

IMPLEMENTING PROVISIONS GOVERNING THE WORK OF DELEGATIONS

DECISION OF THE CONFERENCE OF PRESIDENTS OF 21 SEPTEMBER 2006¹

The Conference of Presidents,

- acting in conformity with Rule 188(5) of Parliament's Rules of Procedure pursuant to which the implementing provisions needed to enable the delegations to carry out their work are to be adopted by the Conference of Presidents on a proposal from the Conference of Delegation Chairs;
- having regard to a proposal from the Conference of Delegation Chairs dated 31 May 2006;
- having regard to the deliberations of the Conference of Presidents of 9 March 2006 on internal reform measures and to those of 30 March 2006 and 5 July 2006 on the implementing provisions governing the work of delegations;
- having regard to Rules 19(4), 24(4), 24(6), 27(2) and (3), 188 and 190, and to Annex VI, Sections I, II and III, of Parliament's Rules of Procedure;
- whereas implementing provisions are needed to enable interparliamentary delegations, delegations to parliamentary cooperation committees, delegations to joint parliamentary committees and *ad hoc* delegations to carry out the activities which fall within their remit;

hereby adopts the following implementing provisions:

GENERAL PROVISIONS

Article 1 - Scope

These implementing provisions govern the activities of delegations within the framework of Parliament's Rules of Procedure and, where appropriate, the relevant international law instruments.

Article 2 - Definitions

For the purpose of the application of these implementing provisions:

1. "standing delegation" means any
 - interparliamentary delegation (Rule 188),
 - delegation to one or more parliamentary cooperation committee(s)² (cf. Annex VI, Section I, last paragraph, to Parliament's Rules of Procedure and Parliament's decisions of 10 March 2004 and 14 September 2004), or

¹ Modified by the Conference of Presidents on 10th January 2008

- delegation to a joint parliamentary committee³ (Rule 190) set up in accordance with Parliament's Rules of Procedure and, where appropriate, the relevant international law instruments;
- 2. - "delegation" means
 - any kind of standing delegation, and
 - *ad hoc* delegations
- 3. "interparliamentary meeting" means any official meeting of a standing delegation (or of a working group of a standing delegation) with its counterparts from a third country or a non-Community international organisation.

Article 3 - Principles governing delegation activities

(1) Delegations shall maintain and develop Parliament's international contacts.

Accordingly, delegation activities shall, on the one hand, be aimed at maintaining and enhancing contacts with parliaments of States that are traditionally partners of the European Union and, on the other hand, contribute to promoting in third countries the values on which the European Union is founded, namely the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law (Articles 6 and 11(1), fifth indent, of the EU Treaty).

(2) Parliament's international contacts shall be governed by the principles of public international law.

(3) Parliament's international contacts shall be aimed at fostering, wherever possible and appropriate, the parliamentary dimension of international relations.

Article 4 - Political priorities

(1) The work of delegations shall contribute to the implementation of Parliament's political priorities, as defined by the House.

(2) Decisions relating to the activities of the standing delegations shall take account of the political priorities referred to in paragraph 1.

(3) In response to important unforeseen international events or developments, the Conference of Presidents may authorise additional missions of the standing delegations or dispatch *ad hoc* delegations.

Article 5 - Calendar of missions

² See list in Annex I and example in Annex III.

³ See list in Annex I and example in Annex II.

(1) Any mission undertaken by a standing delegation or any working group thereof to a third country or third countries pursuant to Article 7 shall take place during the weeks set aside for external parliamentary activities, unless that is not possible on account of the calendar of activities of their counterparts from a third country or a non-Community international organisation.

(2) Where standing delegations are authorised to undertake additional missions pursuant to Article 4(3), such missions shall, in so far as possible, take place during the weeks set aside for external parliamentary activities.

(3) Where possible, ad hoc delegations shall undertake missions during the weeks set aside for external parliamentary activities.

AUTHORISATION AND PREPARATION OF INTERPARLIAMENTARY MEETINGS

Article 6 - Principles of authorisation

(1) All interparliamentary meetings shall require prior authorisation from the Conference of Presidents, based on requests to be submitted in good time.

(2) All authorisations shall take account of Parliament's political priorities as referred to in Article 4(1).

Article 7 - Authorisation of ordinary activities

(1) Ordinary interparliamentary meetings shall be authorised by the Conference of Presidents in the form of an overall annual programme covering all the standing delegations.

(2) The Conference of Delegation Chairs shall submit in good time before the beginning of each financial year a draft annual programme, which shall take account of the proposals submitted by the standing delegations and the political priorities referred to in Article 4(1) and the calendar of missions laid down in Article 5. The draft annual programme shall respect the criteria set out in paragraphs 3 to 6. It shall be accompanied by the opinions issued by the Committee on Foreign Affairs, the Committee on Development and the Committee on International Trade within their respective spheres of responsibility.

(3) Each standing delegation shall hold one interparliamentary meeting per year.

(4) Interparliamentary meetings shall, as a general rule, be held alternately in one of Parliament's places of work and in the third country/countries concerned.

(5) By way of derogation from paragraphs 3 and 4, any standing delegation may decide to send, instead of the whole standing delegation, two or more working groups on mission to the third country/countries concerned.

(6) Calculated over a period of two calendar years, the total number of members allowed to participate in standing delegation or working group missions to the third country/countries

concerned shall not exceed 75% of the total number of full members of the standing delegation concerned.

In order to enable joint parliamentary committees and parliamentary cooperation committees to carry out the tasks conferred on them by binding international law instruments, Parliament's delegations to such committees shall be authorised to send a number of members determined in accordance with the relevant international law instrument.

The Delegation for relations with the NATO Parliamentary Assembly shall likewise be authorised to send a number of members determined in accordance with the rules of that Assembly.

The annual programme for an election year shall not include interparliamentary meetings in third countries in the period from 1 April to 30 September of that year. The annual programme shall take due account of the specificities of the election year.

(7) The chairs of the standing delegations shall be entitled to participate in each working group mission over and above the quota laid down in paragraph 6.

(8) Standing delegations with responsibility for several countries shall endeavour to visit more than one country on each mission. The same shall apply to the working groups of such standing delegations.

Article 8 - Uniform supplementary quota

(1) The Conference of Presidents may invite the Conference of Delegation Chairs to propose, in the light of the political priorities referred to in Article 4(1), that a uniform supplementary quota be apportioned to a limited number of standing delegations in addition to the basic quota provided for in Article 7(6).

(2) That quota shall be 75% of the total number of full members of the standing delegation concerned per calendar year.

(3) The authorisation procedure set out in Article 7 shall apply *mutatis mutandis*.

Article 9 - Flexible supplementary quota

(1) Any standing delegation responsible for more than one country shall, in addition to the basic quota established in Article 7(6), be allotted a flexible supplementary quota of 10% of the total number of full members of the standing delegation concerned for each additional country calculated over a period of two calendar years, provided that the delegation visits the additional country/countries. That quota shall not exceed 50%.

(2) Standing delegations benefiting from the uniform supplementary quota laid down in Article 8 shall not be entitled to make use of the flexible supplementary quota.

(3) The authorisation procedure set out in Article 7 shall apply *mutatis mutandis*.

Article 10 - Preparatory meetings

Standing delegations may hold one or more preparatory meetings in one of Parliament's places of work prior to interparliamentary meetings.

Article 11 - Members' duty to participate in their delegation's work

(1) Members shall take full part in:

- (a) preparatory meetings;
- (b) the interparliamentary meetings organised when delegations from third countries visit Parliament at one of its places of work;
- (c) the programme agreed on with the host parliament/s or country/countries when a delegation visits that country/those countries.

(2) Attendance lists shall be drawn up and attached to the minutes of preparatory meetings and to the reports drawn up by delegation chairs after interparliamentary meetings or to the official minutes of delegation meetings.

Article 12 - Nominative authorisations to travel

(1) Full members of standing delegations shall be entitled to participate in delegation meetings outside Parliament's places of work. If a full member is unable to travel, he or she may be replaced, on a specific occasion, by one of the permanent substitute members nominated by the political group to which the full member belongs. Should no permanent substitute be available, a full member may be represented by another member of the same political group, provided that the name of the substitute is notified to the chair of the delegation in advance.

(2) The chair of the delegation shall, as far as possible in agreement with the members of the bureau of the delegation, the political groups and the non-attached Members represented on the delegation, decide which members are entitled to participate in missions outside Parliament's places of work.

In the event of disagreement, the chair shall decide which members are authorised to travel, taking account of the attendance of delegation members and substitutes at previous meetings and preparatory meetings.

(3) At the joint request of the chairs of the delegation and any committee concerned, the President of Parliament may, provided that it is justified by the agenda of the interparliamentary meeting concerned, authorise the committee rapporteur(s) to accompany a delegation travelling outside Parliament's places of work.

CONDUCT AT DELEGATION MEETINGS

Article 13 - Composition of official Parliament delegations on mission

- (1) Delegations shall be composed exclusively of Members authorised pursuant to Article 12(1) and (2) to take part in the mission concerned.
- (2) Delegations may be accompanied by:
 - (a) rapporteurs authorised in accordance with Article 12(3);
 - (b) officials of Parliament's Secretariat whose names are included in the establishment plan drawn up by the Directorate-General for External Policies and approved by its Director-General;
 - (c) members of staff of each of the political groups represented on the delegation, whose names must be officially notified to Parliament's Secretariat.
- (3) No other person may be a member of or accompany a delegation.
- (4) Representatives and officials of other Community institutions and Community agencies may, with the agreement of the chair, take part in the work of delegations.

Article 14 - Conduct of delegation members

Delegation members shall abide by the following principles:

- (a) information documents drawn up on behalf of delegations and statements made by the speakers appointed by the delegations to speak on various items on the agenda of a meeting must represent the views and positions adopted by Parliament in its resolutions;
- (b) where members adopt a personal position or a position on behalf of their group, they shall make this clear;
- (c) members shall cooperate fully with the chair in fulfilling the terms of the delegation's remit, particularly when the delegation is meeting outside the European Union.

Article 15 - Joint statements and relations with the press

- (1) In the case of interparliamentary delegations, only the chair may take part in press conferences or issue press statements about the activities of the delegation or sign bilateral statements jointly with the chair of the partner delegation. Such statements may not contradict the views expressed in resolutions adopted by Parliament.
- (2) Joint parliamentary committees and parliamentary cooperation committees may issue recommendations pursuant to the second subparagraph of Rule 190(1) of the Rules of Procedure.
- (3) In their dealings with third parties and the press, delegation chairs shall not be authorised to speak for Parliament, but only for the delegation in question.

Article 16 - Powers conferred on chairs of delegations to deal with serious, unforeseeable and unavoidable events

Should serious, unforeseeable and unavoidable events occur, the chairs of the delegations concerned (or their representatives) shall be authorised to take all the measures necessary to guarantee the safety of the delegation and those accompanying it pursuant to Article 13 and, if necessary, ensure that they are repatriated as soon as possible, it being understood that the chairs or their representatives shall liaise with the competent services of Parliament's Secretariat without delay.

FOLLOW-UP TO INTERPARLIAMENTARY MEETINGS

Article 17 - Responsibilities of chairs after interparliamentary meetings

(1) Chairs of delegations shall, in principle within one month after an interparliamentary meeting, send to the chairs of the Committee on Foreign Affairs, the Committee on Development and any other committee or subcommittee concerned, a report on the results of the meeting, supplemented where necessary with an oral statement to those committees. Such reports may contain proposals on follow-up action considered appropriate by the delegation.

(2) At the invitation of the Conference of Presidents, delegation chairs may make a statement to the Plenary on the outcome of an interparliamentary meeting.

THE RELATIONS OF STANDING DELEGATIONS WITH OTHER PARLIAMENTARY BODIES

Article 18 - Cooperation between parliamentary committees and standing delegations

(1) Pursuant to Annex VI, Sections I, II and III, to Parliament's Rules of Procedure, the Committee on Foreign Affairs and the Committee on Development shall coordinate the work of the standing delegations falling within their respective remits and the Committee on International Trade shall liaise with the relevant standing delegations for economic and trade aspects of relations with third countries.

(2) During the preparation of an interparliamentary meeting or a mission, delegation chairs shall consult the chairs of the committees concerned with a view to taking account of the political priorities referred to in Article 4(1).

(3) Delegations and the committees concerned by their work shall hold joint meetings in Parliament's places of work, in the interests of enhancing cooperation and consultation between them.

Article 19 - The Conference of Delegation Chairs

(1) The Conference of Delegation Chairs provided for in Rule 27 of Parliament's Rules of Procedure shall regularly consider all matters concerning the proper functioning of standing delegations.

(2) The chairs of the Committee on Foreign Affairs, the Committee on Development and the Committee on International Trade shall participate as of right in the work of the Conference of Delegation Chairmen.

(3) After consulting the Committee on Foreign Affairs, the Committee on Development and the Committee on International Trade, the Conference of Delegation Chairs shall prepare a draft annual programme of interparliamentary meetings which shall respect the calendar of missions laid down in Article 5 and the criteria set out in Article 7 and shall be submitted to the Conference of Presidents for approval in good time before the beginning of the financial year to which it relates.

OTHER DELEGATIONS

Article 20 - *Ad hoc* delegations

(1) In response to an unforeseen event of major political significance which cannot be dealt with on the basis of the annual programme referred to in Article 7(1), the Conference of Presidents may, on a proposal from a political group, the Committee on Foreign Affairs, the Committee on Development or the Committee on International Trade, authorise the sending of an *ad hoc* delegation, specifying the general terms and objectives (“mission statement”) of its remit and the period for which it is to be constituted. *Ad hoc* delegations shall, as a rule, be made up of seven members appointed by the political groups in accordance with the rolling d'Hondt system, which shall also apply to the non-attached Members. In extraordinary circumstances and on duly substantiated political grounds, the Conference of Presidents may authorise the sending of an *ad hoc* delegation with more or fewer than seven members. *Ad hoc* delegations shall elect their chair.

(2) Where an *ad hoc* delegation's remit relates to a country or region already covered by one or other of the standing delegations, the members of the *ad hoc* delegation shall, where possible, be drawn from those delegations and from the committees concerned.

(3) *Ad hoc* delegations may include the chair of any standing delegation concerned. Where a parliamentary committee has appointed a rapporteur for the country or subject concerned, he or she may also be included in the *ad hoc* delegation. Where such a chair or rapporteur belongs to a political group which did not receive a place on the *ad hoc* delegation under the rolling d'Hondt system, the corresponding number of places shall automatically be added at the request of the political group concerned and subsequently included in the rolling d'Hondt system. Such automatic addition shall be implemented by the coordinating political group, without any need for a further decision of the Conference of Presidents.

(4) Pursuant to Annex VI, Sections I, II and III to Parliament's Rules of Procedure, the Committee on Foreign Affairs and the Committee on Development shall coordinate the work of the *ad hoc* delegations falling within their respective remits and the Committee on International Trade shall liaise with the relevant *ad hoc* delegations for economic and trade aspects of relations with third countries.

(5) Articles 10, 11, 12(1) and (2), 13, 14, 15(1) and (3) and 16 shall apply by analogy.

(6) After completion of an *ad hoc* delegation's mission, the chair shall submit a written report to the Conference of Presidents and to the committee(s) concerned detailing the extent to which the objectives of the mission have been met.

COMMON AND FINAL PROVISIONS

Article 21 - Interpretation and translation

- (1) The provisions of the Code of Conduct on Multilingualism, adopted by the Bureau on 17 November 2008, shall apply to meetings of delegations.
- (2) The languages of the countries applying for accession shall be deemed to be official languages of the European Union for the purposes of the application of these implementing provisions.
- (3) Documents shall be translated into no more than two official languages as selected by the delegation concerned.
- (4) Derogations from these provisions may be requested from the President of Parliament. The President's decision shall be final.

Article 22 - Travel and expenses

Members shall be entitled to business-class air travel and shall be reimbursed on production of their ticket. Other rules regarding travel and financial arrangements for Members travelling on mission as part of a delegation shall be laid down by the Bureau and the Quaestors as appropriate.

Article 23 - Statistics

In order to enable the Conference of Presidents to effectively monitor and evaluate delegation activities, the relevant services of Parliament's Secretariat shall submit by 1 February of each year a report with statistics on Members' travel activities authorised under these implementing provisions and taking place in the preceding calendar year. Those statistics shall include, in addition to specific requests made by the political groups, the number and types of mission, the number of Members participating in each mission and a breakdown of the composition of each mission by political group.

Article 24 - Repeal of previous provisions – entry into force

- (1) This Decision shall replace the Decision on the implementing provisions governing the work of delegations adopted by the Conference of Presidents on 12 May 2005.
- (2) This Decision shall enter into force on the date of its adoption. Missions authorised in accordance with the previous implementing provisions shall be carried out as authorised. The first annual programme to be authorised in accordance with Article 7 shall relate to the first financial year beginning after the adoption of this Decision.

Annexes I, II, and III.

ANNEX I

List of standing delegations and their numerical strength

(Based on the decisions of the European Parliament of 10 March 2004⁽⁴⁾, 14 September 2004⁽⁵⁾, 16 December 2004, 26/27 April 2006, 12 June 2006 and 14 March 2007)

- D01 Delegation for relations with Switzerland, Iceland and Norway and to the European Economic Area (EEA) **Joint Parliamentary Committee**:
17 members
- D02 Delegation for relations with the countries of south-east Europe ⁽⁶⁾:
25 members
- D03 Delegation to the EU-Russia Parliamentary Cooperation Committee:
31 members
- D04 Delegation to the EU-Ukraine Parliamentary Cooperation Committee:
16 members
- D05 Delegation to the EU-Moldova Parliamentary Cooperation Committee:
14 members
- D06 Delegation for relations with Belarus:
19 members
- D07 Delegation to the EU-Kazakhstan, EU-Kyrgyzstan and EU-Uzbekistan Parliamentary Cooperation Committees, and for relations with Tajikistan, Turkmenistan and Mongolia:
19 members
- D08 Delegation to the EU-Armenia, EU-Azerbaijan and EU-Georgia Parliamentary Cooperation Committees:
18 members
- D09 Delegation for relations with Israel:
25 members
- D10 Delegation for relations with the Palestinian Legislative Council:
25 members

⁴ NB: This decision was taken having regard among others to ex-Rules 168 and 170 of its Rules of Procedure, i.e. the current Rules 188 and 190.

⁵ NB.: This decision was taken “having regard to Rule 188 of its Rules of Procedure”

⁶ At its sitting of 16 December 2004, Parliament approved the proposal to rename the ‘Delegation for relations with Albania, Bosnia-Herzegovina and Serbia and Montenegro (including Kosovo)’ the ‘Delegation for relations with the countries of south-east Europe’.

- D11 Delegation for relations with the Maghreb countries and the Arab Maghreb Union (including Libya):
25 members
- D12 Delegation for relations with the Mashreq countries:
23 members
- D13 Delegation for relations with the Gulf States, including Yemen:
19 members
- D14 Delegation for relations with Iran⁽⁷⁾:
21 members
- D15 Delegation for relations with the United States:
42 members
- D16 Delegation for relations with Canada:
22 members
- D17 Delegation for relations with the countries of Central America:
26 members
- D18 Delegation for relations with the countries of the Andean Community:
20 members
- D19 Delegation for relations with Mercosur:
28 members
- D20 Delegation for relations with Japan:
28 members
- D21 Delegation for relations with the People's Republic of China:
39 members
- D22 Delegation for relations with the countries of South Asia⁽⁸⁾:
20 members
- D23 Delegation for relations with India⁽⁹⁾:
22 members
- D24 Delegation for relations with Afghanistan:
16 members
- D25 Delegation for relations with the countries of Southeast Asia and the Association of Southeast Asian Nations (ASEAN):

⁷ Note: The request from the Delegation for relations with Iran to change its name to 'Delegation for relations with the Islamic Republic of Iran' was rejected by the House by a vote (cf. minutes of the sittings of 26 and 27 April 2006).

⁸ The members (neutralised places) of the Bureau of the India delegation are invited to take part in the work of this delegation

⁹ The members (neutralised places) of the Bureau of the South Asia delegation are invited to take part in the work of this delegation

- 22 members
- D26 Delegation for relations with the Korean Peninsula:
17 members
- D27 Delegation for relations with Australia and New Zealand:
24 members
- D28 Delegation for relations with South Africa:
17 members
- D29 Delegation for relations with the NATO Parliamentary Assembly:
10 members
- DM03 Delegation to the EU-Croatia **Joint Parliamentary Committee**:
15 members
- DM04 Delegation to the EU-Former Yugoslav Republic of Macedonia **Joint Parliamentary Committee**:
13 members
- DM05 Delegation to the EU-Turkey **Joint Parliamentary Committee**:
25 members
- DM06 Delegation to the EU-Mexico **Joint Parliamentary Committee**:
14 members
- DM07 Delegation to the EU-Chile **Joint Parliamentary Committee**:
15 members
- ACP** Delegation to the ACP-EU Joint Parliamentary Assembly:
78 members⁽¹⁰⁾
- EUROMED** Delegation to the Euro-Mediterranean Parliamentary Assembly:
49 members¹¹
- EUROLAT Delegation to the Euro-Latin American Parliamentary Assembly:
75 members¹²

¹⁰ Strength raised from 77 to 78 Members, cf. Minutes of sitting of 12 June 2006.

¹¹ As modified by the Bureau decision of 7 May 2008.

¹² As constituted by decision of the Plenary of 22 May 2007. By decision of 23 October 2008, the Conference of Presidents increased the membership from 60 to 75 for the remainder of the parliamentary term.

ANNEX II

Example of a Joint Parliamentary Committee

Agreement establishing an association between the European Community and its Member States, of the one part, and the Republic of Chile, of the other part - Final act

Official Journal L 352 , 30/12/2002 P. 3 - 1450

Article 9

Association Parliamentary Committee

1. An Association Parliamentary Committee is hereby established. It shall be a forum for members of the European Parliament and the Chilean National Congress (Congreso Nacional de Chile) to meet and exchange views. It shall meet at intervals which it shall itself determine.
2. The Association Parliamentary Committee shall consist of members of the European Parliament, on the one hand, and of members of the Chilean National Congress (Congreso Nacional de Chile), on the other.
3. The Association Parliamentary Committee shall establish its rules of procedure.
4. The Association Parliamentary Committee shall be chaired in turn by a representative of the European Parliament and a representative of the Chilean National Congress (Congreso Nacional de Chile), in accordance with the provisions to be laid down in its rules of procedure.
5. The Association Parliamentary Committee may request of the Association Council relevant information regarding the implementation of this Agreement, and the Association Council shall supply the Committee with the requested information.
6. The Association Parliamentary Committee shall be informed of the decisions and recommendations of the Association Council.
7. The Association Parliamentary Committee may make recommendations to the Association Council.

ANNEX III

Example of a Parliamentary Cooperation Committee

Agreement on partnership and cooperation establishing a partnership between the European Communities and their Member States, of one part, and the Russian Federation, of the other part - Protocol 1 on the establishment of a coal and steel contact group - Protocol 2 on mutual administrative assistance for the correct application of customs legislation - Final Act - Exchanges of letters - Minutes of signing

Official Journal L 327 , 28/11/1997 P. 3 - 69

Article 95

A Parliamentary Cooperation Committee is hereby established. It shall meet at intervals which it shall itself determine.

Article 96

1. The Parliamentary Cooperation Committee shall consist of members of the European Parliament, on the one hand, and of members of the Federal Assembly of the Russian Federation, on the other.
2. The Parliamentary Cooperation Committee shall establish its rules of procedure.
3. The Parliamentary Cooperation Committee shall be presided over in turn by a member of the European Parliament and a member of the Federal Assembly of the Russian Federation respectively, in accordance with the provisions to be laid down in its rules of procedure.

Article 97

The Parliamentary Cooperation Committee may request relevant information regarding the implementation of this Agreement from the Cooperation Council, which shall then supply the Committee with the requested information.

The Parliamentary Cooperation Committee shall be informed of the recommendations of the Cooperation Council.

The Parliamentary Cooperation Committee may make recommendations to the Cooperation Council.