The Bureau,

- having regard to the Treaty establishing the European Community, and in particular Articles 21, 290 and 314 thereof,

- having regard to the Treaty on the accession of ten new countries to the European Union, signed on 16 April 2003,

- having regard to Council Regulation No 1/1958 determining the languages to be used by the European Economic Community, as amended by the successive Accession Treaties,

- having regard to Parliament’s Rules of Procedure, and in particular Rules 61(5), 74(1), 112(2), 115, 117, 117a and 139(6) thereof,

- having regard to the opinion of the Conference of Presidents,

- having regard to the opinion of the Conference of Committee Chairmen,

- having regard to the opinion of the Conference of Delegation Chairmen,

- having regard to its decisions of 3 September 2001, 11 September 2002, 2 July 2003 and 19 April 2004 concerning the Multiannual Plan on preparing for the Parliament of the enlarged European Union,

whereas:

(1) The Multiannual Plan stated that ‘controlled full multilingualism’ represents the only means of keeping the costs of multilingualism within acceptable budgetary limits, whilst maintaining equality among Members and citizens.

(2) Parliament, in its resolution of 14 May 2003 on its 2004 estimates, states that it intends to develop the concept of ‘controlled multilingualism’ further and calls on the Bureau to submit practical proposals concerning the more effective use of resources, whilst maintaining equality among languages.

(3) The implementation of full multilingualism in the long term will be contingent on making the users of language facilities more aware of their responsibilities, on the basis of their real needs.

(4) During the transitional period following the enlargement when language resources are in short supply specific measures governing the allocation of those resources will be required,

HAS ADOPTED THE FOLLOWING CODE OF CONDUCT:
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 ‘controlled 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 ‘controlled 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.

3. Interpretation and translation facilities shall be reserved for the users listed in Articles 2 and 8 (hereinafter ‘users’). 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.

4. The management of language resources shall be based on a system providing for the exchange of information between users and the language services. Users shall determine and update their language needs by means of an ‘interpretation language profile’ and a ‘translations programme’ designed to facilitate the medium- and long-term management of language resources. They shall notify the language services of their real needs by the deadlines laid down in this Code of Conduct. In accordance with the arrangements laid down in Annexes 3 and 4, the language services shall inform users every three months about the availability of resources and their use in order to help them schedule their work.

5. Given that each user is competent to define its language needs, it shall be for the service providing the facilities requested to make the necessary organisational arrangements.

6. Meetings of political groups are governed by the 'Administrative 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.

INTERPRETATION

Article 2: Order of priority

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 Chapter IV of Parliament’s Rules of Procedure) and the Conciliation Committee;

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c. the parliamentary committees,
the parliamentary delegations,
the political groups (the groups shall take priority over the committees and
delegations during group weeks and part-sessions);
d. press conferences;
e. other official bodies authorised by the Bureau;
f. some administrative events (competition tests, seminars, general meetings of
staff, etc.).

2. Parliament also provides an interpretation service for the ACP-EU Joint Parliamentary
Assembly (in accordance with the 1st Protocol to the Cotonou Agreement) and for the
Euro-Mediterranean Parliamentary Assembly (in accordance with the rules in force).

Article 3: Interpretation system

Simultaneous interpretation shall be provided using a mixed system which may draw on all
generally recognised interpretation systems, in accordance with real language needs and the
availability of interpreters.

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 language profile
based on the real needs of the Members who make up the body in question. Management
of the profile shall be the responsibility of the secretariat of the body concerned, in
agreement with its chairman. It shall be updated regularly to take account of the
languages requested and actually used, by joint agreement between the Interpretation
Directorate and the secretariat of the parliamentary body concerned, on the basis of the
reports referred to in Article 12.

2. Meetings shall be organised with the active and passive languages provided for in the
interpretation language profile. If, 48 hours prior to the meeting, 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 notify this fact
immediately to the Interpretation Directorate.

Article 5: Language arrangements for meetings outside the places of work

1. Committees and parliamentary delegations: Language arrangements shall be determined
in accordance with Rule 117(3) and (3a), subject to confirmation by members, by the
Thursday of the second week preceding the meeting, that they will attend. Only the
Bureau may, in exceptional circumstances, grant interpreting in more than five languages
where budgetary resources and the availability of interpreters permit.

1 A comprehensive assessment will be carried out at the end of 2008 at the latest. The assessment will take
particular account of technological advances and will cover the interpreting system as well as prospects for remote
interpreting. It will be preceded by an interim assessment to be drawn up in mid-2006.
2. **Political groups**: Passive interpretation may be provided in all the languages in the group’s interpretation language profile. Active interpretation shall be provided in a maximum of 60% of the languages in the group’s interpretation language profile up to a maximum of seven languages.

If the language of the host country is not part of the group’s interpretation language profile, active and passive interpreting in this language may also be provided.

Only the Bureau may, in exceptional circumstances, grant derogations². In so doing the Bureau may ask the group to contribute towards the costs incurred as a result of the derogation.

**Article 6: Scheduling of meetings**

The Directorates-General for Committees and Delegations and the political group secretaries-general shall submit a provisional calendar of meetings to the Interpretation Directorate at least three months in advance. That calendar shall indicate the timetables of and venues for meetings.

The Calendar Unit of the Directorates-General for committees and delegations, 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.

**Article 7: Coordination of requests for meetings with interpretation**

1. The Interpretation Directorate shall deal with requests for interpretation and changes to such requests in the order they are received; no more than 12 meetings, including meetings outside the places of work, may take place in parallel. Any additional meeting shall require the approval of the Secretary-General, on the basis of a duly substantiated request from the user and a technical opinion drawn up by the Interpretation Directorate concerning the availability of resources.

2. In agreement with the Interpretation Directorate, each user shall ensure that meetings are spread evenly across all the time-slots making up the working week.

3. The Interpretation Directorate shall provide the requisite coordination in cases where a request for a meeting with interpretation is submitted by a user for 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.

4. Save in cases of *force majeure*, any request for the postponement of a meeting, for an additional meeting³ or for a change in venue vis-à-vis the original programme must be

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² Arrangements to be laid down as part of the revision of the administrative rules governing meetings of the political groups.

³ Meetings covered by interpreting teams placed at the disposal of the groups, on the basis of Article 5(1) of the administrative rules governing meetings of the political groups, - during part-sessions, - during group weeks (subject to one week’s notice), shall not be considered additional meetings.
submitted at least three weeks prior to the scheduled date for the meeting in question (six weeks in the case of a meeting outside the places of work). Such requests shall be dealt with in accordance with the conditions laid down in this article.

5. Any cancellation of a meeting must be notified as soon as possible and at all events by midday Thursday the week preceding the meeting.

6. Any request for an additional language must be submitted at the latest three weeks prior to the date scheduled for the meeting in question (six weeks in the case of a meeting outside the places of work). Once that deadline has passed, the additional facility shall be granted only if the relevant resources are available. The final deadline for submitting requests for additional languages (with no guarantee that the resources will be available) and for confirming requests already made is midday Thursday the week preceding the meeting (midday Thursday of the second week preceding the meeting in the case of a meeting outside the places of work). Once that deadline has passed no additional request will be granted unless another user in the same meeting place decides to give up the interpreting team providing the language concerned for a meeting in the same time-slot.

7. Should competing requests with the same level of priority be submitted, or in cases of force majeure referred to in paragraph 4, the final decision shall be submitted to the Secretary-General for approval, along with the technical opinions of the services concerned. The Secretary-General may take into account the urgency of the meeting, its political significance and its duration.

TRANSLATION

Article 8: Order of priority

1. Translation shall be reserved for users in the following order of priority:

   a. the plenary sitting;
   b. the President, Parliament’s governing bodies (as defined in Chapter IV of Parliament’s Rules of Procedure), the Conciliation Committee, the Secretary-General;
   c. the parliamentary committees,
      the parliamentary delegations (in two official languages chosen by the delegation)
   d. the political groups (documents directly linked to parliamentary activity - each group may also request the translation of urgent documents up to a total of 15 pages per group per week);
   e. Members’ written questions;
   f. other official bodies authorised by the Bureau;
   g. the Secretariat’s administrative needs.

2. Parliament also provides a translation service for the European Ombudsman (in accordance with the cooperation agreement of 7 December 1999), for the ACP-EU Joint Parliamentary Assembly, (in accordance with the 1st Protocol to the Cotonou Agreement) and for the Euro-Mediterranean Parliamentary Assembly (in accordance with the rules in force).
Article 9: The categories of documents to be translated in-house and externally

1. Documents shall be translated, as a matter of priority, into the languages set out in the interpretation language profile of the user for which they are intended. Depending on the resources available and the subsequent stages in the procedure, they may also be translated into the other languages.

2. In-house translation shall be reserved, as a matter of priority, for documents to be put to the vote in plenary and for urgent and confidential documents. Accordingly, the following documents shall as a matter of priority be translated in-house, depending on the availability of resources:
   a. documents to be put to the vote in plenary: reports without their explanatory statements, amendments, draft resolutions;
   b. documents for the President, Parliament's governing bodies, the Conciliation Committee or the Secretary-General;
   c. documents for consideration in committee which will be put to the vote in plenary: draft reports without their explanatory statements, amendments, draft opinions, final opinions, draft resolutions.

3. Unless capacity is available in-house, other documents shall be translated externally.

Article 10: The administrative circuit

1. All requests for translations shall be submitted via the ‘Gepro’ computer system. At the same time, the original of the document to be translated shall be placed by the requesting service on the ‘Epades’ computer system, in the resource earmarked for the service and in the appropriate folder.

2. On the basis of their work programmes, the secretariats of the committees, delegations and political groups shall draw up each month translation forecasts indicating, for each document, the probable source language, the likely date of submission and the number of pages to be translated.

   The translation of a text not included in the forecasts or whose size is more than 20% greater than forecast can only be guaranteed if at least three working days’ notice is given prior to submission.

3. Texts for consideration in a parliamentary committee or delegation shall be submitted by the secretariat of the committee or delegation via Gepro at the latest 10 working days prior to the relevant meeting. The President shall grant a derogation only in the case of

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4 The Translation Directorate will endeavour to ensure that the percentage of translation work carried out by translators in-house does not exceed 60% by 2004 and 50% by 2009. A comprehensive assessment will be carried out at the end of 2008 at the latest. The assessment will take particular account of technological advances. It will be preceded by an interim assessment to be drawn up in mid-2006.

5 The forecasts for the committees and delegations will be updated at the monthly coordination meeting between DGs I, II, III and VII.
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.

Provided that the deadline of 10 working days has been complied with, translated texts shall be made available in electronic form at least 48 hours prior to the relevant meeting. Texts shall then be printed and distributed at the meeting.

4. Final reports of parliamentary committees shall be tabled at the latest on Friday of the third week preceding the part-session in which they are to be included\(^6\). Legislative reports (CNS + COD 1st reading) and own-initiative reports (INI) shall be tabled at the latest on Friday of the fourth week preceding the part-session in which they are to be included\(^7\).

5. Reports shall be made available to the groups in all official languages by 09.00 on Monday of the week preceding the part-session.

6. In the case of group documents to be considered in plenary sitting, the tabling deadline is laid down by the Conference of Presidents in the agenda, as a general rule at 18.00 on Wednesday of the week preceding a part-session.

After that deadline, no changes may be made to the text tabled by the group.

An amendment on behalf of a group must, when tabled, bear the signature of at least one of the Members tabling.

7. The deadlines laid down in this article shall be indicative for texts submitted by the President, Parliament’s governing bodies and the Conciliation Committee and for items dealt with under urgent procedure pursuant to Rule 112.

**Article 11: The length of texts submitted for translation**

1. The following maximum lengths shall apply to texts submitted for translation:

   a. Explanatory statements and preparatory working documents: 7 pages for non-legislative reports
      6 pages for legislative reports
      3 pages for opinions
   b. Motions for resolutions: 4 pages, including recitals but excluding citations
   c. ‘Conclusions’ forming part of non-legislative opinions: 1 page
   d. justifications for amendments: 500 characters

   A page shall be taken to mean a text of 1 500 characters (not taking into account spaces).

2. A parliamentary committee may grant its rapporteur a derogation from the restrictions laid down in the first paragraph, provided that it does not exceed an annual reserve of 30 pages.

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\(^6\) i.e. at least ten clear working days before the beginning of the session week.

\(^7\) i.e. at least fifteen clear working days before the beginning of the session week.
The Conference of Committee Chairmen 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.

OTHER PROVISIONS

Article 12: Making users more aware of their responsibilities

1. In accordance with the arrangements laid down in paragraphs 3 and 4, the interpretation and translation services shall inform users every three months, on comparable bases, of the costs generated by their requests for language facilities, using the tables set out in Annexes 1 and 2.

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 of Interpretation 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. The secretariat of the meeting shall take note of the time at which the meeting actually closed and notify immediately the Interpretation Directorate.

3. Every six months the interpretation and translation services shall each draw up a report on the use of language facilities on the basis of the criteria set out in Annexes 1 and 2. That report shall be forwarded to the Bureau and to users.

4. In the light of the experience gained, the Bureau shall consider the scope for granting users language-facility budgets.

Article 13: Making the interpretation and translation services more aware of their responsibilities

The report referred to in Article 12(3) shall include an analysis of the language facilities provided in relation to the requests submitted by the users (languages requested, deadlines for translation, etc.).

Article 14: Transitional measures following the enlargement

Until such time as resources are sufficient to enable a full service to be provided in the new languages, the transitional measures for the allocation of interpretation and translation resources set out in Annexes 3 and 4 will apply. These annexes will be updated every three months in keeping with the progress made in recruiting interpreters and translators and in completing tender procedures for external translation⁸. They will be published on Parliament’s Intranet and communicated to the Members concerned.

⁸ cf Rule 117a, second paragraph.
Article 15: Final provisions

1. This Code of Conduct shall enter into force on 1 May 2004. It cancels and replaces the Code of Conduct of 8 February 1999.

2. The rules adopted by the Enlarged Bureau on the length of texts and the organisation of the translation, printing and distribution of European Parliament documents, of 14 March 1984, and Articles 4(5) and 5(4) of the administrative rules governing meetings of the political groups, of 27 November 1996, are hereby repealed.
**ANNEX 1: Costs generated by requests for interpretation**

PN = normal price of a meeting, calculated on the normal price of interpretation for a 3.5-hour slot, multiplied by the number of slots

<table>
<thead>
<tr>
<th>Cost sources</th>
<th>Meeting in the places of work</th>
<th>Meeting outside the places of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Request consistent with the Code</td>
<td>PN</td>
<td></td>
</tr>
<tr>
<td>2. Request submitted after deadline has passed</td>
<td>PN + 50 %</td>
<td></td>
</tr>
<tr>
<td>3. Addition to language profile prior to deadline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- of an active language</td>
<td>PN + active language cost</td>
<td></td>
</tr>
<tr>
<td>- of a passive language</td>
<td>PN + passive language cost</td>
<td></td>
</tr>
<tr>
<td>4. Addition to language profile after deadline has passed</td>
<td>PN + (active language cost + 50%)</td>
<td></td>
</tr>
<tr>
<td>- of an active language</td>
<td>PN + (passive language cost + 50%)</td>
<td></td>
</tr>
<tr>
<td>- of a passive language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Cancellation prior to deadline</td>
<td>PN - 75 %</td>
<td>Idem x 2</td>
</tr>
<tr>
<td>- of a meeting</td>
<td>PN - (75 % of active language cost)</td>
<td></td>
</tr>
<tr>
<td>- of an active language</td>
<td>PN - (75 % of passive language cost)</td>
<td></td>
</tr>
<tr>
<td>- of a passive language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Cancellation after deadline has passed</td>
<td>PN - 25 %</td>
<td></td>
</tr>
<tr>
<td>- of a meeting</td>
<td>PN - (25 % of active language cost)</td>
<td></td>
</tr>
<tr>
<td>- of an active language</td>
<td>PN - (25 % of passive language cost)</td>
<td></td>
</tr>
<tr>
<td>- of a passive language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Cancellation after Wednesday of week before a meeting</td>
<td>PN</td>
<td></td>
</tr>
<tr>
<td>- of a meeting</td>
<td>PN</td>
<td></td>
</tr>
<tr>
<td>- of an active language</td>
<td>PN</td>
<td></td>
</tr>
<tr>
<td>- of a passive language</td>
<td>PN</td>
<td></td>
</tr>
</tbody>
</table>

1 In the light of the experience gained, it may be decided to modify the definition of 'slot'.
ANNEX 2: Costs generated by requests for translation

PN = normal price for a translation, calculated on the basis of:
  i) number of pages to be translated
  ii) average price for the translation of one page
  iii) number of target languages

<table>
<thead>
<tr>
<th>Cost sources</th>
<th>Short-term translation</th>
<th>Long-term translation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Request consistent with the Code</td>
<td>PN</td>
<td></td>
</tr>
<tr>
<td>2. Request submitted without three days’ notice</td>
<td>PN + 50 %</td>
<td></td>
</tr>
<tr>
<td>3. Cancellation of request prior to submission</td>
<td>PN - 75 %</td>
<td></td>
</tr>
<tr>
<td>4. Cancellation of request after it has been forwarded to planning</td>
<td>PN - 25 %</td>
<td></td>
</tr>
<tr>
<td>5. Request in excess of the annual reserve of pages (committees)</td>
<td>PN + 50 %</td>
<td></td>
</tr>
<tr>
<td>6. Addition of extra language after deadline has passed (Article 10 of the Code)</td>
<td>PN + (cost of extra language + 50%)</td>
<td>Idem, but cost per language is reduced by 25%</td>
</tr>
<tr>
<td>7. Withdrawal of language after deadline has passed (Article 10 of the Code)</td>
<td>PN - (25% of cost of withdrawn language)</td>
<td></td>
</tr>
<tr>
<td>8. Request to have staff on stand-by</td>
<td>Real costs</td>
<td></td>
</tr>
<tr>
<td>9. Original of bad technical quality (for example bad formatting, failure to use DocEP, failure to respect the Document Models)</td>
<td>PN + 50 %</td>
<td></td>
</tr>
<tr>
<td>9. Modification of a text tabled</td>
<td>PN + 30 %(^1)</td>
<td></td>
</tr>
</tbody>
</table>

* Document submitted at least one week prior to the deadline.

\(^1\) Supplement per page of 30% the cost of a page.
ANNEX 3: INTERPRETATION - Resources available as at 1 February 2004 for the new languages (next update scheduled for 1 May 2004)

1. Available language resources shall be allocated along the following lines:

a) Plenary sittings: Night sittings excluded. During part-sessions resources are reserved, as a matter of priority, for the plenary sitting. The allocation of plenary sitting interpreters to another meeting requires the approval of the President. For as long as the resources available make it impossible to provide a full service, and when competing requests are submitted, the allocation of available interpreters to meetings held in parallel with the plenary sitting will be carried out in accordance with an arrangement approved by the Secretary-General.

b) Committees: When language resources are allocated to meetings, priority will be given
- to full members
- to substitute members acting as rapporteurs
- to official guests (Commissioners, Members of the Council)

c) Groups: Available language resources will be allocated to meetings on the basis of each group’s priorities, or, if requests concern several groups, in accordance with an arrangement approved by the Conference of Presidents.

2. In cases where resources are not sufficient to enable Parliament to provide a full service for a given language, priorities will be laid down in agreement with the Members concerned.

<table>
<thead>
<tr>
<th>Language</th>
<th>CS</th>
<th>ET</th>
<th>HU</th>
<th>LT</th>
<th>LV</th>
<th>MT</th>
<th>PL</th>
<th>SK</th>
<th>SL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of meetings in parallel which can be provided in 19 languages with the staff and AIC interpreters currently available:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-sessions: sittings (09.00-20.00)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Committee weeks: meetings/day(^1)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Group weeks: meetings/day(^1)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Additional teams:</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

\(^1\) Parallel meetings of three-and-a-half hours, irrespective of the number of meetings taking place during that time-slot.
### ANNEX 4: TRANSLATION - Resources available as at 1 February 2004 for the new languages (next update scheduled for 1 May 2004)

<table>
<thead>
<tr>
<th>Language</th>
<th>CS</th>
<th>ET</th>
<th>HU</th>
<th>LT</th>
<th>LV</th>
<th>MT</th>
<th>PL</th>
<th>SK</th>
<th>SL</th>
<th>target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff translators</td>
<td>14</td>
<td>14</td>
<td>15</td>
<td>14</td>
<td>5</td>
<td>0</td>
<td>18</td>
<td>18</td>
<td>15</td>
<td>35</td>
</tr>
<tr>
<td>Translation capacity: pages/month</td>
<td>1020</td>
<td>1020</td>
<td>1100</td>
<td>1020</td>
<td>330</td>
<td>0</td>
<td>1320</td>
<td>1320</td>
<td>1100</td>
<td>4484</td>
</tr>
<tr>
<td>Including:</td>
<td>930</td>
<td>930</td>
<td>1000</td>
<td>930</td>
<td>330</td>
<td>0</td>
<td>1200</td>
<td>1200</td>
<td>1000</td>
<td>3784</td>
</tr>
<tr>
<td>- in-house</td>
<td>90</td>
<td>90</td>
<td>100</td>
<td>90</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>120</td>
<td>100</td>
<td>700</td>
</tr>
<tr>
<td>- external¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation volume forecast in the priority areas:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rules of general interest²</td>
<td>320</td>
<td>320</td>
<td>320</td>
<td>320</td>
<td>320</td>
<td>60</td>
<td>320</td>
<td>320</td>
<td>320</td>
<td>n/a</td>
</tr>
<tr>
<td>Plenary agendas and minutes³</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>120</td>
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1. Currently an estimate, to be updated on the basis of experience.
2. The following texts have already been translated and are not included in the quarterly forecasts: Parliament’s Rules of Procedure, Rules governing the payment of expenses and allowances to Members and documents concerning the new Members.
3. It will not be possible to translate the CRE into all languages for some years, and probably not before September 2007. A multimedia (DVD) version of the plenary sittings, containing images and sound in all the languages, will be made available as an information tool.
4. In cases where resources are insufficient to ensure compliance with Article 10(5), the documents may be made available at the latest 24 hours before the vote.
5. Greater priority can be given to such material during a transitional phase following enlargement.