- mandated the Secretary-General to take the necessary steps with the City of Brussels and the current operator of the Solvay Library to enable the Parliament to use it in this way.

5. Members' trainees - Principles for the reform of the Framework - Note from the Secretary-General

The Bureau, with debate,

- took note of a note dated 20 June 2018 from the Secretary-General '*Members' trainees - Principles for the reform of the Framework*' (PE 623.004/BUR and annex);
- heard the President recall that in October 2015 the Bureau had acknowledged that the current legal framework for Members' trainees, which was adopted in 2010, lacked certain safeguards such as minimal guarantees for trainees and risked that the trainees' situation in Parliament could be legally challenged under Belgian law, and therefore should be revised;
- heard the Secretary-General, present his note, noting in particular that
 - this was the first phase of consultations and the Bureau was only requested to agree on the principles for a revision of the rules, which would then be followed by a more detailed proposal;
 - the overall aim of the proposal was to ensure a better protection for Members' trainees, who -to the extent possible- should be treated in the same way as the trainees of the Secretariat of the European Parliament;
 - there would be three main options for Members to choose, namely:
 - a training placement in Brussels for a period of one to five months, which could be prolonged once by additional two months maximum, with a fixed remuneration;
 - a traineeship for university graduates in Brussels for a period of six months, with a fixed remuneration;
 - study visits for a duration up to six to eight weeks, for which no remuneration would be provided,
- held an exchange of views with the participation of Mr WIELAND, Mr CASTALDO, Ms HAUTALA, Ms GUILLAUME, Ms McGUINNESS,

Mr PAPANIMOUULIS, Mr KRASNODEBSKI, Vice-Presidents, and Ms BEARDER and Mr KARSKI, Quaestors, who:

- welcomed the proposal as a very good initiative, stressing their full support for the need to ensure a better protection of Members' trainees, avoid any abuse and make sure that they are adequately remunerated;
 - enquired about the possibility to have more options and greater flexibility, giving some examples of current traineeships, which would not obviously fit in the proposed three main options, such as trainees who have already graduated from their studies, students receiving payments from a third party (e.g. ERASMUS) or legal students in Germany doing their 'Wahlstation' as well as pupils completing one-week-traineeships;
 - asked for clarification about the maximum number of trainees;
 - enquired on whether the minimum wage would include travel costs for trainees and if the secretarial allowance would need to be adapted;
 - suggested to improve trainees' access rights to and on Parliament's premises in order to allow them to properly fulfil their duties;
 - emphasized that several Members were very much involved in furthering students not only through a salary, but also in values and by supporting their career within Parliament or in other EU institutions;
 - raised the matter of the Members' entourage and related badges;
 - enquired about the specific question of trainees from third countries, noting that the matter had been raised also in the context of trainees from ACP countries discussed in the Bureau on a previous occasion;
- agreed on the general principles laid out in the note from the Secretary-General;
- instructed the Secretary-General to draft for a forthcoming Bureau meeting a comprehensive and balanced proposal to review the current legal framework for Members' trainees on the basis of these key principles.

From 19.39 hours *in camera*6. General expenditure allowance - Proposal from the ad-hoc Working Group on the revision of the list of expenses which may be defrayed from the General Expenditure Allowance (GEA) - Letter from Mr WIELAND, Vice-President

The Bureau, *in camera*,

- took note of the letter dated 26 June 2018 from Mr WIELAND, Vice-President, concerning the revision of the list of expenses which may be defrayed from the General Expenditure Allowance (GEA) (PE 624.908/BUR and annex);
- took note of the Bureau Decision dated 13 December 2010 on the list of expenses which may be defrayed from the General Expenditure Allowance (GEA) (PE 438.665/BUR/GT/rev4-final);
- heard Ms GUILLAUME, Vice-President, announce that she would need to leave in order to chair the plenary and therefore would give her proxy vote to Mr SASSOLI, Vice-President;
- heard the President introduce the matter at hand, noting *inter alia* that:
 - on 15 May 2017 the Bureau had discussed a proposal for a revision of the list of expenses, which may be defrayed under the GEA, stressing that different parameters of the reform needed to be looked at;
 - on 12 June 2017 the Bureau had agreed to set up an ad-hoc Working Group with the aim of drawing up a revised list of expenses which may be defrayed under the GEA and of making recommendations for the future;
 - during an orientation debate on 16 April 2018 the Bureau had voted in favour of a continuation of the current lump sum system, with additional elements for greater transparency, accountability and elimination of any legal uncertainty to be elaborated by the ad hoc Working Group;
 - the ad-hoc Working Group examined these issues and had agreed on various important changes, but had not been able to reach consensus on three specific points, for which the Bureau would have to vote on options prepared by the Working Group in order to take a final decision:

- the rules concerning the establishment of a separate bank account, to which the GEA would be paid by Parliament,
 - the supervisory mechanism and the oversight of the use made by Members of the GEA,
 - the system which would apply to unspent amounts;
- heard the President note that following the extensive discussions at the level of both the ad-hoc Working Group on the reform of the GEA and the Bureau, Members were now requested to vote on options relating to the issues mentioned;
- decided by 6 to 8 to reject the proposal comprising blocks α_2 , β_2 and δ , and by 8 to 6 to adopt the proposal comprising blocks α_1 , β_1 and rejecting block δ ;
- heard the President note the result of the vote, thank the members of the Bureau and especially the members of the ad-hoc Working Group for their work and instruct the Secretariat to prepare a consolidated version of the adopted Bureau decision concerning the General Expenditure Allowance (see annex).

7. Appeal of a Member under Article 72(3) of the Implementing Measures for the Statute of Members (IMMS) - Note from the Secretary-General

The Bureau, *in camera*,

- took note of the note dated 20 June 2018 from the Secretary-General concerning an appeal lodged by Mr M., Member, on 27 March 2018, pursuant to Article 72(3) of the Implementing Measures for the Statute for Members (IMMS), against the decision of the Quaestors of 6 February 2018 confirming the decision of the Secretary-General of 15 December 2017 (PE 624.909/BUR and annexes);
- took note of an opinion from Parliament's Legal Service on this matter, dated 29 June 2018, requested by the President (PE 624.909/BUR/ANN.14);
- heard the President refer to the documents contained in the file, which was distributed to the members of the Bureau in a separate and confidential cover, and inform the meeting that for reasons of legal certainty he had requested Parliament's Legal Service to produce an opinion on this matter, which Members could also find in their file;
- heard the President introduce the matter noting that further to the decision of the Quaestors dated 6 February 2018 by which they had upheld the decision of the Secretary-General dated 15 December 2017, the Member concerned had appealed to the Bureau in accordance with Article 72(3) IMMS; it was now for the Bureau, as the final instance in the European Parliament, to decide whether to grant or reject the appeal by Mr M., Member; invite Ms MORIN-CHARTIER, Quaestor responsible, to explain the matter;
- heard Ms MORIN-CHARTIER, Quaestor, explain the case in detail noting that the Quaestors had already granted to Mr M., Member, an assistance pursuant to Article 30 IMMS, but the Member concerned considered that this was not adequate and therefore had appealed to the Bureau against the Quaestors decision, by which they had also upheld the decision of the Secretary-General of 15 December 2017; when taking their decision the Quaestors had considered carefully and in detail all the arguments and supporting documents submitted by Mr M., Member, and therefore the latter's complaint that he had not been

heard was unfounded; invite therefore the members of the Bureau to reject the appeal by the Member concerned and confirm the decision of the Quaestors;

- heard the President ask the members to proceed to a vote;
- decided unanimously to reject the complaint by Mr M., Member, noting that the services had correctly applied the decisions of the Quaestors of 14 February 2017 and of 12 September 2017, without there being a need to hear him in person, and to inform Mr M., Member, of this decision and of the available means of appeal.

8. Staff matters8.1. Application of Article 50

The Bureau, in camera,

- took note of the note dated 26 June 2018 from the Secretary-General concerning the application of Article 50 of the Staff Regulation (retirement in the interest of the service) to a Parliament's senior official (PE 624.910/BUR);
- heard the Secretary-General present the request to apply Article 50 of the Staff regulations to Mr AGUIRIANO NALDA who had been Director-General for External Policies since 14 June 2010, and had recently been appointed Secretary of State in the newly formed Spanish government;
- heard the Secretary-General inform the meeting that Mr AGUIRIANO NALDA had been heard and agreed that Article 50 of the Staff Regulations should be applied, noting that under these circumstances and in the interest of the service it seemed appropriate to apply Article 50 of the Staff Regulations in the case of Mr AGUIRIANO NALDA;
- decided, by majority, with Mr VALCÁRCEL SISO, Vice-President voting against, to apply Article 50 of the Staff Regulations to Mr Marco AGUIRIANO NALDA, with effect from 3 July 2018.

8.2 Two requests for prolongation of professional activity beyond the age of 65

The Bureau, in camera,

- took note of two notes dated 26 June 2018 from the Secretary-General concerning two requests pursuant to Article 52 of the Staff Regulation (PE 624.911/BUR and PE 624.912/BUR);
- heard the Secretary-General introduce the matter at hand explaining that
 - Mr Bernard HELLOT, Director for Resources in the Directorate-General for External Policies, had requested a prolongation of his service for one more year, in accordance with Article 52 of the Staff Regulations; for the reasons

explained in his note the request seemed appropriate and in the interest of the service he proposed to the Bureau to grant it;

- Mr Robert GALVIN, Internal Auditor, who was about to reach the retirement age, had requested a prolongation of his service for one more year, in accordance with Article 52 of the Staff Regulations; for the reasons explained in his note the request seemed appropriate and in the interest of the service he proposed to the Bureau to grant it;
- decided to prolong the service of Mr Bernard HELLOT, Director for Resources in the Directorate-General for External Policies, from 1 December 2018 and for the duration of one year;
- decided to prolong the service of Mr Robert GALVIN, Internal Auditor, from 1 December 2018 and for the duration of one year.

B. DECISIONS WITHOUT DEBATE

9. Harassment - Implementation of the Roadmap: Revision of the rules concerning the functioning of the 'Advisory Committee' – Note from the Secretary-General - and Draft Code of Appropriate Behaviour for Members of the European Parliament in exercising their duties – Proposal from the Quaestors

The Bureau, with debate,

- took note of the note dated 21 June 2018 from the Secretary-General, entitled *'Implementation of the updated Roadmap for the adaptation of preventive and early support measures to deal with conflict and harassment between Members and APAs or other staff'* (PE 622.990/BUR and annexes);
- took note of the letter dated 22 June 2018 from Mr MAŇKA, Quaestor, concerning the draft Code of Appropriate Behaviour for Members of the European Parliament in exercising their duties (PE 624.918/BUR);
- took note of the letter dated 28 June 2018 from Ms MORIN-CHARTIER, Quaestor and Chair of the Advisory Committee on Harassment, concerning the revision of the rules for the functioning of the Advisory Committee, the draft Code of Appropriate Behaviour for Members of the European Parliament in exercising their duties and the proposal to insert a new article in the Implementing Measures for the Statute for the Members of the European Parliament (PE 624.919/BUR);
- took note of the note dated 28 February 2018 from the Secretary-General entitled *'Updated roadmap for the adaptation of preventive and early support measures to deal with conflict and harassment between Members and APAs, trainees or other staff'* (PE 615.753/BUR/REV2 and annex);
- heard Mr PAPANIMOULIS, Vice-President, note that the Roadmap contained many important improvements but that there were still outstanding issues, such as the appointment of an independent analysis and the mandatory training, which would need to be tackled in the future;
- heard Ms HAUTALA, Vice-President, thank Ms MORIN-CHARTIER for the progress that has been made and also emphasise the need for mandatory training for Members;

- heard Mr MAŇKA, Quaestor, note that there is no legal basis for obliging Members to do mandatory training and that the Code stipulates that any Member who does not agree to abide by the Code will not be able to be appointed to positions of responsibility;
- heard Mr CASTALDO, Vice-President, share the concerns of Mr PAPADIMOULIS and Ms HAUTALA, Vice-Presidents, on the mandatory training and note that other jurisdictions have taken a different position;
- heard Mr LIBERADZKI, Vice-President, welcome the fact that the Parliament was moving efficiently to deal with an exceptional problem and thanked the Quaestors involved in the Advisory Committee, recalling that as a Quaestor he had also been fully involved in the work of that Committee;
- heard Ms MORIN-CHARTIER, Quaestor and Chair of the Advisory Committee dealing with harassment complaints involving Members, stress that, as she had promised, she was presenting a draft Code on Appropriate Behaviour and the draft Rules on the functioning of the Advisory Committee to the Bureau before the summer; this had been a heavy task for both the Committee members and the secretariat but the results were very satisfactory and had been approved by unanimity both by the Advisory Committee and the Quaestors; a training on preventing conflict and harassment at the workplace was already available for Members on demand, and therefore she invited those present to attend the training and give their feedback; an audit by three independent experts had already started with two days of hearings in June and would be concluded on 15 October 2018 when the Advisory Committee would be informed of the conclusions of the experts; she would then inform the Bureau on the results of the audit and related recommendations;
- approved the draft proposals as presented;
- asked the Secretary-General to take any necessary administrative measures for the implementation of the proposals;
- invited the President to refer the draft Code of Appropriate Behaviour for Members of the European Parliament in exercising their duties to the Committee on Constitutional Affairs for the drafting of a report with a view to approving the

Code as an Annex to the Rules of Procedure and its inclusion in the Code of Conduct for Members of the European Parliament.

10. Harassment - Implementation of the Roadmap: Proposal for a consolidated Article 34a (new) to the Implementing Measures for the Statute for Members of the European Parliament (IMMS) - Note from the Secretary-General

The Bureau, without debate,

- took note of the note dated 25 June 2018 from the Secretary-General, entitled *'Roadmap for the adaptation of preventive and early support measures to deal with conflict and harassment between Members and APAs or other staff - Proposal for a consolidated Article 34a (new) to the Implementing Measures for the Statute for Members of the European Parliament (IMMS)'* (PE 624.920/BUR and annex);
- took note of the draft Article 34a IMMS (new);
- approved the draft Article 34a IMMS (new) and decided to make the necessary arrangements to have it published in the Official Journal of the European Union, with its entry into force taking place on the day following that of its publication.

11. The Future of the Paul-Henri SPAAK Building - Note from the Secretary-General

The Bureau, with debate,

- took note of the note dated 20 June 2018 from the Secretary-General, entitled '*The Future of the Paul-Henri SPAAK Building*' (PE 620.187/BUR/rev);
- took note of the options proposed for the refurbishment of the Paul-Henri SPAAK building, including their advantages and disadvantages;
- heard Mr SASSOLI, Vice-President, thank the Secretary-General for his revised note, which was taking into account the outcome of the discussion held at the last Bureau meeting:
- decided to opt for options B and C to be elaborated further, as recommended by the Working Group on Buildings, based on their added value and the enhanced functionalities proposed, and considering the need to address the lack of dedicated trilogue and small conference meeting rooms as described in the updated building strategy beyond 2019;
- instructed the Secretary-General to mandate the responsible services to launch an architectural competition for the selected options in order to have concrete architectural concept proposals which include the latest update of time schedule and budgetary estimates;
- charged the Secretary-General to present the outcome of this process in the second semester of 2019 in order to allow the Bureau Members to take a final decision on the project.

12. 2019 Europe Day festivities in Brussels, Strasbourg and Luxembourg - Note from the Secretary-General

The Bureau, without debate,

- took note of the note dated 20 June 2018 from the Secretary-General entitled '*2019 Europe Day festivities in Strasbourg, Brussels and Luxembourg*' (PE 623.005/BUR);
- approved the dates for the Europe Day events in Brussels on Saturday, 4 May 2019 and in Strasbourg on Sunday, 19 May 2019.

13. Budget item 400 in the run-up to the European elections 2019 - Note from the Secretary-General

The item was postponed to a forthcoming meeting of the Bureau.

14. Statement of assurance (DAS) 2017 - Parliament's replies to the observations of the Court of Auditors - Note from the Secretary-General

The Bureau, without debate,

- took note of the note dated 26 June 2018 from the Secretary-General entitled "*Statement of assurance (DAS) 2017 – Parliament's replies to the observations of the Court of Auditors*" (PE 623.007/BUR and annexes);
- took note of the Court of Auditors' observations concerning Parliament;
- approved the draft replies to the Court, pursuant to Article 25 of the Internal Rules on the implementation of Parliament's budget;
- instructed the President to forward Parliament's approved replies to the Court of Auditors, and, for information, to the Commission.

15. Closure of the accounts for 2016 and 2017 for the political groups - Note from the Secretary-General

The Bureau, without debate,

- took note of the note dated 20 June 2018 from the Secretary-General entitled "*Closure of the accounts for 2016 and 2017 for the political groups*" (PE 623.008/BUR and annexes);
- evaluated the observations transmitted by the ENF Group to the President of the European Parliament concerning its 2016 final report;
- took note and approved the 2016 final report of the ENF Group taking into account the opinion of the Committee on Budgetary Control and the observations of the group;
- therefore, decided the repayment of an amount of EUR 477 780.62 by the ENF Group for ineligible expenses for 2016, as recommended by the Committee on Budgetary Control;
- took note and approved the audited reports of all 8 political groups for the financial year 2017, which all entail an unqualified opinion issued by their external auditors;
- approved the repayment of EUR 66 427.50 for expenses declared as ineligible by ENF group in their 2017 final report;
- approved the repayment by EFDD group of the amount of EUR 220 782.23 exceeding the ceiling for the amount that can be carried forward from 2017 to 2018.

16. Draft Rules of Procedure of the EU-Algeria Joint Parliamentary Committee (JPC) - Letter from Ms AYALA SENDER, Chair of the Delegation for relations with the Maghreb countries and the Arab Maghreb Union

The Bureau, without debate,

- took note of the letter dated 8 June 2018 from Ms AYALA SENDER, Chair of the Delegation for relations with the Maghreb countries and the Arab Maghreb Union (DMAG), submitting draft rules of procedure of the EU-Algeria Joint Parliamentary Committee (JPC) for approval (PE 622.943/CPG and annex);
- recalled that, the Conference of Presidents at its meeting on 11 January 2018, decided, in line with precedent, to establish an EU-Algeria JPC within the DMAG framework, which should ensure political dialogue at parliamentary level between the EU and Algeria, and further decided that the JPC with Algeria should comprise 13 Members to be appointed by the political groups in accordance with the d'Hondt system, which should also apply to the non-attached Members, and that it be granted sufficient resources;
- took note that Article 3(2) of the draft rules of procedure states that the Bureau of the JPC shall meet “as often as it deems necessary” and that Article 5(1) states, that the JPC shall meet “at least” once a year, alternately in one of the workplaces of the European Parliament and in the counterpart’s country;
- took note in this regard that, pursuant to Article 8 of Parliament's Implementing provisions governing the work of delegations, each standing inter-parliamentary delegation may hold one inter-parliamentary meeting per year, unless otherwise stipulated in international agreements;
- took note that, under the applicable Rules, the bureaux of multilateral assemblies should meet on the margins of their plenary sessions or via video conferences, and that there are no provisions for working group or bureau missions of delegations, which shall be considered as an inter-parliamentary meeting of the respective delegation for which the Rules apply fully;
- took note that the Conference of Presidents, at its meeting of 27 June 2018, endorsed the draft rules of procedure of the EU-Algeria JPC, on the understanding that, by analogy with the approach adopted for the EU-Tunisia

and EU-Morocco JPCs, it shall meet not more than once per year, and that its Bureau shall meet in the margins of the JPC meetings or via video conferences;

- approved the adaption of the rules of procedure of the EU-Algeria Joint Parliamentary Committee, in line with the above mentioned recommendation by the Conference of Presidents.

17. Request from the ATD Quart Monde to hold the next 'Université populaire Quart Monde européenne' on the premises of the European Parliament in Brussels on 5 or 6 February 2019 - Letter from Ms PYPAERT-PERRIN, General Delegate, and Mr LUYTS, Delegate to the EU

The Bureau, without debate,

- took note of the letter dated 17 April 2018 from Ms PYPAERT-PERRIN, General Delegate, and Mr LUYTS, Delegate to the EU, requesting authorisation to hold the next 'Université populaire Quart Monde européenne' on the premises of the European Parliament in Brussels on 5 or 6 February 2019, and for Parliament to partially take over the cost of organising the event (PE 623.009/BUR and financial statement);
- took note that the International Movement ATD Fourth World, first registered in France in 1974, is an advocacy organisation seeking to fight extreme poverty, which has obtained general consultative status with several bodies of the United Nations and has a permanent delegation to the European Union;
- took note that whereas 'Universités populaires Quart Monde', as part of the movement's main activities, take place on a country-by-country basis, providing education and exchanges of ideas and experiences for people who live in poverty, the Europe-wide 'Université populaire Quart Monde européenne' takes place every two years, usually in Brussels, in collaboration with the European Economic and Social Committee;
- took note that the event is expected to gather 150 participants and that the organisers have requested that Parliament takes over the cost linked to the use of meeting rooms in Parliament and the interpretation of the event into 7 languages, while the organisers would cover other expenditure, mainly linked to travel expenses and lunch at the event;
- took note that the organisers have stated that the following facilities will be needed:
 - from 8.30 to 10.00 and from 14.30 to 17.30: a meeting room with capacity for 150 people,

- from 10.30 to 13.00: four meeting rooms each holding 30 people, for workshops,
 - a buffet lunch for 100 people,
 - interpretation facilities for seven languages (FR, EN, NL, DE, ES, RO, IT), during the plenary sessions (9.00 to 10.00 and 14.30 to 17.30),
 - interpretation facilities for two or three languages in the workshops (10.00 to 13.00),
 - signage, passes and information packs for participants,
 - morning coffee facilities;
- took note that the 2014 edition of the event was organised on the premises of the European Parliament in Brussels, and that the Bureau granted the request to let Parliament partially defray costs on conditions similar to those requested for the 2019 edition;
- took note that the organisers have indicated that they would prefer to hold the event on 5 or 6 February 2019, which coincide with the Tuesday and Wednesday of a week set aside for meetings of Parliament's committees and political groups;
- took note that a favourable security opinion has been received;
- took note of the financial statement, in which the total cost of the event is estimated at EUR 37 098;
- given the limited financial means of the organising movement and the purposes of the event, authorised, on an entirely exceptional basis, the defrayal of cost linked to interpretation and the use of rooms, on the understanding that other costs will be borne by the organisers, that a suitable date is selected in collaboration between the organisers and Parliament's services, and that the event fully complies with the applicable rules governing the use of Parliament's premises.

18. Request from a Member for an 'institutionalisation' of the annual Peace Light ceremony held during the December Strasbourg plenary session - Email from Mr RÜBIG, Member

The item was postponed to a forthcoming meeting of the Bureau.

Committee missions within the EU, Candidate countries and the EEA countries

19. Request from the Committee on Civil Liberties, Justice and Home Affairs (LIBE) for authorisation of an accompanying Member to participate in the LIBE mission to the European Asylum Support Office (EASO) in Valletta, Malta, from 17 to 18 September 2018 - Letter from Mr MORAES, Chair of the Committee concerned

The Bureau, with debate,

- took note of the letter dated 11 June 2018 from Mr MORAES, Chair of the Committee on Civil Liberties, Justice and Home Affairs (LIBE), requesting authorisation for Mr NIEDERMÜLLER, LIBE Member and rapporteur on the file related to a reform of the Common European Asylum System, which includes a draft Regulation on an EU asylum agency, to participate as accompanying Member in the LIBE mission, to the European Asylum Support Office (EASO), in Valletta, Malta, from 17 to 18 September 2018 (PE 623.010/BUR, annex and financial statement);
- recalled that the LIBE mission to the European Asylum Support Office (EASO), in Valletta, Malta, was approved by the Bureau at its meeting on 28 May 2018, as part of the programme of committee missions for the second half of 2018, outside Parliament's three places of work and within the European Union, candidate countries and EEA countries;
- took note that the dates requested for the mission coincide with a week set aside for external parliamentary activities (from Monday and Tuesday of week 38), as well as that the duration of the mission does not exceed three days;
- further recalled that the mission to the "European Asylum Support Office" (EASO), to Valetta, Malta, falls under the special quota for agency visits pursuant to Article 2(4) of the implementing rules, whereby every two years, each committee shall be authorised to send out of quota, during the weeks set aside for external parliamentary activities and for no more than three days, a mission composed of maximum three Members to agencies for which it is principally responsible;
- took note that on 11 June 2018, the LIBE coordinators granted the authorisation for Mr NIEDERMÜLLER to join the LIBE mission as accompanying member, pursuant to Article 4(1)(b) of the applicable rules, being the rapporteur on the

file related to a reform of the Common European Asylum System, which includes a draft Regulation on the EU Asylum Agency which would replace EASO;

- took note that the mission, which falls under the special quota of agency visits pursuant to Article 2(4) of the applicable rules, already consists of three members and thus the addition of Mr NIEDERMÜLLER would bring the total number of members to four, which is beyond the maximum permissible number of members for agency visits;
- heard Ms GUILLAUME, Vice-President, note that Mr NIEDERMÜLLER, Member and rapporteur for the reform of the Common European Asylum System had not been included in the LIBE mission under the d'Hondt allocation system, and that it would be necessary for him to join in order to see how the agency works;
- heard Mr KARSKI, Quaestor, note that the Committees had to plan properly and in advance and to allocate seats for missions fairly;
- heard the President note that the LIBE Committee was responsible to decide on the composition of its mission and wonder why the rapporteur for this file had not been included in the LIBE delegation from the beginning as his expertise would be of great benefit for the visit; stress that the Bureau while noting the applicable rules could invite LIBE to explore whether the rapporteur could join the mission to the EASO agency within the agency quota;
- in view of the above considerations, decided to decline authorisation for Mr NIEDERMÜLLER to join the mission to the European Asylum Support Office (EASO) as an accompanying member, pursuant to Article 4(1)(b) of the applicable rules, and instead invited the LIBE Committee to look for an alternative solution to enable Mr NIEDERMÜLLER who is the rapporteur on the file related to a reform of the Common European Asylum System, which includes a draft Regulation on the EU Asylum Agency which would replace EASO, to join the mission as a full member.

20. Request from the Special Committee on the Union's authorisation procedure for pesticides (PEST) for authorisation of a fact-finding mission to Lyon and Dijon, France, from 17 to 19 September 2018 - Letter from Mr ANDRIEU, Chair of the Special Committee concerned

The Bureau, without debate,

- took note of the letter dated 25 May 2018 from Mr ANDRIEU, Chair of the Special Committee on the Union's authorisation procedure for pesticides (PEST), requesting authorisation to send a ten Member fact-finding mission, plus the Chair travelling out of quota, to visit the International Agency for Research on Cancer of the World Health Organization and the experimental farm unit "*Domaine d'Epoisses*", in Lyon and Dijon, France, from 17 to 19 September 2018 (three days, including travel time) (PE 622.876/CPG and financial statement);
- recalled Parliament's decision of 6 February 2018, to set up the Special Committee on the Union's authorisation procedure for pesticides, to be composed of 30 members, with a mandate of nine months;
- took note that as the PEST Committee was constituted on 12 March 2018, the request has not been included in the six-month programme of committee missions for the second half of 2018, adopted by the Bureau on 28 May 2018, and therefore requires an individual authorisation by the Bureau;
- recalled that, under the relevant Rules, each committee may be authorised to send up to half of its Members, with a minimum quota of 25 Members, on mission in any one year, and that as special committees are not necessarily set up in the beginning of a year their annual quota has to observe a pro rata adaptation;
- took further note that the dates proposed for the mission coincide with three days set aside for external parliamentary activities (from Monday to Wednesday in week 38, which is a week set aside for external parliamentary activities - "turquoise week");
- took note that the Conference of Presidents at its meeting on 27 June 2018 recommended to the Bureau to authorise the mission, on the understanding that the annual quota of the PEST Committee for missions is respected;

- in view of the above considerations, authorised the request in accordance with the conditions set out in the recommendation of the Conference of Presidents.

21. Request from the Special Committee on Financial Crimes, Tax Evasion and Tax Avoidance (TAX3) for authorisation to send a mission to Latvia, from 30 to 31 August 2018 - Letter from Mr JEŽEK, Chair of the Special Committee concerned

The Bureau, without debate,

- took note of the letter dated 18 June 2018 from Mr JEŽEK, Chair of the Special Committee on Financial Crimes, Tax Evasion and Tax Avoidance (TAX3), requesting authorisation to send an eleven Member mission to Riga, Latvia, on 30 and 31 August 2018 (two days including travel time) (PE 622.857/CPG/REV, annex and financial statement);
- recalled that, under the relevant Rules, each committee may be authorised to send up to half of its Members, with a minimum quota of 25 Members, on mission in any one year, and that as special committees are not necessarily set up in the beginning of a year their annual quota has to observe a pro rata adaptation;
- took further note that under the applicable Rules missions shall be undertaken during weeks set aside for external parliamentary activities (“turquoise weeks”);
- recalled that, at its meeting on 15 March 2018, the Conference of Presidents decided that, for the remainder of the parliamentary term, resources should be allocated as a matter of priority to Parliament’s legislative work and that, in principle, requests for authorisation which would adversely affect the availability of interpretation teams for committees should not be granted for the remainder of the parliamentary term;
- took note that the dates of the mission coincide with one day set aside for parliamentary committee activities (Thursday) and one day without parliamentary activity (Friday) of week 35;
- took note that the Conference of Presidents at its meeting on 27 June 2018, recommended to the Bureau to authorise the mission, on an exceptional basis, on the understanding that a limited interpretation regime into one language only shall apply;
- in view of the above considerations, authorised the request in accordance with the conditions set out in the recommendation of the Conference of Presidents

22. Request from the Committee on Foreign Affairs (AFET) and the Subcommittee on Security and Defence (SEDE) for authorisation of allowing the Chairman of the SINEEA Delegation to accompany the mission to Norway and the High North, from 20 to 24 August 2018 - Joint letter from Mr McALLISTER and Ms FOTYGA, Chairs of the respective Committee and Subcommittee concerned

The Bureau, without debate,

- took note of the joint letter dated 25 June 2018 from Mr McALLISTER, Chair of the Committee on Foreign Affairs (AFET), and Ms FOTYGA, Chair of the Subcommittee on Security and Defence (SEDE), sending the programme and the composition of the AFET/SEDE mission to Norway and the High North, from 20 to 24 August 2018 (five days, travel included) and requesting authorisation for Mr DOHRMANN, Chair of the SINEEA Delegation, to accompany the mission as an additional member (PE 624.921/BUR, annexes and financial statement);
- recalled that the AFET/SEDE mission to Norway and the High North was approved by the Bureau at its meeting on 28 May 2018, as part of the programme of committee missions for the second half of 2018, outside Parliament's three places of work and within the European Union, candidate countries and EEA countries;
- took note that pursuant to Article 3(4) of the applicable rules, no mission may comprise more than 12 official Members, and that pursuant to Article 9(1) of the same rules, if a committee plans to send a mission to a candidate or an EEA country, the chair of the inter-parliamentary delegation concerned, may be invited to accompany the committee mission as an additional member outside the committee's own quota;
- took note that the mission is expected to consist of 10 official members, plus the chairs of the AFET and the SEDE Committees, thus reaching the allowed maximum number of twelve official members, and that the addition of Mr DOHRMANN, Chair of the SINEEA Delegation, would bring the total number of mission members above the maximum allowed limit;
- in view of the above, decided to authorise Mr DOHRMANN, Chair of the SINEEA Delegation, in principle, to join the mission pursuant to Article 9(1) of the

applicable rules, provided that the mission will not comprise more than 12 official members as required by Article 3(4) of the applicable rules.

Public Hearings

23. Request from the Committee on Women's Rights and Gender Equality (FEMM) for authorisation to organise a public hearing on 'The situation of Muslim women in Europe' on 10 July 2018 - Letter from Ms BLINKEVIČIŪTĒ, Chair of the Committee concerned

The Bureau, without debate,

- took note of the letter dated 12 June 2018 from Ms BLINKEVIČIŪTĒ, Chair of the Committee on Women's Rights and Gender Equality (FEMM), requesting authorisation to organise a hearing on "*The situation of Muslim women in Europe*", in the FEMM Committee meeting, on 10 July 2018, in Brussels (PE 624.902/BUR, annex and financial statement);
- took note that, as the requested hearing is not included in the programme of committees' public hearings for the second half of 2018, approved by the Bureau on 28 May 2018, it requires a specific individual authorisation by the Bureau under Article 3(3) of the applicable Rules;
- took note that the requested hearing is expected to take place on a date and time set aside for a meeting of the FEMM Committee and that the invited expert does not require reimbursement of her costs;
- granted the authorisation requested, subject to a competence clearance from the Conference of Committee Chairs, and on the understanding that if the expert requires reimbursement at a later stage, the FEMM Committee will nevertheless remain within its 2018 quota of sixteen paid guests, as, beyond this ceiling, guests cannot be reimbursed;
- invited the FEMM Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme as well as the names and capacities of the invited experts and, if applicable, whether the latter comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.

24. Request from the Special Committee on the Union's authorisation procedure for pesticides (PEST) for authorisation to organise two public hearings, respectively on 'EU authorisation of pesticides - Comparative Analysis of Authorisation Procedures in other OECD Countries' on 30 August 2018, and on 'EU authorisation of pesticides - divided into two parts: 1) 'Environmental Impacts of Pesticides, including Mitigation Measures at Member State Level' and 2) 'Stakeholders Recommendations on the Current EU Regulation of the Approval of PPP' on 6 September 2018 - Letter from Mr ANDRIEU, Chair of the Special Committee concerned

The Bureau, without debate,

- took note of the letter dated 19 June 2018 from Mr ANDRIEU, Chair of the Special Committee on the Union's authorisation procedure for pesticides (PEST), requesting authorisation to organise two public hearings (PE 624.903/BUR, annexes and financial statements), respectively on:
 - *"EU authorisation of pesticides - Comparative Analysis of Authorisation Procedures in other OECD Countries"*, on 30 August 2018, in Brussels, and
 - *"EU authorisation of pesticides - part 1) Environmental Impacts of Pesticides, including Mitigation Measures at Member State Level"* and *part 2) "Stakeholders Recommendations on the Current EU Regulation of the Approval of PPP"*, on 6 September 2018, in Brussels;
- took note that, as the requested hearings are not included in the programme of committees' public hearings for the second half of 2018, approved by the Bureau on 28 May 2018, it requires a specific individual authorisation by the Bureau under Article 3(3) of the applicable Rules;
- took note that the requested hearings are expected to take place on dates and times set aside for meetings of the PEST Committee and that a maximum of nine experts will require reimbursement of their travel and subsistence expenses, three for the first hearing who will travel from Canada, Australia and the US, and six for the second;
- took further note that the PEST committee has requested that the aforementioned nine experts be reimbursed outside the PEST 2018 quota for its nine months term-in-office, for the following reasons:

- with the understanding that the European Parliament will have a very heavy workload at the end of the legislature, PEST does not have the intention to ask for an extension of its mandate,
 - the PEST committee will thus make an effort to hold the necessary hearings and to adopt a draft report within the 9 months of its mandate,
 - however, in order for the PEST committee to carry out its investigative tasks within the tight timeframe mentioned, it requests at least the normal committee annual quota of 16 paid experts;
- took note that the rules imposing a ceiling on the number of invited experts who can be reimbursed by each committee are justified for reasons of sound budgeting and fair distribution of resources among parliamentary committees and strike a balance between the need for Parliament to acquire expertise and the need for making a reasonable use of public money;
 - took note that the cost of the "EU authorisation of pesticides - Comparative Analysis of Authorisation Procedures in other OECD Countries", hearing is estimated at EUR 22 291 and the cost of the "EU authorisation of pesticides - part 1) Environmental Impacts of Pesticides, including Mitigation Measures at Member State Level" and part 2) "Stakeholders Recommendations on the Current EU Regulation of the Approval of PPP", hearing is estimated at EUR 7 500, thus a total of EUR 29 791 for a maximum of nine paid guests;
 - in view of these considerations, exceptionally and without setting a precedent, granted the authorisation requested, subject to a competence clearance from the Conference of Committee Chairs, and on the understanding that the 9 invited experts will be reimbursed within PEST's 2018 quota, which shall not exceed 16 paid guests, and that the two requested hearings are the last two that the PEST Committee will hold during its term of office;
 - invited the PEST Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programmes of the two hearings as well as the names and capacities of any invited experts and, if applicable, whether the invited guests comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.

25. Request from the Special Committee on Financial Crimes, Tax Evasion and Tax Avoidance (TAX3) for authorisation to organise several public hearings on the following topics and dates: 'Digital Taxation' on 10 September 2018; 'The third country dimension in the Fight against Tax crimes, Tax Evasion and Tax Avoidance' on 26 September 2018; 'Golden visas and other national schemes providing tax privileges (free ports, Special Economic Zones)' on 11 October 2018; 'Alleged financial crimes, tax evasion and tax avoidance in Slovakia and Malta' on 21 November 2018; 'Combatting Money laundering in the EU banking sector (follow-up)' on 21 November 2018 - Letter from Mr JEŽEK, Chair of the Special Committee concerned

The Bureau, without debate,

- took note of the letter dated 24 May 2018 from Mr JEŽEK, Chair of the Special Committee on Financial Crimes, Tax Evasion and Tax Avoidance (TAX3), requesting authorisation to organise the following hearings until the end of 2018 (PE 624.904/BUR, annexes and financial statements):
 - *"Digital Taxation"*, on 10 September 2018, in Brussels;
 - *"The third country dimension in the Fight against Tax crimes, Tax Evasion and Tax Avoidance"*, on 26 September 2018, in Brussels;
 - *"Golden visas and other national schemes providing tax privileges (free ports, Special Economic Zones)"*, on 11 October 2018, in Brussels;
 - *"Alleged financial crimes, tax evasion and tax avoidance in Slovakia and Malta"*, on 21 November 2018, in Brussels;
 - *"Combatting Money laundering in the EU banking sector (follow-up)"*, on 21 November 2018, in Brussels;
- took note of the letter dated 12 June 2018 from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs, providing a competence clearance for these five hearings (PE 624.904/BUR/ANN.2);
- took note that, as the five requested hearings are not included in the programme of committees' public hearings for the second half of 2018, approved by the Bureau on 28 May 2018, they require a specific individual authorisation under Article 3(3) of the applicable Rules;

- took note that, four out of five requested hearings are expected to take place on dates and time slots set aside for meetings of the TAX3 Committee and that reimbursement of travel and subsistence expenses of any invited guests would be charged to the TAX3's quota for 2018;
- took further note that the hearing on "*The third country dimension in the Fight against Tax crimes, Tax Evasion and Tax Avoidance*", is scheduled to take place on 26 September 2018 during a group week, due to very limited suitable time slots, for which Mr JEŽEK, Chair of the Special Committee concerned requests a derogation, and that reimbursement of travel and subsistence expenses for a maximum of two invited guests would be charged to the TAX3's quota for 2018;
- granted the following four authorisations requested on the understanding that the TAX3 Committee will remain within its 2018 quota, as, beyond this ceiling, guests cannot be reimbursed;
 - "*Digital Taxation*", on 10 September 2018, in Brussels;
 - "*Golden visas and other national schemes providing tax privileges (free ports, Special Economic Zones)*", on 11 October 2018, in Brussels;
 - "*Alleged financial crimes, tax evasion and tax avoidance in Slovakia and Malta*", on 21 November 2018, in Brussels;
 - "*Combatting Money laundering in the EU banking sector (follow-up)*", on 21 November 2018, in Brussels;
- granted the authorisation requested concerning the hearing on "*The third country dimension in the Fight against Tax crimes, Tax Evasion and Tax Avoidance*", scheduled to take place on 26 September 2018, subject to an authorisation to hold an extraordinary TAX3 meeting during the respective group week, and on the understanding that the TAX3 Committee will remain within its 2018 quota, as, beyond this ceiling, guests cannot be reimbursed;
- invited the TAX3 Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearings, of the final programme as well as the names and capacities of any invited experts and, if applicable, whether the invited guests comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.

26. Request from the Committee on Legal Affairs (JURI) for authorisation to organise a public hearing on the 'Expedited settlement of commercial disputes in the EU' on 10 July 2018 - Letter from Mr SVOBODA, Chair of the Committee concerned

The Bureau, without debate,

- took note of the letter dated 26 June 2018 from Mr SVOBODA, Chair of the Committee on Legal Affairs (JURI), requesting authorisation to organise a public hearing on "*Expedited settlement of commercial disputes in the EU*" on 10 July 2018 (PE 624.915/BUR, annex and financial statement);
- took note that, as the requested hearing is not included in the programme of committees' public hearings for the second half of 2018, approved by the Bureau on 28 May 2018, it requires a specific individual authorisation under Article 3(3) of the applicable Rules;
- took note that the requested hearing is expected to take place on a date and time set aside for meetings of the JURI Committee and that reimbursement of travel and subsistence expenses for a maximum of three invited experts would be charged to the JURI's quota for 2018;
- granted the authorisation requested, subject to a competence clearance from the Conference of Committee Chairs, and on the understanding that the JURI Committee will remain within its 2018 quota of sixteen paid guests, as, beyond this ceiling, guests cannot be reimbursed;
- invited the JURI Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme and, if applicable, whether the invited guests comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.

27. Request from the Special Committee on Terrorism (TERR) for authorisation to organise a public hearing on 'The protection of sensitive infrastructures - including cyber-terrorism and soft targets - against the terrorist threat' on 12 July 2018 - Letter from Ms GRIESBECK, Chair of the Special Committee concerned

The Bureau, without debate,

- took note of the letter dated 14 June 2018 from Ms GRIESBECK, Chair of the Special Committee on Terrorism (TERR) requesting authorisation to organise a public hearing on "*The protection of sensitive infrastructures - including cyber-terrorism and soft targets - against the terrorist threat*" on 12 July 2018 (PE 624.905/BUR and financial statement);
- took note that, as the requested hearing is not included in the programme of committees' public hearings for the second half of 2018, approved by the Bureau on 28 May 2018, it requires a specific individual authorisation under Article 3(3) of the applicable Rules;
- took note that the requested hearing is expected to take place on a date and time set aside for meetings of the TERR Committee and that reimbursement of travel and subsistence expenses for a maximum of five invited guests will take place within TERR's 2018 quota for its term-in-office;
- granted the authorisation requested, subject to a competence clearance from the Conference of Committee Chairs, and on the understanding that the TERR Committee will remain within its 2018 quota for its term-in-office, as, beyond this ceiling, guests cannot be reimbursed;
- invited the TERR Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme and, if applicable, whether the invited guests comply with the registration requirements

28. Request from the Committee on Civil Liberties, Justice and Home Affairs (LIBE) for authorisation to organise a public hearing on ‘the Rule of Law and safety of journalists’ on 11 July 2018 - Letter from Mr MORAES, Chair of the Committee concerned

The Bureau, without debate,

- took note of the letter dated 21 June 2018 from Mr MORAES, Committee on Civil Liberties, Justice and Home Affairs (LIBE) requesting authorisation to organise a public hearing on "*the Rule of Law and safety of journalists*" on 11 July 2018 (PE 624.906/BUR and financial statement);
- took note that on 4 May 2018 the LIBE coordinators agreed to set up a working group with a general mandate to monitor the situation as regards the rule of law and fight against corruption within the EU and address specific situations;
- took note that at its meeting of 31 May 2018, the Conference of Presidents expressed its support for the setting up of the aforementioned working group, including, inter alia, its composition, and the size, scope and range of activity, but did not specifically request the organization of a hearing;
- took note that, as the requested hearing is not included in the programme of committees' public hearings for the second half of 2018, approved by the Bureau on 28 May 2018, it requires a specific individual authorisation under Article 3(3) of the applicable Rules;
- took note that the requested hearing is expected to take place on a date and time set aside for meetings of the LIBE Committee and that reimbursement of travel and subsistence expenses of a maximum of three experts will be necessary;
- took however note, that the LIBE committee has requested that the experts be reimbursed outside LIBE's 2018 quota, since this hearing has been organized by a working group supported by the Conference of Presidents;
- took note that the rules imposing a ceiling on the number of invited experts who can be reimbursed by each committee are justified for reasons of sound budgeting and fair distribution of resources among parliamentary committees and strike a balance between the need for Parliament to acquire expertise and the need for making a reasonable use of public money;

- in view of these considerations, granted the authorisation requested, subject to a competence clearance from the Conference of Committee Chairs, and on the understanding that the LIBE committee will remain within its 2018 quota of sixteen paid guests, as, beyond this ceiling, guests cannot be reimbursed;
- invited the LIBE Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme and, if applicable, whether the invited guests comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.

29. Urgent matters and any other business

29.1. Copyright

The Bureau,

- heard Ms GEBHARDT, Vice-President, inform the meeting that concerning the Directive on copyright in the Digital Single Market, Members had received a mass amount of emails in the past five days; so far the EP IT system had not been overloaded, however, the Bureau should consider whether in the future filters should be installed; this action had some disadvantages as it would prevent Members from understanding the particular interest of voters and would limit freedom of expression, but Parliament had to safeguard its infrastructure; Members should be informed that personal filters could be installed for those who so wished.

29.2. Gender-Neutral Language Guidelines in the European Parliament

The Bureau,

- heard Mr PAPADIMOULIS, Vice-President, inform the meeting on the update of the gender neutral language guidelines in the European Parliament, which were included in their files (items for information); note that the update since the adoption of the previous version in 2008 had been considered necessary because of linguistic and cultural developments; thank the Secretary General and the services for the good work on this matter;
- took note of the 2018 revised edition of the gender neutral language guidelines in the European Parliament.

29.3. Legal implications of the annulment by the EU General Court of a Bureau decision imposing penalties against a Member

The Bureau, in camera,

- heard Mr SASSOLI, Vice-President, refer to the discussion held in the beginning of the meeting concerning the annulment by the EU General Court of imposed

penalties against a Member and enquire whether the Court could intervene and control a decision taken according to the Rules of Procedure by the Bureau, which is a governing body of the European Parliament;

- heard Mr DREXLER, Jurisconsult, provide explanations noting that the Court had examined the decision against relevant provisions of the Treaties and the Charter of Fundamental Rights and in particular the fundamental right of the freedom of expression; in this context following a literal and rather restrictive interpretation of Parliament's Rules of Procedure the Court had concluded that the two Bureau decisions imposing sanction on the former Member for offensive and insulting remarks made in the Plenary were limiting the former Member's freedom of expression;
- heard the President express his regret for the stance taken by the Court and reiterate that he considered the remarks made by the former Member as highly insulting, offensive and unacceptable, noting that the required serious disorder in the plenary and disruption of the parliamentary business should not be seen only in formal terms, but also from a moral point of view;
- held a broad exchange of views with the participation of Mr CASTALDO, Mr WIELAND, Mr KRASNODEBSKI, Mr LIBERADZKI, Ms HAUTALA, Ms GEBHARDT, Ms McGUINNESS, Mr SASSOLI, Mr PAPADIMOULIS, Mr VALCÁRCEL SISO, Vice-Presidents, Ms MORIN-CHARTIER, Mr MAŇKA, Mr KARSKI, Quaestors, and the President, in which the merits and various aspects of the above mentioned two decisions of the EU General Court as well as their legal implications for Parliament's Rules of Procedure were discussed, while an overwhelming majority of members regretted the stance taken by the Court, which they considered to be very restrictive and short-sighted, not striking the right balance between the various principles at stake;
- heard Mr SASSOLI, Vice-President, request that the Secretary-General submits to the Bureau in a forthcoming meeting a note with a view to clarifying the Bureau's point of view on the issues discussed and the matter he raised concerning the Court's possibility to control and annul decisions taken by the Bureau;
- confirmed the decision taken in the beginning of the meeting not to appeal against the two Court judgments, but instead to amend the respective Rules 11,

165 and 166 of Parliament's Rules of Procedure with a view to aligning them with the requirements of the Court decision.

30. Items for information

The Bureau,

- noted the following documents:

Interinstitutional mail

External mail

Internal mail

- Gender-Neutral Language Guidelines in the European Parliament - Letter from Mr PAPANIMOU, Vice-President and Chair of the High-Level Group on Gender Equality and Diversity, dated 20 June 2018 (PE 622.982/BUR and annex).

* * *

31. Date and place of next meeting

The Bureau,

- decided to hold its next ordinary meeting on **Monday, 10 September 2018** from **18:30 to 20:30**, in **Room R1.1** in the **Louise WEISS Building** in **Strasbourg**.

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The meeting closed at 20.28 hours.

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**List of expenses which may be defrayed from the General Expenditure Allowance
(GEA)**

Bureau Decision of 2 July 2018

A. The Bureau decision of 13 December 2010 is adapted by the following wording:

The General Expenditure Allowance (GEA) is intended to cover costs incurred which are directly related to the exercise of the Member's parliamentary mandate.

The following list of expenses contains the most common examples of eligible expenditure of each category referred to in Article 28 IMMS. The list is not exhaustive.

I. ELIGIBLE EXPENDITURE

1. Leasing, operation and maintenance costs, fixtures for offices and ancillary rooms

1.1. Offices

- a) Rent and related charges (heating, insurance, water, electricity, cleaning and maintenance of and minor repairs to the premises to be defrayed by the tenant under the terms of the contract or by law) for office space used for the Member's parliamentary activities,
- b) charge or rent for necessary parking spaces for employees and visitors to the premises referred to at (a).

1.2. Operating costs

- a) Postal charges,
- b) Telephone subscription and charges,
- c) Subscription and charges for using internet connections, video-conference systems or television channels,
- d) Subscription to databases and the acquisition and use of smart data for targeting contacts and managing the mass sending of publications and mass mailings,
- e) Costs relating to hosting or domain names of websites and costs of using or operating Members' social media, including publicity costs.

1.3. Office supplies and documents

- a) Office supplies, stationery and materials
- b) Purchase of or subscription to books, periodicals, newspapers and electronic newsletters
- c) Purchase of or subscription to general or specialist press, including in digital format,
- d) Materials and consumables relating to graphic design, formatting, printing, publication or distribution of any printable or publishable material, such as research and position papers, reports, opinions, the acquisition of rights to images, greeting cards or business cards.

1.4. Office equipment costs

Purchase, rental, installation, running, maintenance and repair of:

- a) Office equipment, including furniture
- b) IT and office equipment, mobile devices and tablets,
- c) Fixed telephones, mobile phones and smartphones,
- d) Software.

2. Entertainment expenses

- 2.1. Travel, hotel and restaurant charges incurred by the Member's invited guests in the exercise of his/her mandate,
- 2.2. Costs relating to the logistical organisation of events, conferences, seminars, exhibitions or any meeting organised by the Member as part of the performance of his/her official duties, such as the renting of rooms, transport, travel and accommodation expenses for speakers and participants, audiovisual equipment, documentation, supplies and catering costs, as well as ancillary services such as translation and interpretation,
- 2.3. Costs of snacks and refreshments at meetings organised by the Member,
- 2.4. Protocol gifts up to a maximum value per recipient per year not exceeding the limit laid down in Article 5 of the Code of Conduct for Members annexed to Parliament's Rules of Procedure.

3. Administration expenses

- 3.1. Costs of keeping a separate bank account for the GEA, including fees for payment cards,
- 3.2. Professional civil liability insurance and legal protection,
- 3.3. Cancellation insurance for travel linked to official duties and residual costs from the cancellation of such travel owing to force majeure.

II. GENERAL PRINCIPLES APPLICABLE TO THE USE OF THE GEA

1. The use of the GEA is subject to the general principles applicable to Parliament's budget, such as:
 - 1.1. the principle of sound financial management, including the principles of economy, efficiency and effectiveness referred to in Articles 6, 30 and 32 of the Financial Regulation¹ and Article 18 of its Rules of Application,²
 - 1.2. the principle of specification referred to in Articles 6 and 24 of the Financial Regulation,
 - 1.3. the principles governing the funding of political parties, as laid down in Article 204b of the Financial Regulation.
2. In general, expenses may be defrayed which are not already defrayed under other budget lines, such as Members' travel costs, parliamentary assistance costs and the operating and communication expenses of political groups and non-attached Members (budget line 400), provided that those lines have been exhausted.
3. In accordance with Article 62(1) IMMS, the amounts paid are reserved solely for the funding of activities linked to the performance of parliamentary duties and may not be used to cover personal expenses or to fund grants or donations of a political nature.

1 Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union.

2 Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

III. SPECIFIC RULES CONCERNING THE USE OF THE GEA IN ACCORDANCE WITH THE FOREGOING PROVISIONS

1. Use of premises in return for payment

The occupation in exchange for payment of premises as referred to at II.1 belonging to any person or organisation that has a potential conflict of interests with the Member as defined in Article 62(1)a IMMS is permitted on condition that the rent does not exceed market prices for the rental of comparable property³⁴ and after having sought an opinion from the appropriate department of Parliament's administration.

2. Use by staff

Members may make the premises, materials and services referred to at II available to their staff to use in the course of their duties.

3. Administration expenses

In so far as the use and management of the GEA and of other costs referred to in this decision are at the same time linked to costs of material and/or human resources or costs that may be covered by the reimbursement of parliamentary assistance expenses, such as for example:

- a) Services relating to bookkeeping, accounting, certification and publication of costs covered by the GEA
- b) Interpretation and translation services
- c) Services rendered by volunteers

it is incumbent upon Members to decide in the light of their best knowledge and belief whether to pay for the services concerned from the parliamentary assistance expenses allowance (human resources) or from the GEA (material costs).

4. Advice in case of doubt

Members are kindly advised to consult the relevant parliamentary services as to the admissibility of any item(s) of expenditure⁵ under the GEA before committing to any expense.

5. Facilitation of administration by Members

- 5.1. In order to facilitate the management and monitoring of expenditure, Parliament shall pay the funds earmarked for the GEA to a dedicated account to which it does not transfer any other funds to reimburse costs.
- 5.2. Such an account is covered by the ordinary guarantees inherent in the mandate.

3 A conflict of interests exists where the actions of Members are unduly influenced for reasons involving family, emotional life, economic interest or any other shared interest with a recipient.

4 As laid down by national law.

5 See II.

6. Accounting for the use of the GEA

- 6.1. Article 62(2) IMMS stipulates that the GEA is a lump-sum allowance which prevents administrative costs from arising as they otherwise would from the management of allowances of this kind. The way in which funds made available by means of the GEA are used is therefore a matter for which Members themselves bear sole responsibility.
- 6.2. Members are reminded that all Members are free to document their use of the funds made available by means of the General Expenditure Allowance (GEA), summarising that use by type of cost or in detail, to have it audited and/or to seek confirmation that they have complied with the provisions of the Implementing Measures, and to have this information published in whole or in part on their personal websites.
- 6.3. If, in order to carry out the work associated therewith, Members employ a natural or legal person that possesses, at the minimum, the qualifications required by Article 35-2, Members may use the parliamentary assistance allowance to cover the costs involved. The natural or legal person chosen conducts the check in accordance with the professional standards laid down under the applicable national law.
- 6.4. Costs arising from appropriate publication shall be met from the GEA.
- 6.5. In line with the decisions of the European Parliament to avoid administrative costs, an administrative check as to the proper use of the GEA by the Member should be made only where there is substantively justified and documented evidence of abuse.

B. Entry into force and evaluation

1. This decision shall apply to all Members who have been elected or re-elected for the 9th term of the European Parliament.
2. The Bureau will evaluate this decision on the basis of the experience gained during the 9th parliamentary term and maintain it until the end of 2022.