

## **CODE OF CONDUCT ON MULTILINGUALISM**

### **BUREAU DECISION**

**OF 1 JULY 2019<sup>1</sup>**

THE BUREAU OF THE EUROPEAN PARLIAMENT,

- having regard to the Treaty on the Functioning of the European Union, and in particular to Articles 24 and 342 thereof,
- having regard to Council Regulation No 1/1958 determining the languages to be used by the European Economic Community,
- having regard to Parliament's Rules of Procedure, and in particular Rules 25(2) and (9), 32(1), 167, 168, 180(6), 203, 204, 205, 208(9) and 226(6) and Annex IV, point 7,
- having regard to the Interinstitutional Agreement between the European Parliament, the Council of the European Union and the European Commission of 13 April 2016 on Better Law Making<sup>2</sup>,
- having regard to the Joint Declaration of the European Parliament, the Council of the European Union and the European Commission of 13 June 2007 on practical arrangements for the codecision procedure , and in particular points 7, 8 and 40 thereof,
- having regard to the Code of Conduct for negotiating in the context of the ordinary legislative procedure of 28 September 2017,
- having regard to the decision of the Bureau of 12 December 2011 on "Resource Efficient full multilingualism interpretation - implementation of the European Parliament's Budget 2012",
- having regard to the decision of the Bureau of 15 December 2014 on rules on travel by committee delegations outside the three places of work of the European Parliament, and in particular Article 6 thereof,
- having regard to the decision of the Conference of Presidents of 15 October 2015 on implementing provisions governing the work of delegations, and in particular Article 6 thereof,
- having regard to Parliament's resolution of 10 September 2013 on "Towards more efficient and cost effective interpretation in the European Parliament"<sup>3</sup>,
- having regard to the Framework cooperation agreement of 15 March 2006 concluded with the European Ombudsman,

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<sup>1</sup> This Code of Conduct replaces the Code of Conduct of 16 June 2014.

<sup>2</sup> OJ L 123, 12.5.2016, p. 1.

<sup>3</sup> P7\_TA PROV(2013)0347

- having regard to the administrative practical arrangements between the European Parliament and the Council of 26 July 2011 for implementation of Article 294(4) TFEU in the event of agreements at first reading,
- having regard to the cooperation agreement of 5 February 2014 concluded between the European Parliament, the Committee of the Regions and the European Economic and Social Committee.

Whereas:

- (1) In its resolution of 29 March 2012 on its 2013 estimates, Parliament defended the principle of multilingualism and highlighted the unique nature of Parliament with regard to interpretation and translation needs, while underlining the importance of interinstitutional cooperation in this field.
- (2) The documents produced by Parliament should be of the highest possible quality. Particular attention should be paid to quality when Parliament acts as a legislator, in accordance with the requirements of the Interinstitutional Agreement on Better Law Making.
- (3) In order to maintain the high quality of Parliament's language services, which is indispensable to fully guarantee the right of Members to express themselves in the language of their choice, all users must scrupulously respect the obligations in this code when making use of the language services.
- (4) The implementation of full multilingualism in the long term will be contingent on making the users of language services fully aware of the costs of providing those services and hence of their responsibility to make optimal resource-efficient use of them.
- (5) During the transitional period following an enlargement, when language resources are in short supply, specific measures governing the allocation of those resources are required.

HAS ADOPTED THIS DECISION:

*Article 1*  
*General provisions*

1. Members' language-related rights shall be governed by Parliament's Rules of Procedure. Those rights shall be guaranteed on the basis of the principles governing 'resource-efficient full multilingualism'. This Code of Conduct lays down the implementing arrangements, in particular the priorities to be observed in cases where language resources are not sufficient to provide all the facilities requested.
2. Language facilities in Parliament shall be managed on the basis of the principles governing 'resource-efficient full multilingualism'. Accordingly, the right of Members to use in Parliament the official language of their choice, pursuant to Parliament's Rules of Procedure, shall be fully respected. The resources to be devoted to multilingualism shall be controlled by means of management on the basis of users' real needs, measures to make users more aware of their responsibilities and more effective planning of requests for language facilities. The

users are competent to define their language needs but it shall be for the service providing the facilities requested to make the necessary organisational arrangements and decisions.

3. The draft calendar of part-sessions as well as the weeks set aside for activities outside the part-sessions submitted to the Conference of Presidents shall take into account, as much as possible, the constraints of 'resource-efficient full multilingualism' for the work of official bodies of the institution.
4. Interpretation and translation facilities shall be reserved for the users and the categories of documents listed in Articles 2 and 14. Save where express authorisation is granted by the Bureau on an exceptional basis, such facilities may not be made available either to Members acting on an individual basis or to outside bodies. Legal-linguistic finalisation shall be reserved for the categories of documents listed in Article 10.
5. Meetings of political groups are governed by the 'Rules governing meetings of the political groups'. Where language resources do not allow all the facilities requested by a group to be provided, the arrangements laid down in this Code of Conduct shall apply.

## **PART I INTERPRETATION**

### *Article 2 Order of priority for users of interpretation*

1. Interpretation shall be reserved for users in the following order of priority:
  - (a) the plenary sitting;
  - (b) priority political meetings, such as meetings of the President, Parliament's governing bodies (as defined in Title I, Chapter III of Parliament's Rules of Procedure) and working groups thereof and the Conciliation Committees;
  - (c) (i) the parliamentary committees, parliamentary delegations, trilogues and related shadows meetings: during committee periods, parliamentary committees, delegations and trilogues shall take priority over all other users, except those referred to in point (a) and (b),  
(ii) the political groups: during part-sessions and group periods, political groups shall take priority over all other users, except those referred to in points (a) and (b);
  - (d) joint meetings of the European Parliament and EU national parliaments;
  - (e) press conferences, institutional media information actions, including seminars; other institutional communication events;
  - (f) other official bodies authorised by the Bureau and the Conference of Presidents;
  - (g) some administrative events for which interpretation has been authorised by the Secretary-General.

Interpretation shall be reserved as a matter of principle for meetings of parliamentary bodies. Interpretation for administrative meetings can therefore only be granted following prior authorisation by the Secretary-General, on the basis of a duly substantiated request from the user and a technical opinion drawn up by the Directorate-General for Logistics and Interpretation for Conferences (DG LINC) concerning the availability of resources with the

aim of allocating the meeting concerned a time-slot not occupied by a large number of parliamentary meetings.

2. Parliament also provides an interpretation service for the ACP-EU Joint Parliamentary Assembly (in accordance with the First Protocol to the Cotonou Agreement) and for the Parliamentary Assembly of the Union for the Mediterranean, the Euro-Latin American Parliamentary Assembly, the EuroNest Parliamentary Assembly and the Joint Parliamentary Meetings (in accordance with the rules in force) as well as for the European Ombudsman (in accordance with the Framework cooperation agreement of 15 March 2006).
3. In addition, Parliament provides interpretation services for other European Institutions and for the Committee of the Regions and the European Economic and Social Committee under the cooperation agreement of 5 February 2014.

### *Article 3* *Interpretation management*

1. Interpretation for all the users referred to in Article 2(1) and (2) shall be provided exclusively by the Directorate-General for Logistics and Interpretation for Conferences.
2. Interpretation shall be provided using a mixed system based on interpretation profiles defined in Article 4(1) and all generally recognised interpretation systems, in accordance with real language needs and the availability of interpreters. Members shall be encouraged to provide information about their choice(s) of official language(s) for the purpose of establishing interpretation profiles for certain types of meetings in cases where language resources are not sufficient to provide all the facilities requested.
3. The management of interpretation resources shall be based on a system providing for the exchange of information between users as defined in Article 2, the requesting services and the Directorate-General for Logistics and Interpretation for Conferences.
4. Ad Personam Interpretation facilities may be made available to Members acting on an individual basis if they are function holders entitled to the Interpretation Ad Personam service described in Annex 1.

### *Article 4* *Language arrangements for meetings in the places of work*

1. With the exception of the plenary sitting, every user shall, for meetings in the places of work, draw up at its constitution, and keep updated, an interpretation profile taking into account information provided by Members who make up the body in question and on their choice(s) of official language(s) for official meetings.

The interpretation profile shall take into account the languages in the following way:

- (a) Standard profile - based on the languages of first choice in which Members declared themselves able to speak and/or receive interpretation, up to the maximum possible in the meeting room;

- (b) Asymmetrical profile - based on the languages of first choice in which Members want to speak, and the languages of alternative choice for receiving interpretation if the language of first choice is not available;

In exceptional circumstances, a basic profile may be provided based on the languages of alternative choice in which Members declared themselves able to speak and/or receive interpretation if the language of first choice is not available;

- 2. Management of the profile shall be the responsibility of the secretariat of the body concerned, in agreement with its chair. It shall be updated regularly to take account of the languages requested and actually used, by joint agreement between the responsible services.
- 3. Meetings shall be organised on the basis of the standard interpretation profile as a general rule. If forecasts concerning attendance by Members and official guests at a specific meeting make clear that a given language will not be required, the secretariat of the body concerned shall inform the responsible services which may consider jointly to apply partly or fully one of the other interpretation profiles.

#### *Article 5*

#### *Language arrangements for meetings outside the places of work*

##### **Parliamentary committees and delegations**

- 1. Language arrangements shall be determined in accordance with Rule 167(3) and (4) of the Rules of Procedure, subject to confirmation by members of their attendance, by the Thursday of the second week preceding the meeting in question.
- 2. For missions undertaken during weeks set aside for external parliamentary activities, the mission standard interpretation profile may include up to five languages from the committee or delegation standard interpretation language profile. Other languages may be provided in asymmetrical mode if it does not require an increase in the number of interpreting booths and/or interpreters. In exceptional circumstances, the Bureau may grant interpretation in more than five languages where budgetary resources and the availability of interpreters permit<sup>4</sup>.
- 3. For missions undertaken outside weeks set aside for external parliamentary activities, a limited mission language regime that may not exceed interpretation into one language from the committee or delegation standard interpretation profile shall be applied.

##### **Political groups**

- 4. Active interpretation shall be provided in, at most, 60% of the languages in the group's standard interpretation profile up to a maximum of seven languages.  
Other languages represented in the group may be provided in asymmetrical mode if it does not require an increase in the number of interpreting booths and/or interpreters.  
If the language of the host country is not part of the group's standard interpretation language profile, active and passive interpreting in this language may also be provided.

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<sup>4</sup> Users should introduce a duly substantiated request on the basis of which the Directorate-General for Interpretation and Conferences shall draw up a technical opinion.

In exceptional circumstances, the Bureau may grant a derogation from the rules set out in the first and second subparagraphs. When so doing, the Bureau may ask the group to contribute towards the costs incurred as a result of the derogation.

#### *Article 6*

##### *Scheduling, coordination and processing of requests for meetings with interpretation*

1. The Directorates-General for Internal Policies and External Policies and the Secretaries-General of the political groups shall submit their requests of their standing bodies<sup>5</sup> to the Directorate-General for Logistics and Interpretation for Conferences no later than three months in advance, ensuring, that meetings are spread evenly across all the time-slots<sup>6</sup> of the working week.
2. The Schedule of Meetings Service, on the one hand, and the Secretaries-General of the political groups, on the other, shall take the necessary measures to coordinate requests emanating from their respective users, in particular when it comes to requests for extraordinary and last minute requests for meetings.
3. The Directorate-General for Logistics and Interpretation for Conferences shall deal with requests according to the priorities set by the requesting service, having regard to order of priority laid down in Article 2(1) and the interpretation profiles defined in Article 4(1).
4. The Directorate-General for Logistics and Interpretation for Conferences together with the requesting services shall provide the requisite coordination in cases where a user submits a request for a meeting with interpretation in a time-slot normally reserved for another user. However, it shall be for the user concerned to obtain, where necessary, the agreement of the political authorities to the departure from the parliamentary calendar.
5. Should competing requests with the same level of priority be submitted, or in cases of force majeure referred to in Article 8(1)(a) and (2)(a), the matter shall be submitted to the Secretary-General for prior authorisation, on the basis of a duly substantiated request from the user and the Schedule of Meetings Service and a technical opinion on the availability of resources drawn up by the Directorate-General for Logistics and Interpretation for Conferences<sup>7</sup>.

#### *Article 7*

##### *Scheduling principles*

1. With the exception of plenary week and subject to the availability of human resources, the number of parallel meetings with interpretation shall not under any circumstances exceed 16 meeting per day<sup>8</sup>. Within that upper limit, the following limits apply:
  - at most 5 meetings may have coverage of up to 23 official languages (of which one, the plenary sitting, may have coverage of all official languages);

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<sup>5</sup> As described in Annex VI of the Rules of Procedure.

<sup>6</sup> On the basis of two time-slots of four hours per day.

<sup>7</sup> The Directorate-General for Logistics and Interpretation for Conferences may propose other available time-slots near the time-slot requested in order to insure a better staggering of meetings, in accordance with Article 6(1).

<sup>8</sup> On the basis of two time slots of four hours per day.

- a further 4 meetings may have coverage of up to 16 official languages<sup>9</sup>;
- a further 5 meetings may have coverage of up to 12 official languages; and
- a further 2 meetings may have coverage of up to 6 official languages.

2. Committees shall organise their ordinary meetings during committee weeks, selecting times from:
  - Slot A: Monday lunchtime to Tuesday afternoon (maximum 3 half days), and
  - Slot B: Wednesday morning to Thursday afternoon (maximum 4 half days).
 On Tuesday and Wednesday afternoons of committee weeks, 5 time slots shall be reserved for trilogue and the related shadows meetings and 11 time slots for committee meetings, or 4 time slots for trilogue and the related shadows meetings in the event of 12 committee meetings, with delegation meetings in principle being scheduled during Thursday afternoon time slots.
3. The maximum length of interpretation for meetings is four hours per half day, with the exception of meetings of the users referred to in Article 2(1), points (a) and (b). When this limit is exceeded, the additional interpretation resources required are taken into account for the limit defined in Article 7(1).
4. On-the-spot requests to extend meetings cannot be granted.

## *Article 8*

### *Deadlines for the submission and cancellation of requests for meetings with interpretation and language coverage*

#### *Meetings in the places of work*

1. For meetings to be held in the places of work, the following deadlines apply:

#### *(a) Requests for meetings*

Save in cases of force majeure or deadlines provided by the Treaty on the Functioning of the European Union, any request for

- an additional meeting<sup>10</sup>,
- the postponement of a meeting, or
- a change in venue

shall be submitted no later than one week prior to the date scheduled for the meeting in question, or two weeks if the request concerns a slot of peak activity<sup>11</sup>.

Such requests shall be dealt with in accordance with the procedures laid down in Article 6.

#### *(b) Requests for language coverage*

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<sup>9</sup> Whenever resources are available, the language coverage of these meetings may, without prior authorisation, be increased to a maximum of 18 official languages.

<sup>10</sup> Meetings covered by interpreting teams placed at the disposal of the groups during part-sessions, on the basis of Article 5(1) of the administrative rules governing meetings of the political groups, shall not be considered additional meetings.

<sup>11</sup> Tuesdays and Wednesdays of weeks of parliamentary activity in Brussels.

Requests for coverage of an additional official language shall be submitted no later than two weeks prior to the date scheduled for the meeting in question. Once that deadline has passed, such a request shall be granted only if the relevant resources are available.

The final deadline for submitting requests for coverage of additional languages (with no guarantee that the resources will be available) and for confirming requests already made is midday on the Thursday of the week preceding the meeting in question. For new requests submitted after that deadline, the Schedule of Meetings Service shall consider, together with the Directorate-General for Logistics and Interpretation for Conferences, applying partly or fully a non-standard interpretation profile, unless the relevant resources have become available as a result of a cancellation in the same slot or if the request concerns a slot of low activity<sup>12</sup>.

Requests for coverage of a non-EU language shall be submitted no later than four weeks prior to the date scheduled for the meeting in question.

### *(c) Cancellation*

The Directorate-General for Logistics and Interpretation for Conferences shall always be notified of the cancellation of a meeting or language as soon as possible, and, in any event, no later than midday on the Thursday of the week preceding the meeting. The timing of the cancellation shall serve as the basis for calculating any costs incurred and these will be taken into account by the Directorate-General for Logistics and Interpretation for Conferences when reporting pursuant to Article 15.

## Meetings outside the places of work

2. For meetings to be held outside the places of work, the following deadlines apply:

### *(a) Requests for meetings*

Save in cases of force majeure or in case the dates are not set by Parliament, any request for

- an additional meeting<sup>13</sup>,
- the postponement of a meeting, or
- a change in venue

shall be submitted no later than six weeks prior to the date scheduled for the meeting in question.

Such requests shall be dealt with in accordance with the procedures laid down in Article 6.

### *(b) Requests for languages*

Subject to Article 5, requests for coverage of an additional language shall be submitted no later than six weeks prior to the date scheduled for the meeting in question.

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<sup>12</sup> Thursdays afternoon of weeks of parliamentary activity in Brussels.

<sup>13</sup> Meetings covered by interpreting teams placed at the disposal of the groups during part-sessions, on the basis of Article 5(1) of the administrative rules governing meetings of the political groups, shall not be considered additional meetings.



The final deadline for submitting requests for coverage of additional languages (with no guarantee that the resources will be available) and for confirming requests already made is midday on the Thursday of the second week preceding the meeting in question.

For requests submitted after that deadline, the Schedule of Meetings Service shall consider, together with the Directorate-General for Logistics and Interpretation for Conferences, applying partly or fully a non-standard interpretation profile.

*(c) Cancellation*

The Directorate-General for Logistics and Interpretation for Conferences shall always be notified of the cancellation of a meeting or language as soon as possible, in any event, no later than midday on the Thursday of the second week preceding the meeting. The timing of the cancellation shall serve as the basis for calculating any costs incurred and these will be taken into account by the Directorate-General for Logistics and Interpretation for Conferences when reporting pursuant to Article 15.

## **PART II**

### **LEGAL-LINGUISTIC FINALISATION AND LINGUISTIC VERIFICATION<sup>14</sup>**

#### *Article 9*

#### *Submission and return of texts for legal-linguistic finalisation or linguistic verification*

1. Before submission for translation, all texts from the parliamentary committees that are subject to legal-linguistic finalisation or linguistic verification shall be submitted:
  - in the case of legislative texts, to the Directorate for Legislative Acts for legal-linguistic finalisation,
  - in the case of non-legislative texts, to the Directorate-General for Translation for linguistic verification<sup>15</sup>.
2. Except in the case of provisionally agreed texts pursuant to rule 74(4) of the Rules of Procedure, the task of finalisation or verification shall, in principle, be completed within one working day of receiving the text.

Non-technical changes to a text adopted in committee may only be made through the task of finalisation or verification if agreed with the secretariat of the committee under the responsibility of the committee chair.

The finalised or verified texts, as agreed with the secretariat of the parliamentary committee concerned shall replace the text first submitted by the committee for the purposes of translation and for the creation of subsequent versions. An electronic copy of the text is sent automatically to the committee secretariat concerned ('copy-back').
3. In order to enable the Directorate for Legislative Acts and the Directorate-General for Translation to complete their finalisation or verification tasks within one working day, committee secretariats shall ensure that the person designated as responsible for a text is available to reply to all questions concerning that text during the period concerned.

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<sup>14</sup> For advance planning and deadlines for finalisation and verification, see also Part III, Articles 12 and 13.

<sup>15</sup> 'Linguistic verification' shall be taken to mean a language check carried out on a non-legislative text, covering grammar, punctuation, spelling, terminology, fluency, register and style.

4. The deadline laid down in this Article shall be extended in the case of long texts in accordance with Article 13(1) or in agreement with the committee secretariat concerned, in the case of exceptionally large batches of amendments, exceptional concentration of workload, or in situations where the circumstances allow for a longer overall deadline.
5. Where, in accordance with Rule 74(4) of the Rules of Procedure, a provisional agreement is reached with the Council under the ordinary legislative procedure, the Directorate for Legislative Acts will complete the legal-linguistic finalisation tasks within six weeks of receipt of translations from Parliament or the Council's translation services, as provided for in point 40 of the Joint Declaration of 13 June 2007 on practical arrangements for the codecision procedure and in the administrative practical arrangements of 26 July 2011 for implementation of Article 294(4) TFEU in the event of agreements at first reading.
6. For the finalisation and verification of texts referred to in Articles 10(3) and 11(3), deadlines will be agreed with the requesting services on an individual basis.

#### *Article 10*

##### *Order of priority for legal-linguistic finalisation*

1. The following categories of documents shall be finalised by the Directorate for Legislative Acts in the order of priority indicated:
  - (a) provisional agreements reached with the Council under the ordinary legislative procedure;
  - (b) final legislative reports from the parliamentary committees, where the committees adopted decisions to enter into negotiations pursuant to Rule 71(1);
  - (c) final legislative reports from the parliamentary committees and plenary amendments thereto;
  - (d) compromise amendments to legislative final reports;
  - (e) draft legislative reports from the parliamentary committees;
  - (f) legislative opinions from the parliamentary committees;
  - (g) draft legislative opinions from the parliamentary committees;
  - (h) amendments tabled in responsible committees or opinion-giving committees.

As regards the texts referred to in points (b) to (h), only those parts of such texts which may later be put to the vote in plenary shall be subject to finalisation, excluding justifications and explanatory statements.

2. The Directorate for Legislative Acts follows the work of parliamentary committees and provides, on request, advice and assistance to Members and committee secretariats as regards the drafting of the legislative texts referred to in paragraph 1.
3. Texts other than those referred to in paragraph 1 may be finalised by the Directorate for Legislative Acts in so far as its resources permit.

#### *Article 11*

##### *Order of priority for linguistic verification*

1. The following categories of documents shall be verified by the Directorate-General for Translation in the order of priority indicated:
  - (a) final non-legislative reports from parliamentary committees and plenary amendments thereto;
  - (b) draft non-legislative reports from parliamentary committees;
  - (c) non-legislative opinions from parliamentary committees;
  - (d) draft non-legislative opinions from parliamentary committees;
  - (e) motions for resolutions;
  - (f) compromise amendments to non-legislative final reports.

As regards the texts referred to in points (a) to (d) and (f), only those parts of such texts which may later be put to the vote in plenary shall be subject to verification, excluding justifications and explanatory statements.
2. The Directorate-General for Translation follows the work of parliamentary committees and provides, on request, advice and assistance to Members and committee secretariats as regards the drafting of the non-legislative parliamentary texts referred to in paragraph 1.
3. Texts other than those referred to in paragraph 1 may be verified by the Directorate-General for Translation in so far as its resources permit.

### **PART III TRANSLATION**

#### *Article 12*

#### *Submission and quality of originals, and advance planning for finalisation, verification and translation services*

1. All requests for translation shall be submitted through the appropriate IT applications. At the same time, the original of the document to be translated shall be placed by the requesting service in the appropriate repository. The original text shall respect the models and mark-up requirements in force. It shall be of appropriate technical quality to permit the use of the relevant IT translation tools<sup>16</sup>. Furthermore it shall be of appropriate linguistic and drafting quality and be accompanied by all the necessary references in order to avoid duplication of translation work and to ensure the coherence and quality of the translated text.
2. On the basis of their work programmes, the secretariats of the committees, and all other requestors of translation services shall inform on a quarterly basis the legal-linguistic and translation services about the workload to be expected. In the case of exceptionally long texts and/or where exceptionally large batches of amendments are expected, an early warning shall be immediately issued to all parties involved.
3. The legal-linguistic and translation services shall likewise immediately issue an early warning to the committee secretariats and all other requestors of translation service in cases where they expect difficulties in meeting the deadline requested.

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<sup>16</sup> See the [Vade Mecum for Authors and Requesting Services](#), published by the Directorate-General for Translation.

### *Article 13*

#### *Deadlines for finalisation, verification and translation, and translation lead times<sup>17</sup>*

1. Texts for consideration in a parliamentary committee or delegation shall be submitted for translation through the appropriate IT applications by the secretariat of the committee or delegation no later than 10 working days prior to the relevant meeting for which translation is required. The deadline of 10 working days shall include one working day for finalisation or verification, either by the Directorate for Legislative Acts or by the Directorate-General for Translation (except in the case of long texts - more than eight standard pages -, for which two working days shall be allowed for finalisation or verification). Where this deadline has been respected, translated texts shall be made available in electronic form no later than two working days prior to the relevant meeting. Texts shall then be printed and distributed at the meeting for which translation is required.
2. Final reports adopted by parliamentary committees may be placed on the agenda for a part-session if they have been submitted for tabling, and, in the case of legislative final reports and amendments to the Rules of Procedure, for finalisation by the Directorate for Legislative Acts or linguistic verification by the Directorate-General for Translation, and for tabling, no later than:
  - (a) one month before the relevant part-session in the case of first-reading legislative reports (COD\*\*\*I);
  - (b) the Friday of the fourth working week preceding the relevant part-session week in the case of legislative reports adopted under the consultation or consent procedure (CNS, NLE, APP) and own-initiative reports (INL, INI);
  - (c) the Friday of the third working week preceding the relevant part-session week in the case of other reports.

Where these deadlines have been respected, reports shall be made available to the groups in all official languages by 12.00 on the Friday of the second week preceding the part-session. However, first-reading legislative reports (COD\*\*\*I) shall be made available within 10 working days of their submission through the appropriate IT applications..

Final reports shall be submitted for finalisation to the Directorate for Legislative Acts for finalisation (in the case of legislative texts) or for linguistic verification to the Directorate-General for Translation (in the case of non-legislative texts) as soon as possible after their adoption in committee and in principle no later than two working days after their adoption.

Where, in accordance with Rule 71(1) of the Rules of Procedure, a committee has adopted a decision to enter into negotiations on the basis of a final legislative report, the deadline of one month referred to in paragraph 2(a) of this Article shall not apply. The Directorate for Legislative Acts and the Directorate-General for Translation shall ensure that such final legislative reports are finalised and that their original language version is disseminated with priority upon submission through the appropriate IT applications.

3. Where, in accordance with Rule 74(4) of the Rules of Procedure, a provisional agreement is reached with the Council under the ordinary legislative procedure, the agreed text shall be submitted for translation by Parliament services with a deadline of 10 working days. In urgent cases, a shorter deadline may be applied, having regard to the legislative timetable agreed between the institutions.

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<sup>17</sup> 'Translation lead time' shall be taken to mean the time between the initiation and completion of the translation process.

4. For questions and interpellations, the following translation lead times shall be required:
  - (a) Questions for written answer: 5 working days;
  - (b) Priority questions for written answer: 3 working days;
  - (c) Questions for oral answer: 1 working day;
  - (d) Major interpellations for written answer: 3 working days.
5. For all other texts, excluding documents for the President, Parliament's governing bodies, the conciliation committees or the Secretary-General, or the Legal Service, a general translation lead time of minimum 10 working days shall be applied.
6. The President may grant a derogation from the deadlines referred to in paragraphs 1 and 2 in the case of texts which are urgent in the light of deadlines imposed by the Treaties or the priorities laid down by the Conference of Presidents, having regard to the legislative timetables agreed between the institutions.
7. The deadlines laid down in this Article may be extended, in agreement with the translation requesting service concerned, in the case of exceptionally long texts, exceptionally large batches of amendments, exceptional concentration of workload, in situations where the circumstances allow for a longer overall deadline, or in the case of or texts for which derogation has been granted pursuant to Article 15(2).
8. In the case of political group documents to be considered in plenary, the tabling deadline is laid down by the Conference of Presidents in the agenda, as a general rule at 13.00 on the Wednesday of the week preceding a part-session.  
After that deadline, no changes may be made to the text tabled by the group.
9. Members may ask for extracts of plenary proceedings or other texts directly linked to their parliamentary activity to be translated into the official language of their choice. Each Member is entitled to have up to 30 pages of translated text per year (all languages combined). This entitlement is strictly personal and non-transferable, and may not be carried over from one year to the next. The translation lead time shall be minimum 10 working days.  
Other official bodies of the Parliament may request the translation of extracts of the verbatim report, in particular where action needs to be taken on one or more speeches.
10. Texts submitted by the President, Parliament's governing bodies, the conciliation committees or the Secretary-General or the Legal Service and texts dealt with under the urgent procedure pursuant to Rule 163(2) or submitted under Rules 111 and 112 in the context of curtailed time-limits or urgencies shall be translated as soon as resources permit, taking into account the order of priority laid down in Article 14 and the deadline requested.

#### *Article 14*

##### *Translation services provided*

1. The following categories of documents shall be translated by the Directorate General for Translation in the order of priority indicated:
  - (a) documents to be put to the vote in plenary:
    - agreed texts in accordance with Rule 74(4) of the Rules of Procedure,
    - final legislative reports from the parliamentary committees, where the committees adopted decisions to enter into negotiations pursuant to Rule 71(1),

- legislative reports and amendments thereto,
  - non-legislative reports and amendments thereto,
  - motions for resolutions and amendments thereto;
- (b) priority documents for the President, Parliament's governing bodies, the conciliation committees, the Secretary-General or the Legal Service;
- (c) documents for consideration in committee which may be put to the vote in plenary: draft reports, amendments, compromise amendments, draft opinions, final opinions, draft motions for resolutions;
- (d) other documents for consideration in committee: working documents, executive summaries and briefings.
2. Translation services shall also be available for the following users:
- (a) parliamentary delegations (in two official languages chosen by the relevant delegation);
  - (b) political groups<sup>18</sup>;
  - (c) other official bodies authorised by the Bureau and the Conference of Presidents;
  - (d) Members, as regards texts directly linked to their parliamentary activities, within the limits laid down in Article 13(9);
  - (e) the policy departments and research services;
  - (f) Parliament's Secretariat, as regards its administrative and communication needs.
3. Parliament shall also provides a translation service for the ACP-EU Joint Parliamentary Assembly (in accordance with the First Protocol to the Cotonou Agreement), the Parliamentary Assembly of the Union of the Mediterranean, for the Euro-Latin American Parliamentary Assembly and the EuroNest Parliamentary Assembly (in accordance with the respective rules in force), as well as for the European Ombudsman (in accordance with the Framework cooperation agreement of 15 March 2006).
4. In addition, Parliament may provide translation services for the Committee of the Regions and the European and Economic Social Committee under the cooperation agreement of 5 February 2014.

### *Article 15*

#### *The length of texts submitted for translation*

1. The following maximum lengths shall apply to texts submitted for translation:
- |  |  |
|--|--|
| (a) Preparatory working documents and explanatory statement: | 7 pages for non-legislative reports<br>6 pages for legislative reports<br>12 pages for legislative own-initiative reports<br>12 pages for implementation reports<br>3 pages for legislative opinions |
| (b) Draft motions for resolutions:                           | 4 pages, including recitals but excluding citations  |
| (c) 'Suggestions' in non-legislative opinions:               | 1 page   |
| (d) Justifications for amendments:                           | 500 characters   |

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<sup>18</sup> Moreover, for documents directly linked to its parliamentary activities, each political group may also request the translation of urgent documents up to a total of 15 pages per group per week.

(e) Executive summaries:	5 pages
(f) Questions for written answer:	200 words
(g) Major interpellations for written answer:	500 words
(h) Motions for a resolution pursuant to Rule 143:	200 words

A page shall be taken to mean a text of 1 500 characters (excluding spaces).

2. A parliamentary committee may grant its rapporteur a derogation from the restrictions laid down in paragraph 1, provided that it does not exceed an annual reserve of 45 pages. The Conference of Committee Chairs shall be informed of the derogation in advance, so that it can establish that it is consistent with the reserve allocated. Once the committee has used up its annual reserve, any further derogation shall require authorisation from the Bureau.

## PART IV FINAL PROVISIONS

### *Article 16*

#### *Making users and language services more aware of their responsibilities*

1. The interpretation and translation services shall inform users every six months both of the costs generated by their requests for language facilities and the level of respect of the Code.
2. At the end of each meeting, the head of the team of interpreters shall, in agreement with the secretariat of the meeting, draw up for the Director-General for Logistics and Interpretation for Conferences a list of the interpretation facilities requested but not used. A copy of that list shall be forwarded to the secretariat of the meeting concerned as well as the actual start and end time of the meeting.
3. The Directorate-General for Logistics and Interpretation for Conferences shall draw up, following consultation of the client services, a report including quantitative and qualitative analyses of the reasons why late requests and cancellations occurred or requested languages were not used.
4. The Directorate-General for Logistics and Interpretation for Conferences shall address to the Secretary-General at regular, yearly intervals, a report on the real occupation of meeting rooms with interpretation facilities.
5. In addition the interpretation and translation services shall each draw up a report on the use of language services for submission to the Bureau. This report shall include an analysis of the language facilities provided in relation to the requests submitted by the users and of the costs incurred in the provision of these services.

### *Article 17*

#### *Transitional measures following an enlargement*

Until such time as resources are sufficient to enable a full service to be provided in a new language, transitional measures for the allocation of interpretation and translation resources may be laid down, taking into account the resources available.

*Article 18*  
*Entry into force*

This decision, as amended, shall enter into force on 1 July 2019. It replaces the Code of Conduct of 16 June 2014.

Annex: Rules applicable to the Interpretation Ad Personam service



## **Annex 1**

### **Rules applicable to the Interpretation Ad Personam service**

#### **1. Scope**

Interpretation may be made available to Members acting on an individual basis under the following conditions, in the form of an Interpretation Ad Personam service (“IAP”).

#### **2. Users**

- J EP Vice-presidents, Quaestors, Committee Chairs, Rapporteurs, Shadow rapporteurs, Draftspersons for an opinion, Shadow draftspersons for an opinion and Political group coordinators have the right to use this service.

#### **3. Availability and Deadlines**

- J IAP is only available in Brussels and Strasbourg on week days (not on official holidays or office closing days).
- J Requests must be submitted at least 3 working days before the date of the meeting.
- J This service will be available for all official languages except Maltese and Gaelic.
- J Consecutive or whispering ("chuchotage") will be the usual interpretation mode employed. Other modes such as simultaneous or "valise" (simultaneous using portable sound equipment) may be used if the Directorate-General for Logistics and Interpretation for Conferences so decides; this decision will be taken depending on available resources, the installations needed, and details of the request. Teleconferencing or videoconferencing will only be possible if the Directorate-General for Logistics and Interpretation for Conferences is given ample prior notice so that it can check feasibility. This service will not be available for telephone interpreting (Skype, etc) or interpreting of films.

#### **4. Logistical Arrangements**

- J If a room other than the Member's office is to be used, it must be booked by the Member's staff in accordance with current rules. All requests will be deducted from the Member's allocation, even if they are cancelled afterwards.
- J Any change in geographical location, date, time or languages requested will be considered to be a new request and will be deducted from the Member's allocation.
- J Any fraction of an hour will be counted as a full working hour.
- J If an interpreter is asked to wait at the place of the meeting, this will be counted as working time.

#### **5. Working Conditions**

- J An overrun of the scheduled meeting time cannot be unilaterally decided during the meeting by the Member, as the interpreter may be assigned to another Member after the scheduled ending time in order to make optimal use of resources. This is also the case for changes in the

- type of interpretation or the languages used. These should not be negotiated on the spot with the interpreter but should only be discussed with the Head of Unit in charge of Recruitment.
- J For certain 1-hour meetings using 2 languages, a single interpreter may suffice. If the duration of the meeting or the number of languages makes it necessary to provide more than one interpreter, this will be deducted from the Member allocation. Only the Directorate-General for Logistics and Interpretation for Conferences is competent for determining the number of interpreters needed. The allocation is strictly personal and non-transferable, and may not be carried over from one year to the next.
  - J A Member cannot request the services of a specific interpreter.
  - J Interpreters cannot be asked to do written translations.
  - J The professional dignity of the interpreter must be respected at all times.