

#### 1.4.1.

## **IMPLEMENTING PROVISIONS GOVERNING THE WORK OF DELEGATIONS**

**DECISION OF THE CONFERENCE OF PRESIDENTS OF 10 MARCH 2011**

### The Conference of Presidents,

- acting in conformity with Rule 198(5)<sup>1</sup> 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 9 February 2010;
- having regard to the deliberations of the Conference of Presidents of 12 March 2009 on the reform of Parliament and, in particular, the recommendations set out in the third report of the Working Party on Parliamentary Reform;
- having regard to Rules 20(4), 25(4), 25(6), 28(2) and (3), 198 and 200, and to Annex VII, Sections I, II and III, of Parliament's Rules of Procedure;

hereby adopts the following implementing provisions:

## **GENERAL PROVISIONS**

### **Article 1 - Scope**

These implementing provisions govern the activities of standing interparliamentary 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 interparliamentary delegation" means any
  - interparliamentary delegation (Rule 198),
  - delegation to one or more parliamentary cooperation committee(s)<sup>2</sup> (cf. Annex VII, Section I, last paragraph, to Parliament's Rules of Procedure and Parliament's decisions of 10 March 2004 and 14 September 2004), or

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<sup>1</sup> The references to the Rules of Procedure are to the version in force during the seventh parliamentary term.

<sup>2</sup> See list in Annex I and example in Annex III.

- delegation to a joint parliamentary committee<sup>3</sup> (Rule 200) set up in accordance with Parliament's Rules of Procedure and, where appropriate, the relevant international law instruments, or;
  - delegation to a parliamentary assembly;
2. - "delegation" means
- any kind of standing interparliamentary 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.

(4) The standing interparliamentary delegations shall conduct their activities in close coordination with the parliamentary committees responsible.

### **Article 4 – Powers of the interparliamentary delegations**

On the basis of their geographic areas of responsibility, the standing interparliamentary delegations shall contribute to the work of and systematically provide material for discussions in the parliamentary committees and other Parliament bodies, in particular as regards:

- the state of bilateral interparliamentary relations;
- human rights, the protection of minorities and the promotion of democratic values, in the general context of European Union policy in this area and in accordance with the positions adopted by Parliament;
- the state of bilateral political, economic, financial and social relations;

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<sup>3</sup> See list in Annex I and example in Annex II.

- the assessment of international agreements concluded between the European Union and third countries;
- the external aspects of Union policies on the internal market;
- democratic scrutiny of the implementation of the European Union's external funding instruments, including the assessment of the effectiveness, by virtue of their impact on the ground, of Union projects funded from the Union budget;
- the implementation of recommendations made in the course of election observation missions, in close cooperation with the parliamentary committees responsible. The standing interparliamentary delegations shall also make their expertise available to election observation missions.

#### **Article 5 - Political priorities**

(1) The work of delegations shall contribute to the implementation of Parliament's political priorities, as laid down by the plenary and its various bodies and, in particular, the parliamentary committees.

(2) Decisions relating to the activities of the standing interparliamentary delegations shall be based on the political priorities referred to in paragraph 1 and shall take account of the work programmes of the parliamentary committees responsible.

(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 6 - Calendar of missions**

(1) Any mission undertaken by a standing interparliamentary delegation or any working group thereof to a third country or third countries pursuant to Article 8 shall take place during the weeks set aside for external parliamentary activities ('turquoise weeks'), 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 interparliamentary delegations are authorised to undertake additional missions pursuant to Article 5(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 PRIOR TO INTERPARLIAMENTARY MEETINGS AND WORK OF THE DELEGATIONS**

### **Article 7 - 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 5(1).

### **Article 8 - 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 interparliamentary delegations.

(2) The Conference of Delegation Chairs shall submit in good time before the beginning of each financial year, and after consulting the Committees on Foreign Affairs, Development and International Trade, a draft annual programme.

That draft programme shall:

- set out the proposals for interparliamentary meetings submitted by the standing interparliamentary delegations,
- be drawn up on the basis of the political priorities referred to in Article 5(1) and the work programmes of the parliamentary committees responsible referred to in Article 5(2),
- take account of the constraints of the calendar of missions referred to in Article 6,
- be submitted in coordination with the annual programme of missions by the parliamentary committees to third countries, on the basis of consultations between the chairs of the Conference of Delegation Chairs and the Conference of Committee Chairs held with a view to fostering complementarity between their activities and ensuring that the decision-making process in the Conference of Presidents is prepared more effectively..

(3) Each standing interparliamentary delegation shall, as far as possible, hold one interparliamentary meeting per year.

(4) As a general rule, interparliamentary meetings shall 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 interparliamentary delegation may decide to send two or more working parties on mission to the third country/countries concerned, instead of the whole standing delegation.

(6) Calculated over a period of two calendar years, the total number of members allowed to participate in standing interparliamentary 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. Each parliamentary term shall thus consist of two periods of two calendar years.

In order to enable joint parliamentary committees, parliamentary cooperation committees and delegations to parliamentary assemblies to carry out the tasks conferred on them by binding international law instruments, Parliament's delegations to such committees and parliamentary assemblies shall be authorised to send a set number of members and organise their work 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 May to 30 September of that year. The annual programme shall take due account of the specificities of the election year. The quotas applicable during that period shall be equivalent to half the quotas for the reference period.

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

(8) Standing interparliamentary 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 delegations.

#### **Article 9 - 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 5(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 8(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 8 shall apply *mutatis mutandis*.

#### **Article 10 - Flexible supplementary quota**

(1) Any standing interparliamentary delegation responsible for more than one country shall, in addition to the basic quota established in Article 8(6), be allotted a flexible supplementary quota of 10% of the total number of full members of the standing interparliamentary 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 interparliamentary delegations benefiting from the uniform supplementary quota laid down in Article 9 shall not be entitled to make use of the flexible supplementary quota.

(3) The authorisation procedure set out in Article 8 shall apply *mutatis mutandis*.

#### **Article 11 - Meetings of the standing interparliamentary delegations**

Standing interparliamentary delegations shall hold regular meetings to consider the situation in and matters relating to the third country/countries concerned in one of Parliament's places of work with a view to performing the tasks referred to in Article 4. These meetings shall be organised in close cooperation with the parliamentary committees responsible and, as far as possible, in such a way as not to coincide with meetings of those bodies, so that their rapporteurs and other members can take part in the discussions.

## **Article 12 - Members' duty to participate in their delegation's work**

(1) Members shall take full part in:

- (a) meetings of the standing interparliamentary delegations;
- (b) the interparliamentary meetings organised when delegations from third countries visit Parliament at one of its places of work;
- (c) the whole of 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 the meetings of standing interparliamentary delegations and to the reports drawn up by delegation chairs after interparliamentary meetings.

## **Article 13 - Nominative authorisations to travel**

(1) Full members of standing interparliamentary delegations shall be entitled to participate in interparliamentary 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 permanent substitutes at previous meetings of the standing interparliamentary delegations and interparliamentary 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 on mission outside Parliament's places of work. Committees and interparliamentary delegations may also organise joint missions in a manner consistent with their respective rights and obligations.

## **CONDUCT AT INTERPARLIAMENTARY MEETINGS**

### **Article 14 - Composition of official Parliament delegations on mission**

- (1) Delegations shall be composed exclusively of Members authorised pursuant to Article 13(1) and
- (2) to take part in the mission concerned.

(2) Delegations may be accompanied by:

- (a) rapporteurs authorised in accordance with Article 13(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 (including representatives of the Directorate-General with responsibility for Communication);
- (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, including Members' assistants, 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 15 - 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 16 - Joint statements and relations with the press**

(1) In the case of standing 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 200(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 17 - 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 14 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.

## **SECURITY OF DELEGATIONS IN THIRD COUNTRIES**

### **Article 18 – Principles governing the security of Parliament delegations in third countries**

Security arrangements for delegations in third countries must be consistent with the following principles:

(a) Guaranteeing the security of the delegation and the persons accompanying it, as referred to in Article 14, must be regarded as a priority at all stages, i.e. when planning the mission, when seeking authorisation from the Conference of Presidents, during the mission and when the delegation returns.

(b) Once a delegation mission has been authorised, the chair shall assume responsibility for making all the arrangements necessary to guarantee the security of the delegation and the persons accompanying it in accordance with Article 14.

With that aim in view, a protocol on emergencies arising during official travel activities outside the three places of work, setting out the procedures to be followed before, during and after missions, is attached to these implementing provisions as Annex IV.

## **FOLLOW-UP TO INTERPARLIAMENTARY MEETINGS**

### **Article 19 - 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 INTERPARLIAMENTARY DELEGATIONS WITH OTHER PARLIAMENTARY BODIES**

### **Article 20 - Cooperation between parliamentary committees and standing interparliamentary delegations**



(1) Pursuant to Annex VII, 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 interparliamentary delegations falling within their respective remits and the Committee on International Trade shall liaise with the relevant standing interparliamentary 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 5(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 21 - The Conference of Delegation Chairs**

(1) The Conference of Delegation Chairs provided for in Rule 28 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 Chairs.

(3) 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 6 and the criteria set out in Article 8 and shall be submitted to the Committee on Foreign Affairs, the Committee on Development and the Committee on International Trade, for their opinions on matters falling within their respective areas of responsibility, and to the Conference of Presidents for approval in good time before the beginning of the financial year to which it relates.

## **OTHER DELEGATIONS**

### **Article 22 - *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 8(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 prior to their departure.

(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 VII, 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 11, 12, 13(1), and (2), 14, 15, 16(1) and (3), 17 and 18 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 and shall, if necessary, make an oral statement to the committee/committees concerned.

## COMMON AND FINAL PROVISIONS

### **Article 23 - 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 three 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 24 - 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 25 - 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 26 - 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 21 September 2006 and amended on 10 January 2008.

(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 8 shall relate to the first financial year beginning after the adoption of this Decision.

### **Annexes I, II, III and IV.**

## ANNEX I

### **List of standing interparliamentary delegations and their numerical strength(\*)**

Based on the decisions of the European Parliament of 6 May 2009 on the number and of 14 September 2009 on the numerical strength of the interparliamentary delegations, delegations to joint parliamentary committees, delegations to parliamentary cooperation committees and delegations to multilateral parliamentary assemblies

#### (a) Europe, Western Balkans and Turkey

Delegations to the following joint parliamentary committees:

- EU-Croatia Joint Parliamentary Committee: 15 members
- EU-Former Yugoslav Republic of Macedonia Joint Parliamentary Committee: 13 members
- EU-Turkey Joint Parliamentary Committee: 25 members

Delegation for relations with Switzerland, Iceland and Norway and to the European Economic Area (EEA) Joint Parliamentary Committee: 17 members (\*)

Delegation for relations with Albania, Bosnia-Herzegovina, Serbia, Montenegro and Kosovo: 28 members (\*)

#### (b) Russia, Eastern Partnership States, Central Asia and Mongolia

Delegation to the EU-Russia Parliamentary Cooperation Committee: 31 members

Delegation to the EU-Ukraine Parliamentary Cooperation Committee: 16 members

Delegation to the EU-Moldova Parliamentary Cooperation Committee: 14 members

Delegation for relations with Belarus: 12 members

Delegation to the EU-Armenia, EU-Azerbaijan and EU-Georgia Parliamentary Cooperation Committees: 18 members

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\* At its meeting of 21 January 2010 the Conference of Presidents decided:

- in the context of the EU's Association and Stabilisation Agreement with Albania, to set up a Working Party for relations with Albania. It will have 14 members and be established within the Delegation for relations with Albania, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo. At its meeting of 10 June 2010, the Conference of Presidents decided, in the context of the EU-Montenegro Stabilisation and Association Agreement, to set up a fourteen-member Working Party for relations with Montenegro within the aforementioned Delegation;
- in the context of the EU's Advanced Partnership Agreement with Morocco, to set up a working party, comprising nine members, within the Delegation for relations with the Maghreb countries and the Arab Maghreb Union.

At its meeting of 8 July 2010, the Conference of Presidents decided, following the decision by the European Council of 17 June 2010 to open accession negotiations with Iceland, to establish a nine-member working group for relations with Iceland within the Delegation for relations with Switzerland, Iceland and Norway and to the European Economic Area (EEA) Joint Parliamentary Committee.

These working parties will constitute themselves as joint parliamentary committees when they hold their first meetings with their third-country counterparts.

Delegation to the EU-Kazakhstan, EU-Kyrgyzstan and EU-Uzbekistan Parliamentary Cooperation Committees, and for relations with Tajikistan, Turkmenistan and Mongolia: 19 members

(c) Maghreb, Mashreq, Israel and Palestine

Delegation for relations with:

- Israel: 22 members
- the Palestinian Legislative Council: 22 members
- the Maghreb countries and the Arab Maghreb Union: 18 members (\*)
- the Mashreq countries: 18 members

(d) Arab Peninsula, Iraq and Iran

Delegation for relations with:

- the Arab Peninsula: 15 members
- Iraq: 12 members
- Iran: 18 members

(e) Americas

Delegation for relations with:

- the United States: 53 members
- Canada: 17 members
- the countries of Central America: 15 members
- the countries of the Andean Community: 12 members
- the countries of Mercosur<sup>4</sup>: 19 members

Delegation to the EU-Mexico Joint Parliamentary Committee: 14 members

Delegation to the EU-Chile Joint Parliamentary Committee: 15 members

Delegation to the CARIFORUM-EU Parliamentary Committee: 15 members<sup>5</sup>

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<sup>4</sup> As amended by plenary decision of 18 January 2010.

<sup>5</sup> As approved by plenary decision of 16 June 2010.

(f) Asia/Pacific

Delegation for relations with:

- Japan: 25 members
- the People's Republic of China: 39 members
- India<sup>(6)</sup>: 20 members
- Afghanistan: 13 members
- the countries of South Asia<sup>7</sup>: 17 members
- the countries of Southeast Asia and the Association of Southeast Asian Nations (ASEAN): 22 members
- the Korean Peninsula: 14 members
- Australia and New Zealand: 16 members

(g) Africa

Delegation for relations with:

- South Africa: 13 members
- the Pan African Parliament: 12 members

(h) Multilateral parliamentary assemblies

Delegation to the ACP-EU Joint Parliamentary Assembly: 78 members

Delegation to the Euro-Mediterranean Parliamentary Assembly: 49 members

Delegation to the Euro-Latin American Parliamentary Assembly: 75 members

Delegation to the Euronest Parliamentary Assembly: 60 members

Delegation for relations with the NATO Parliamentary Assembly: 10 members of the Subcommittee on Security and Defence.

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<sup>6</sup> The members (neutralised places) of the Bureau of the South Asia delegation are invited to take part in the work of this delegation.

<sup>7</sup> The members (neutralised places) of the Bureau of the India delegation are invited to take part in the work of this delegation.

## 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.



## ANNEX IV

### **PROTOCOL ON EMERGENCIES ARISING DURING OFFICIAL TRAVEL ACTIVITIES OUTSIDE THE THREE PLACES OF WORK<sup>8</sup>**

#### Article 1: Scope of the Protocol

The protocol shall concern all emergencies arising during:

- (a) official travel, as defined in Article 10(1)(a), (2) and (2a) of the Implementing Measures for the Statute for Members (IMSM), outside the three places of work authorised by the President, the Conference of Presidents and/or the Bureau<sup>8</sup>;
- (b) official travel activities of the political groups of the European Parliament, if so requested by the political group concerned.

#### Article 2: Description of the emergencies covered by the Protocol

Any situation which puts an individual's safety or physical well-being at risk and which requires immediate action shall be regarded as an emergency. Such situations may arise as a result of:

- acts of war, terrorist or criminal activity or other hostile actions;
- natural disasters;
- accidents leading to physical harm or material damage;
- severe health problems requiring emergency medical treatment and/or immediate hospitalisation.

#### Article 3: Establishment of a crisis unit

Emergencies, as defined in Article 2, shall be managed by a crisis unit established for the purpose by the Secretary-General. It shall consist of, in particular, representatives of services whose task it is to take the steps required in the light of the nature of the crisis and shall become operational automatically when an emergency arises in order to assist and, if necessary, repatriate the individuals concerned.

#### Article 4: Drawing up and publication of the list of persons undertaking official travel

(1) Data on official travel, as defined in Article 1, authorised by the competent body and the list of designated participants shall be held in a centralised database which shall be updated regularly to reflect any changes which have occurred.

(2) When Members undertake official travel, as defined in Article 1, unaccompanied by an official or other staff member of the Institution, the relevant administrative bodies shall ensure that they are on the list referred to above and that they receive details of how to call the hotline.

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<sup>8</sup> Including, by analogy, travel by Members authorised by the corresponding body of the ACP-EU Joint Parliamentary Assembly, in accordance with its rules.

(3) The Secretary-General shall designate the service responsible for updating the aforementioned centralised database.

#### Article 5: Raising emergency awareness

(1) Regular awareness-raising sessions on emergencies shall be organised to improve the security-related aspects of mission preparation and develop the ability of officials and other staff members to anticipate, assess and cope with crises.

(2) Training of this kind shall be mandatory for staff from the services responsible for organising travel and staff chosen to accompany Members. Specific training shall be provided in connection with travel to what are considered high-risk countries.

(3) The Members concerned shall be invited to take part in the awareness-raising sessions. Specific briefings may also be held for Members (in particular delegation chairs and Members leading delegations).

#### Article 6: Requests for authorisation

(1) The Directorate-General for External Policies shall draw up a country security assessment in connection with all official travel to countries outside the European Union.

(2) Any request made to the competent bodies for authorisation to undertake official travel to a country or countries regarded as potentially high-risk locations for Members and staff must be accompanied by an indicative risk assessment. This procedure shall apply to missions included in the annual activity programmes of the interparliamentary delegations and parliamentary committee delegations and to missions requiring specific or ad hoc authorisation.

#### Article 7: Constitution of the risk assessment file

Prior to any official journey to a destination outside the European Union, the directorate-general, the secretariat of the political body or the political group responsible for the overall organisation of the mission, hereinafter referred to as the 'competent administrative body', shall ensure that the following have been drawn up:

- (1) A risk assessment file outlining the political, crime-related and/or natural risks in the place or places to be visited, including:
  - an overall analysis of the risks in the country or countries in question compiled using a wide range of sources of information, in particular the European institutions and/or international organisations;
  - a specific and detailed analysis of the situation in the place or places to be visited, compiled using information from local representatives of the European institutions and/or international organisations and the local, regional or national authorities of the country or countries concerned;
- (2) Where necessary, the risk assessment file may be supplemented by specialist, including confidential, information gathered by Parliament's Security Directorate and its opinions on possible security measures to be taken.

- (3) The risk assessment file shall include health recommendations drawn up by the Medical Service, if the situation so warrants.
- (4) The file must also include the request for authorisation, as referred to in Article 6, addressed to the authority competent to authorise planned official travel to high-risk countries.

#### Article 8: Constitution of the operational/contingency file

When planning official travel, the competent administrative body must draw up a file containing all relevant information concerning the arrangements for the mission and the participants, i.e.:

- the full programme, with an indication of the places where participants will stay and their contact details;
- a list of all the expected participants;
- detailed information on the participants: scanned copies of the passports/identity cards listed in the databases which already exist at Parliament and/or in the future secure database, itineraries, mobile telephone numbers, persons to contact in an emergency. A confidential data sheet shall be drawn up for each participant containing all relevant particulars which may be required in the event of a medical emergency or hospitalisation (this confidential data sheet is to be kept in accordance with the provisions concerning protection of personal data and privacy in force at the European Parliament). The participants shall be held liable if they refuse or fail to communicate this information or if the information is incomplete or inaccurate;
- in the case of EU Member States, the contact details of the information offices of the European Parliament and the Commission (with an indication of the persons to be contacted);
- in the case of countries outside the European Union, the contact details of the Embassy of the European Union in the place(s) to be visited (with an indication of the persons to be contacted);
- the contact details of the embassies and consulates of the Member States in the place(s) to be visited.

#### Article 9: Forwarding of information

(1) These documents shall be forwarded to the Secretary-General no later than three working days before departure and, in urgent cases, as soon as possible after authorisation has been granted, subject to last-minute changes. After they have been forwarded, the information they contain shall be updated so as to take account of any changes which have occurred.

(2) Details of any event which may necessitate a change to the risk assessment which has been carried out shall immediately be notified to the Secretary-General by the competent administrative body, including during the journey and the mission.

#### Article 10: Equipment required

At the mission venue(s) the secretariat of the body organising the official travel:

- shall have available telephone and IT equipment enabling it at any time to contact the Secretariat of the European Parliament and, in particular, the crisis unit set up by the Secretary-General.

#### Article 11: Procedure to be followed by officials and other staff organising the official travel on the spot in the event of emergencies

In the event of an emergency, officials and other staff organising the official travel on the spot shall:

- (1) while seeking to preserve the health and safety of persons, take the immediate emergency measures required by the specific situation in the light of its nature and the place where the emergency arises, under the authority of the chair or of the Member heading the parliamentary delegation. In particular, if circumstances so warrant they shall seek the assistance of the national authorities, the Embassy of the European Union and/or the embassies and consulates of the Member States in the country concerned;
- (2) contact as soon as possible the crisis unit set up within the Secretariat of the European Parliament, using the 24-hour hotline established for the purpose, using the means of communication available, or by sending an e-mail or fax to a dedicated address or number;
- (3) act on the advice and instructions given by the crisis unit set up by the Secretary-General (Article 3 of the Protocol).

#### Article 12: Backing from the Institution

The Institution shall accept responsibility for any decision – logistic, financial or concerning health or safety – intended to protect the physical integrity of the participants in the delegation taken by the official responsible for coordination on the spot until contact has been established with the crisis unit.

In taking such action, the official concerned shall display proper diligence in the light of the circumstances of the emergency and shall act in a prudent and responsible manner.

#### Article 13: Drafting of the emergency report

When an emergency arises, the crisis unit shall constantly keep the Office of the Secretary-General informed and shall draw up an emergency report on the situation so that the Secretary-General can pass on information to the political authorities concerned.

#### Article 14: Revision of the Protocol

This Protocol shall be revised, if necessary, 12 months after its entry into force, with the aim of making such changes as have become necessary in the light of the emergencies dealt with.