

**5.2.1.**

**CODE OF CONDUCT ON MULTILINGUALISM**

**BUREAU DECISION**

**OF 16 JUNE 2014<sup>1</sup>**

THE BUREAU OF THE EUROPEAN PARLIAMENT,

- having regard to the Treaty on the functioning of the European Union, and in particular to Articles 24 and 342 thereof,
- having regard to Council Regulation No 1/1958 determining the languages to be used by the European Economic Community,
- having regard to Parliament's Rules of Procedure, and in particular Rules 25(2), 64(1), 73, 154(2), 156, 158, 159, 169, 193, 194 and 195,
- having regard to the Interinstitutional Agreement of 16 October 2003 on better lawmaking<sup>2</sup>
- having regard to the Joint Declaration of the European Parliament, the Council and the Commission of 13 June 2007 on practical arrangements for the codecision procedure, and in particular point 40 thereof,
- having regard to the decision of the Bureau of 11 March 2003 on Legislative Assistance to the European Parliament and its Members: 'Raising the Game',
- having regard to the decision of the Bureau of 12 December 2011 on "Resource Efficient full multilingualism in interpretation - implementation of the European Parliament's Budget 2012",
- having regard to the decision of the Bureau of 3 May 2004 on rules on travel by committee delegations outside the three places of work of the European Parliament, and in particular to Article 6 thereof,
- having regard to the decision of the Conference of Presidents of 10 March 2011 on implementing provisions governing the work of delegations, and in particular to Article 6 thereof,
- having regard to Parliament's resolution of 10 September 2013 "Towards more efficient and cost effective interpretation in the European Parliament"<sup>3</sup>
- having regard to Parliament's decision of 24 October 2007 on amendment of Rule 173 and insertion of Rule 173a of Parliament's Rules of Procedure<sup>4</sup> and to Parliament's decision of 20 November 2012 on amendment of Rules 181 and 182 of Parliament's Rules of

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<sup>1</sup> This Code of Conduct replaces the Code of Conduct of 17 November 2008.

<sup>2</sup> OJ C 321, 31.12.2003, p. 1.

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

<sup>4</sup> OJ C 263 E, 16.10.2008, p.409.

Procedure, both on verbatim reports and audiovisual record of proceedings (currently Rules 194 and 195 of the Rules of Procedure),

- having regard to the Framework cooperation agreement of 15 March 2006 concluded with the European Ombudsman,
- having regard to the administrative practical arrangements between the Parliament and the Council of 26 July 2011 for implementation of Article 294(4) TFEU in the event of first-reading agreements,
- having regard to the cooperation agreement of 5 February 2014 concluded between the Parliament, the Committee of the Regions and the European Economic and Social Committee.

whereas:

- (1) In its resolution of 1 June 2006 on its 2007 estimates, Parliament considered that multilingualism is a sine qua non condition for the Institution and its Members, but recognised the high cost involved in maintaining a vast translation and interpretation service. In its resolutions of 5 September 2006 on Court of Auditors' Special Report No 5/2005 on interpretation expenditure incurred by the Parliament, the Commission and the Council and of 10 July 2007 on Special Report No 9/2006 of the European Court of Auditors concerning translation expenditure incurred by the Commission, the Parliament and the Council, Parliament considered that multilingualism enables citizens to exercise their right of democratic control and that the linguistic services help the EU institutions to remain open and transparent, and it welcomed with satisfaction the high quality of the language services. In its resolution of 29 March 2012 on its 2013 estimates, Parliament defended the principle of multilingualism and highlighted the unique nature of Parliament with regard to interpretation and translation needs, while underlining the importance of interinstitutional cooperation in this field.
- (2) The documents produced by Parliament should be of the highest possible quality. Particular attention should be paid to quality when Parliament acts as a legislator, in accordance with the requirements of the Interinstitutional agreement on better lawmaking.
- (3) In order to maintain the high quality of Parliament's language services, which is indispensable to fully guarantee the right of Members to express themselves in the language of their choice, all users must scrupulously respect the obligations in this code when making use of the language services.
- (4) The implementation of full multilingualism in the long term will be contingent on making the users of language services fully aware of the costs of providing those services and hence of their responsibility to make optimal resource-efficient use of them.
- (5) During the transitional period following an enlargement, when language resources are in short supply, specific measures governing the allocation of those resources are required.

HAS ADOPTED THIS DECISION:

*Article 1*  
*General provisions*

1. Members' language-related rights shall be governed by Parliament's Rules of Procedure. Those rights shall be guaranteed on the basis of the principles governing 'resource-efficient full multilingualism'. This Code of Conduct lays down the implementing arrangements, in particular the priorities to be observed in cases where language resources are not sufficient to provide all the facilities requested.
2. Language facilities in Parliament shall be managed on the basis of the principles governing 'resource-efficient full multilingualism'. Accordingly, the right of Members to use in Parliament the official language of their choice, pursuant to Parliament's Rules of Procedure, shall be fully respected. The resources to be devoted to multilingualism shall be controlled by means of management on the basis of users' real needs, measures to make users more aware of their responsibilities and more effective planning of requests for language facilities.
3. The draft calendar of part-sessions submitted to the Conference of Presidents shall take into account, as much as possible, the constraints of 'resource-efficient full multilingualism' for the work of official bodies of the institution.
4. Interpretation and translation facilities shall be reserved for the users and the categories of documents listed in Articles 2 and 13. Save where express authorisation is granted by the Bureau on an exceptional basis, such facilities may not be made available either to Members acting on an individual basis or to outside bodies. Legal-linguistic finalisation shall be reserved for the categories of documents listed in Article 11.
5. 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 quarterly forecasts of translation requirements designed to facilitate the medium- and long-term management of language resources. Users shall notify the language services of their real needs by the deadlines laid down in this Code of Conduct. The language services shall inform users of any shortage of resources.
6. Whereas users are competent to define their language needs, it shall be for the service providing the facilities requested to make the necessary organisational arrangements and decisions.
7. 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.

**PART I**  
**INTERPRETATION**

*Article 2*  
*Order of priority for interpretation*

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

Interpretation shall be reserved as a matter of principle for meetings of parliamentary bodies. Interpretation for administrative meetings can therefore only be granted following prior authorisation by the Secretary-General, on the basis of a duly substantiated request from the user and a technical opinion drawn up by the Directorate-General for Interpretation and Conferences concerning the availability of resources with the aim of allocating the meeting concerned a time-slot not occupied by a large number of parliamentary meetings.

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

*Article 3*  
*Interpretation system*

Interpretation for all the users referred to in Article 2(1) and (2) shall be provided exclusively by the Directorate-General for Interpretation and Conferences.

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 chair. It shall be updated regularly to take account of the languages requested and actually used, by joint agreement between the Directorate-General for Interpretation and Conferences and the secretariat of the parliamentary body concerned, on the basis of the reports referred to in Article 15. Each committee and delegation secretariat shall nominate a single contact person as the sole point of contact for the Directorate-General for Interpretation and Conferences, which in turn shall nominate a single contact person for each committee and delegation.
2. Meetings shall be organised with the active and passive languages provided for in the interpretation language profile. If forecasts concerning attendance by Members and official guests at a specific meeting make clear that a given language will not be required, the secretariat of the body concerned shall inform the Directorate-General for Interpretation and Conferences thereof.

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

Parliamentary committees and delegations

1. Language arrangements shall be determined in accordance with Rule 158(3) and (4) of the Rules of Procedure, subject to confirmation by members of their attendance, by the Thursday of the second week preceding the meeting in question.
2. For missions undertaken during weeks set aside for external parliamentary activities, active interpretation shall be provided in up to five languages from the committee or delegation language profile.  
Passive interpretation of languages included in the committee or delegation language profile may be provided if it does not require an increase in the number of interpreting booths and/or interpreters. In exceptional circumstances, the Bureau may grant interpretation in more than five languages where budgetary resources and the availability of interpreters permit<sup>5</sup>.
3. For missions undertaken outside weeks set aside for external parliamentary activities, a limited language regime that may not exceed interpretation into one language from the committee or delegation profile shall be applied.

Political groups

4. Active interpretation shall be provided in, at most, 60% of the languages in the group's interpretation language profile up to a maximum of seven languages.  
Passive interpretation of languages represented in the group may be provided if it does not require an increase in the number of interpreting booths and/or interpreters.

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<sup>5</sup> Users should introduce a duly substantiated request on the basis of which the Directorate-General for Interpretation and Conferences shall draw up a technical opinion.

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.

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

#### *Article 6*

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

1. The Directorates-General for Internal Policies and External Policies and the Secretaries-General of the political groups shall submit a provisional calendar of meetings to the Directorate-General for Interpretation and Conferences no later than three months in advance, ensuring, in cooperation with the Directorate-General for Interpretation and Conferences, that meetings are spread evenly across all the time-slots of the working week. That calendar shall indicate the timetables of and venues for meetings and, to the extent possible, the languages requested.
2. The Calendar Unit of the Directorates-General for Internal Policies and External Policies, 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.
3. The Directorate-General for Interpretation and Conferences shall deal with requests for interpretation and changes to such requests in the order they are received, having regard to order of priority laid down in Article 2(1).
4. The Directorate-General for Interpretation and Conferences shall provide the requisite coordination in cases where a user submits a request for a meeting with interpretation in a time-slot normally reserved for another user. However, it shall be for the user concerned to obtain, where necessary, the agreement of the political authorities to the departure from the parliamentary calendar.
5. Should competing requests with the same level of priority be submitted, or in cases of force majeure referred to in Article 8(1)(a) and (2)(a), the matter shall be submitted to the Secretary-General for prior authorisation, on the basis of a duly substantiated request from the user and a technical opinion drawn up by the Directorate-General for Interpretation and Conferences<sup>6</sup>.

#### *Article 7*

##### *Scheduling principles*

1. With the exception of plenary week and subject to the availability of human resources, the number of parallel meetings with interpretation shall not under any circumstances exceed 16 meeting per day<sup>7</sup>. Within that upper limit, the following limits apply:
  - at most 5 meetings may have coverage of up to 23 official languages (of which one, the plenary sitting, may have coverage of all official languages);

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

<sup>7</sup> On the basis of two time-slots per day.

- a further 4 meetings may have coverage of up to 16 official languages<sup>8</sup>;
  - a further 5 meetings may have coverage of up to 12 official languages; and
  - a further 2 meetings may have coverage of up to 6 official languages.
- Coverage of non-EU languages shall be granted only if the relevant resources are available and requests shall be dealt with by the Directorate-General for Interpretation and Conferences in accordance with the procedures laid down in Article 8(1)(b).
2. Committees shall organise their meetings during committee weeks, selecting times from:
    - Slot A: Monday lunchtime to Tuesday afternoon (maximum 3 half days), and
    - Slot B: Wednesday morning to Thursday afternoon (maximum 4 half days).

On Tuesday and Wednesday afternoons of committee weeks, 5 time slots shall be reserved for trilogues and 11 time slots for committee meetings, or 4 time slots for trilogues in the event of 12 committee meetings, with delegation meetings in principle being scheduled during Thursday afternoon time slots.
  3. The standard length of a meeting is three and a half hours per half day, with the exception of meetings of the users referred to in Article 2(1), points (a) and (b). Any meeting that exceeds the standard length shall require prior authorisation by the Secretary-General, on the basis of a duly substantiated request from the user and a technical opinion drawn up by the Directorate-General for Interpretation and Conferences.
  4. On-the-spot requests to extend meetings cannot be granted.

#### *Article 8*

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

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

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

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

Save in cases of force majeure, any request for

- an additional meeting<sup>9</sup>,
- the postponement of a meeting, or
- a change in venue

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

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

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<sup>8</sup> Whenever resources are available, the language coverage of these meetings may, without prior authorisation, be increased to a maximum of 18 official languages.

<sup>9</sup> Meetings covered by interpreting teams placed at the disposal of the groups during part-sessions, on the basis of Article 5(1) of the administrative rules governing meetings of the political groups, shall not be considered additional meetings.

*(b) Requests for language coverage*

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

Where a request for coverage of an additional official language implies the cancellation of another language, the Directorate-General for Interpretation and Conferences shall inform the user of any supplementary costs arising from the replacement of one language by another.

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

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

Once that deadline has passed no such request may 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.

*(c) Cancellation*

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

*Meetings outside the places of work*

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

*(a) Requests for meetings*

Save in cases of force majeure, any request for

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

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

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

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

*(b) Requests for languages*

Subject to Article 5, requests for coverage of an additional language shall be submitted no later than six weeks prior to the date scheduled for the meeting in question. Once that deadline has passed, such a request shall be granted only if the relevant resources are available.

Where a request for an additional language implies the cancellation of another language, the Directorate-General for Interpretation and Conferences shall inform the user of any supplementary costs arising from the replacement of one language by another.

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

Once that deadline has passed no such request may 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.

*(c) Cancellation*

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

**PART II  
LEGAL-LINGUISTIC FINALISATION AND TRANSLATION**

*Article 9*

*Tabling and advance planning for translation and legal-linguistic services*

1. All requests for translation shall be submitted via the internal computer system. At the same time, the original of the document to be translated shall be placed by the requesting service on the 'Epades' file system, in the resource earmarked for the service and in the appropriate folder. The original text shall respect the models and mark-up requirements in force. It shall be of appropriate linguistic and drafting quality and be accompanied by all the necessary references in order to avoid duplication of translation work and to ensure the coherence and quality of the translated text.
2. On the basis of their work programmes, the secretariats of the committees, including policy departments, shall inform on a quarterly basis the translation and legal-linguistic services about the workload to be expected. In the case of exceptionally long texts and/or where exceptionally large batches of amendments are expected, an early warning shall be immediately issued to all parties involved.

3. The translation and legal-linguistic services shall likewise immediately issue an early warning to the committee secretariats and policy departments in cases where they expect difficulties in meeting the deadline requested.

*Article 10*  
*Deadlines and translation lead times*

1. Texts for consideration in a parliamentary committee or delegation shall be submitted for translation via the internal computer system by the secretariat of the committee or delegation no later than 10 working days prior to the relevant meeting.  
Where the deadline of 10 working days (which includes 1 working day for the Directorate for Legislative Acts) has been respected, translated texts shall be made available in electronic form no later than 2 working days prior to the relevant meeting. Texts shall then be printed and distributed at the meeting.
2. Final reports adopted by parliamentary committees may be placed on the agenda for a part-session if they have been submitted for tabling, and, in the case of legislative final reports and amendments to the Rules of Procedure, for finalisation by the Directorate for Legislative Acts, no later than:
  - (a) one month before the relevant part-session in the case of first-reading legislative reports (COD)
  - (b) the Friday of the fourth working week preceding the relevant part-session week in the case of legislative reports adopted under the consultation or consent procedure (CNS, NLE, APP) and own-initiative reports (INL, INI)
  - (c) the Friday of the third working week preceding the relevant part-session week in the case of other reports.Where these deadlines have been respected, reports shall be made available to the groups in all official languages by 12.00 on the Friday of the second week preceding the part-session. However, first-reading legislative reports (COD) shall be made available within 10 working days of their submission via the internal computer system.  
Final reports will be submitted to the Directorate for Legislative Acts for finalisation as soon as possible after their adoption in committee and in principle no later than 2 working days after their adoption.
3. Where, in accordance with Rule 73(5) of the Rules of Procedure, an agreement is reached with Council under ordinary legislative procedure, the agreed text shall be submitted for translation by Parliament services with a deadline of 10 working days. In urgent cases, a shorter deadline may be applied, having regard to the legislative timetable agreed between the institutions.
4. For questions, the following translation lead times are required:
  - (a) Questions for written answer: 5 working days;
  - (b) Priority questions for written answer: 3 working days;
  - (c) Questions for Question Time: 1 working day.
5. For all other texts, excluding documents for the President, Parliament's governing bodies, the conciliation committees or the Secretary-General, a general translation lead time of minimum 10 working days is applied.

6. The President may grant a derogation from the deadlines referred to in paragraphs 1 and 2 in the case of texts which are urgent in the light of deadlines imposed by the Treaties or the priorities laid down by the Conference of Presidents, having regard to the legislative timetables agreed between the institutions.
7. The deadlines laid down in this Article may be extended, in agreement with the committee secretariat concerned, in the case of exceptionally long texts, exceptionally large batches of amendments, or texts for which derogation has been granted pursuant to Article 14(2).
8. 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 12.00 on the Wednesday of the week preceding a part-session.  
After that deadline, no changes may be made to the text tabled by the group.  
A text tabled on behalf of a group must, when tabled, bear the signature of at least one of the Members tabling.
9. Members may ask for extracts of plenary proceedings to be translated into the official language of their choice. Each Member is entitled to have up to 30 pages translated per year. This entitlement is strictly personal and non-transferable, and may not be carried over from one year to the next. The translation lead time for extracts shall, in principle, be minimum 10 working days for each language combination to be covered.  
Other official bodies of the Institution may request the translation of extracts of the verbatim report, in particular where action needs to be taken on one or more speeches.
10. Texts submitted by the President, Parliament's governing bodies, the conciliation committees or the Secretary-General and texts dealt with under urgent procedure pursuant to Rule 154(2) or submitted under Rules 105 and 106 in case of curtailed time-limits or urgencies shall be translated as soon as resources permit, taking into account the order of priority laid down in Article 13 and the deadline requested.

*Article 11*  
*Order of priority for legal-linguistic finalisation*

1. The following categories of documents shall be finalised by the Directorate for Legislative Acts in the order of priority indicated:
  - (a) agreements reached with Council under the ordinary legislative procedure;
  - (b) legislative reports from the parliamentary committees and amendments thereto;
  - (c) draft legislative reports from the parliamentary committees and amendments thereto;
  - (d) legislative opinions from the parliamentary committees and amendments thereto;
  - (e) draft legislative opinions from the parliamentary committees and amendments thereto;As regards the texts referred to in points (b) to (e), only those parts of such texts which may later be put to the vote in plenary shall be subject to finalisation, excluding justifications and explanatory statements.
2. The Directorate for Legislative Acts follows the work of the parliamentary committees and will, on request, provide advice and assistance to Members, committee secretariats as regards the drafting of the legislative and parliamentary texts referred to in paragraph 1.

3. Texts other than those referred to in paragraph 1 may be finalised by the Directorate for Legislative Acts in so far as its resources permit.

#### *Article 12*

##### *Submission and return of texts for finalisation*

1. All texts from the parliamentary committees that are subject to legal-linguistic finalisation shall be submitted to the Directorate for Legislative Acts via the ITER system before being sent for translation.
2. Except in respect of agreed texts within the meaning of Rule 73(5) of the Rules of Procedure, the Directorate for Legislative Acts will, in principle, complete the task of finalisation of a text within one working day of receiving the text.  
Non-technical changes to a text adopted in committee may only be made by the Directorate for Legislative Acts if agreed with the secretariat of the committee under the responsibility of the committee chair.  
The text finalised and modified by the Directorate for Legislative Acts and agreed with the secretariat of the parliamentary committee concerned shall replace the text first submitted by the committee for the purposes of translation and for the creation of subsequent versions. An electronic copy of the text is sent automatically to the committee secretariat concerned ('copy-back').
3. In order to enable the Directorate for Legislative Acts to complete its finalisation within one working day, committee secretariats will ensure that the person designated as responsible for a text (or a competent substitute from the secretariat concerned) is available to reply to all questions concerning that text during the period concerned.
4. The deadline laid down in this Article may be extended, in agreement with the committee secretariat concerned, in the case of exceptionally long texts, exceptionally large batches of amendments, exceptional concentration of workload, or in situations where the circumstances allow for a longer overall deadline.
5. Where, in accordance with Rule 73(5) of the Rules of Procedure, an agreement is reached with Council under ordinary legislative procedure, the Directorate for Legislative Acts will complete the tasks of finalisation within 6 weeks of receipt of translations from Parliament or Council translation services, as provided for in point 40 of the Joint Declaration of 13 June 2007 on practical arrangements for the codecision procedure and in the administrative practical arrangements of 26 July 2011 for implementation of Article 294(4) TFEU in the event of first-reading agreements.
6. For the finalisation of texts referred to in Article 11(3), deadlines will be agreed with the requesting service on an individual basis.

#### *Article 13*

##### *Order of priority for translation*

1. The following categories of documents shall be translated by the Directorate General for Translation in the order of priority indicated:
  - (a) documents to be put to the vote in plenary:
    - agreed texts in accordance with Rule 73 (5) of the Rules of Procedure,
    - legislative reports and amendments thereto,
    - non-legislative reports and amendments thereto,
    - motions for resolutions and amendments thereto;
  - (b) documents for the President, Parliament's governing bodies, the conciliation committees or the Secretary-General;
  - (c) documents for consideration in committee which may be put to the vote in plenary: draft reports, amendments, draft opinions, final opinions, draft motions for resolutions;
  - (d) other documents for consideration in committee: working documents, executive summaries.

For these categories of documents the highest quality standards shall be ensured.

2. Translation services are also available for the following users:
  - (a) the parliamentary delegations (in two official languages chosen by the delegation);
  - (b) the policy departments and research services;
  - (c) the political groups (for 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);
  - (d) other official bodies authorised by the Bureau and the Conference of Presidents;
  - (e) Members, in particular written questions and other texts directly linked to parliamentary activity;
  - (f) Parliament's Secretariat for administrative and communication needs.
3. Parliament also provides a translation service for the ACP-EU Joint Parliamentary Assembly (in accordance with the First Protocol to the Cotonou Agreement), for the Euro-Mediterranean Parliamentary Assembly and for the Euro-Latin American Parliamentary Assembly (in accordance with the respective rules in force), as well as for the European Ombudsman (in accordance with the Framework cooperation agreement of 15 March 2006).
4. In addition, Parliament may provide translation services for the Committee of the Regions and the European and Economic Social Committee under the cooperation agreement of 5 February 2014.

#### *Article 14*

#### *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 legislative opinions
(b) Draft motions for resolutions:	4 pages, including recitals but excluding citations
(c) 'Suggestions' in non-legislative opinions:	1 page

- (d) Justifications for amendments: 500 characters  
(e) Executive summaries: 5 pages

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

2. A parliamentary committee may grant its rapporteur a derogation from the restrictions laid down in the first paragraph, provided that it does not exceed an annual reserve of 45 pages. 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.

### **PART III FINAL PROVISIONS**

#### *Article 15*

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

1. The interpretation and translation services shall inform users every six months both of the costs generated by their requests for language facilities and the level of respect of the Code.
2. At the end of each meeting, the head of the team of interpreters shall, in agreement with the secretariat of the meeting, draw up for the Director-General for Interpretation and Conferences a list of the interpretation facilities requested but not used. A copy of that list shall be forwarded to the secretariat of the meeting concerned. The secretariat of the meeting shall take note of the time at which the meeting actually closed and notify immediately the Interpretation Directorate-General for Interpretation and Conferences.
3. In addition the interpretation and translation services shall each draw up a report on the use of language services for submission to the Bureau. This report shall include an analysis of the language facilities provided in relation to the requests submitted by the users and of the costs incurred in the provision of these services.

#### *Article 16*

#### *Transitional measures following an enlargement*

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

#### *Article 17*

#### *Entry into force*

This decision, as amended, shall enter into force on 1 July 2014. It replaces the Code of Conduct of 17 November 2008.