European Parliament

Directorate for Media

Press Unit

RULES FOR MEDIA ACCREDITATION TO THE EUROPEAN PARLIAMENT

General provisions

Media accreditation to the European Parliament is granted to journalists, film crews and photographers working for bona-fide media organisations and in accordance with the rules set out below. European Parliament accreditation allows journalists[1] to work only in the EP premises in Brussels and Strasbourg.

Accreditation is granted by the European Parliament Directorate for Media, which may consult in exceptional cases the International Press Association (IPA).

Media accreditation may not be used as proof of professional qualifications.

By accepting media accreditation all media representatives acknowledge that they accept the rules regarding recordings by media representatives on the premises of the European Parliament (Annex I).

Interinstitutional accreditation

The EU institutions have **a joint accreditation scheme** for Brussels-based permanent correspondents. It is managed by the European Commission. Interinstitutional accreditation is valid for working in the European Parliament, the Council and the Commission.

The following link provides all necessary information on interinstitutional accreditation:
https://ec.europa.eu/info/about-european-commission/contact/press-services_en

Media organisation

Media Organisations must fulfil the following criteria:

- Be editorially independent and a commercial organisation with no distribution restrictions
- Be open about how and by whom it is financed
- Report on the activities of the European Institutions
- Additional requirements for **online media:**
  the website must be a professional online media website which adheres to the rules laid down for media organisations (see above), and have a specific, verifiable street address

[1] the term "journalist" covers written press journalists, film crews and press photographers

and telephone number.
The majority of the website content must cover original news, commentary or analysis, must cover EU affairs and be updated at least once per week

- Regarding **periodicals**:
generally, daily and weekly publications are accepted; monthly and bi-monthly publications can also be accepted provided they regularly cover European affairs

- *NB: Paper or online publications which are communications outreach or advocacy publications of non-governmental or non-profit organisations, think tanks or interest groups do not qualify for media accreditation*

Procedure for getting EP press accreditation

Short term accreditation

Short-term accreditation (from one day up to the end of the week) can be granted to journalists at the European Parliament presenting themselves at the accreditation centre, the press desk in Brussels and the press entrance in Strasbourg. Journalists will be required to present a valid press card or a letter from an editor-in-chief justifying the request for accreditation. A valid identity proof will also be required.

Pre-registration for short-term accreditation to avoid delays is recommended; this can be done by contacting the media accreditation office giving 24 hours' notice (e-mail: media.accreditation@europarl.europa.eu). The following information will need to be provided inter alia:

- A copy of your professional journalist's card or,
- a letter of an editor-in-chief of a recognised media
- The purpose of your visit

For more information see here.

Annual accreditation

Annual accreditation can be granted to journalists, working for bona-fide media organisations *(see note Media organisations)* and needing frequent access to the European Parliament premises for their work. Journalism must be the *main* source of income. Annual accreditation is valid for a calendar year (January-December) and can be renewed upon a request.

Journalists applying for a long-term accreditation to the European Parliament should complete the application form and submit it together with the following documents:

- a recent letter (original, not copy) from the editor-in-chief or director of the media organisation you work for, stating that you are covering European Parliament affairs
- a valid press card
- a copy of an ID card
- a passport photo
- proof that your main or secondary residence is in or near the three seats of the European Parliament (Brussels, Strasbourg, Luxembourg). Please submit a copy of your identity card or equivalent, or the copy of a certificate of registration in the *commune* where you live, or the rental contract for accommodation).

The application form is available here.

Freelance journalists are requested to provide the following additional information:

- Proof of publication (articles and contributions);
- Proof of payment for regular and sustained journalistic work;

Application forms can be emailed to media.accreditation@ep.europa.eu or sent to

Media Accreditation office, PHS -1C029, European Parliament, Brussels.

Journalists may be asked for proof that their media organisation fulfils the criteria as set out above.

The press accreditation committee will reject applications from non-journalists, lobbyists and consultants, or those who have a professional side activity that the press accreditation committee may deem incompatible with permanent press accreditation will be rejected.

All annual accreditations are examined by the press accreditation committee to verify the authenticity of the requests and the documents provided. Additional documents may be requested. The information supplied will be made available to the Accreditation Unit of the Directorate for Security and Safety of the European Parliament. The Directorate for Media reserves the right to request the European Parliament's Directorate for Security and Risk Evaluation for its assistance in granting press accreditation.

The information provided will be retained by the Press service for one year after expiry of the accreditation

Procedure for withdrawal of accreditation

The European Parliament (the Director for Media) reserves the right to withdraw temporarily a journalist's accreditation whose behaviour interferes with the smooth running of press and information meetings or other activities of the European Parliament, or otherwise breaches the rules regarding recordings on the premises of the European Parliament. In addition, future applications for accreditation by that person or by the media organisation that person represents may be refused for a period of up to one year according to the severity of the breach. The director for Media, acting under the authority of the quaestor responsible, shall take the appropriate measures.

Journalists whose accreditation has been temporarily or permanently withdrawn may appeal against the Directorate for Media decision to the Quaestors of the European Parliament within one month from the date of notice of establishment of the breach.

Any proposal to withdraw an interinstitutional accreditation will follow the procedure laid down in the rules for interinstitutional accreditation agreed by the Parliament, the Council, the Commission and the International Press Association.

Data Protection

Regulation (EU) 2018/1725 applies to the processing of personal data carried out by the Press Unit. Personal data are processed for the sole purpose of granting accreditation. In the event of special categories of data being processed, appropriate safeguards are set up by the Unit to prevent any breaches or misuses. Personal data can be transferred to the Accreditation Unit and if need be to the Risk Assessment Unit. These Units are informed that

they cannot use the data for any other purposes than the one for which they have been transmitted.

In the case of transfer of personal data to a third party established in a country that does not provide an adequate level of protection, the explicit consent of the data subject will be required.