EUROPEAN PARLIAMENT

BUREAU

MINUTES

of the meeting of

13-11-2017

Louise Weiss Building - Room R1.1.

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Strasbourg
BUREAU

MINUTES

of the meeting of Monday, 13 November 2017
from 18:30 to 20:30 hours

Louise Weiss Building - Room R1.1.

Strasbourg

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BUREAU

MINUTES

of the meeting of Monday, 13 November 2017

Strasbourg

Mr Antonio TAJANI, President of the European Parliament, opened the meeting at 18.34 hours.

Present

Antonio TAJANI, President*

Vice-Presidents

Ms McGUINNESS*
Mr LIBERADZKI*
Ms GUILLAUME*
Mr CZARNECKI
Mr VALCÁRCEL SISO*
Ms GEBHARDT*
Mr TELIČKA*
Mr PAŞCU*
Mr PAPADIMOULIS*
Ms HAUTALA*

Excused

Mr SASSOLI
Mr WIELAND

Quaestors

Ms MORIN-CHARTIER*
Mr KOVATCHEV*
Mr MAŇKA*
Ms BEARDER
Mr KARSKI*

Excused

Also Present

Mr WELLE, Secretary-General*
Mr WINKLER, Deputy Secretary-General and Director-General DG PRES*

* present for Item 6 in camera
List of officials present at the meeting:

Private Office of the President

Mr CANGA FANO*
Mr CHIOCCHETTI*
Mr CAPOGROSSO*
Ms BOLYA
Mr DE MENDOZA ASENSI

Private Office of the Secretary-General

Mr MANGOLD*
Mr SORENSEN
Ms ALTENBERG
Mr MARTINELLI
Mr DEBIE

Private Office of the Deputy Secretary-General

Mr JAVELLE

Secretariat

DG Internal Policies (IPOL)  Mr RIBERA d’ALCALA
DG External Policies (EXPO)  Mr AGUIRIANO NALDA
DG Parliamentary Research Services (EPRS)  Mr TEASDALE
DG Information (COMM)  Mr DUCH-GUILLOT* /
DG Personnel (PERS)  Mr KNUDSEN*
DG Infrastructure and Logistics (INLO)  Ms LINNUS
DG Translation (TRAD)  Mr MAVRIC
DG Interpretation and Conferences (INTE)  Ms WALTER-DROP
DG Finance (FINS)  Mr KLETHI*
DG Innovation, Technical Support (ITEC)  Mr VILELLA
DG Security and Safety (SAFE)  Mr CAROZZA
Legal Service  Mr DREXLER*, Jurisconsult
Director for Relations with Political Groups  Mr SCHWETZ
Conference of President's Secretariat  Ms SCHADE

* present for Item 6 in camera
Political group secretariats

Ms ROIG LINANA (EPP)
Mr HORNAK (S&D)
Mr WOODARD (ECR)
Ms BOVEINGTON-FAURAN (ALDE)
Ms MURPHY (GUE/NGL)
Mr BROUWER (GREENS/EFA)
Mr PITTARELLO (EFDD)
Mr HOLZFEIND (ENF)
Mr GLASER (Non-attached Members)

Vice-Presidents' and Quaestors' assistants

Ms O'HEA
Mr VOGT
Mr COBUCCI
Ms KRONTAL
Ms BARREIRA
Ms SOBKIEWICZ
Mr RODRIGUEZ GUILLEN
Ms PAPENBERG
Mr KLEEMANN
Mr VINTILA
Mr ALATOPoulos
Ms HEIKKILA
Mr RICHARD
Mr IVANOV
Ms KUCHTIKOA
Ms KONTÁR
Mr SKOCZEK
Ms McGUINNESS
Mr LIBERADZKI
Mr SASSOLI
Mr WIELAND
Ms GUILAUME
Mr CZARNECKI
Mr VALCÁRCEL SISO
Ms GEBHARDT
Mr TELÍČKA
Mr PAŞCU
Mr PAPADIMOULIS
Ms HAUTALA
Ms MORIN-CHARTIER
Mr KOVATCHEV
Mr MAŇKA
Ms BEARDER
Mr KARSKI

Mr TZIORKAS*, Mr ADLER, Mr CORLETT, Ms MORGADO, Mr PETERS acted as secretary to the meeting.

* present for Item 6 in camera
1. **Adoption of draft agenda**

   The Bureau,

   - noted the draft agenda and adopted it as shown in these minutes (PE 610.507/BUR).
2. Adoption of Minutes of the extraordinary Bureau meeting of 9-10 October 2017 and the ordinary Bureau meeting of 23 October 2017

The Bureau,

- approved the Minutes of the extraordinary Bureau meeting (‘Away Days’) of 9-10 October 2017 held in the Jean Monnet House, Bazoches (PE 610.503/BUR);

- approved the Minutes of the ordinary Bureau meeting of 23 October 2017 held in Strasbourg (PE 610.474/BUR).
3. Communications by the President

3.1. Newly elected Vice-President

The Bureau,

- heard the President welcome Ms HAUTALA, who was elected Vice-President by the Plenary on 26 October, following Ms LUNACEK’s resignation, to her first Bureau meeting and inform that, after consulting with Ms HAUTALA, he had decided that she would keep the same portfolio as Ms LUNACEK, noting that after the election of two new Vice-Presidents to replace Mr LAMBSDORFF and Ms GÁLL-PELCZ a limited reorganisation of the portfolios might be possible.

3.2. Orange the World

The Bureau,

- took note of the financial statement distributed in the meeting room (PE 612.747/BUR/FFIN);

- heard the President inform Members that, by letter dated 17 October 2017, UN Women had submitted a request for Parliament to be lit up in orange in the context of the UN awareness-raising campaign “Orange the World” against gender-based violence, to take place between 25 November, the International Day for the Elimination of Violence against Women, and 10 December, the International Human Rights Day;

- heard the President recall that Parliament had already participated in this campaign in the previous years and was lit up in orange on 25 November 2015 (in Strasbourg) and 2016 (in Brussels);

- heard the President note that this year 25 November falls on a Saturday, where there is no activity in Parliament, and propose therefore that the request be
authorised and Parliament be lit up in orange on a specific date or period within the above mentioned timeframe, to be determined in coordination with DG COMM, to ensure maximum visibility of the event;

- adopted the proposal from the President.

3.3. **Projection of pro-glyphosate lighting messages on Parliament’s facade**

The Bureau,

- heard the President inform that he had received on 7 November letters from Mr ANDRIEU and Mr TARABELLA, Members, requesting that sanctions be imposed against the interest group organisation European Crop Protection, who projected, without authorisation, on Parliament’s facade (Station Europe), as well as on Commission and Council buildings’ glass facades, some lighting messages in favour of glyphosate stating *inter alia* how safe this substance is;

- held an exchange of views with the participation of Ms GUILLAUME, Mr PAPADIMOULIS and Ms McGUINNESS, Vice-Presidents, who stressed that an investigation should be undertaken and appropriate sanctions considered, possibly related to the Transparency Register, and that, in defining the applicable rules and possible sanctions for this type of behaviour, both industry and NGOs interest groups should be treated equally;

- heard the President inform the meeting that the investigation by Parliament’s services had concluded that the event was indeed unauthorised, but as it took place outside Parliament’s premises it was a matter for the Belgian police and authorities to intervene, which would be informed with a view to finding the culprits and imposing appropriate sanctions; further note that should the investigation establish that EP staff was involved in this action, then indeed disciplinary sanctions would be considered as well;

- approved the course of action proposed by the President.
A. **DECISIONS/EXCHANGE OF VIEWS**

4. **Away Day follow-up: Proposal for the European Parliament’s institutional communication strategy for the European Elections 2019 - Note from the Secretary-General**

The Bureau, with debate,

- noted a note dated 27 October 2017 from the Secretary-General, on the above-mentioned subject (PE 612.656/BUR);

- heard the President introduce the item stressing its importance in view of the next European elections, noting the discussion held at the Bureau Away Days and recalling the holding of a series of conferences and debates on key topics which he had launched in order to bring the European Institutions closer to the citizens;

- heard Mr VALCÁRCEL SISO, Vice-President with primary responsibility for Information and Communication Policy, note *inter alia* that:
  
  - the proposed strategy for the electoral campaign, which is well-balanced, is institutional, aiming first and foremost at informing voters on the European Elections and incentivising them to go to vote, thus providing a platform, while leaving the political content and messages to the candidates and the political parties;

  - although the campaign will be of European scale, messages in Parliament’s communications activities should be tailored to different languages, cultures and issues at hand in the Member States and therefore have a stronger local and regional focus; emphasise the need for a strong involvement of Parliament’s Information Offices;

  - Parliament should mobilise opinion multipliers, to stimulate and intensify the dissemination of messages about the elections;
• whilst the campaign was aimed at all citizens, there was a need to focus specifically on those groups who had a poor turnout in past elections, such as in particular younger voters;

- heard Ms GUILLAUME, Vice-President with secondary responsibility for Information and Communication Policy, express her support for Mr VALCÁRCEL SISO’s suggestions, further noting that:

• it is crucial to address, in the communications activities, issues which are relevant to citizens in their local communities;

• it is important to ensure that the Bureau Working Group on Information and Communication is closely associated to further elaborating and implementing the strategy, notably the formulation of messages;

• the note should specifically mention European political parties, instead of the present reference to political parties;

• there was a need to implement the restructuring of DG COMM as decided by the Bureau;

- heard the Secretary-General

• point out that the budget was extremely limited considering that communication activities should reach all 510 million citizens of the EU, and that therefore the use of non-paid communication was crucial for the success of the campaign, noting that this encompassed free advertisement in public service television and further cost free reporting due to the “Spitzenkandidaten” process, the latter having also considerably enhanced Parliament’s visibility and political strength;

• confirm that his note referred to European political parties, whose technical capabilities needed to be strengthened in order to guarantee the success of the “Spitzenkandidaten” process, and that, to prepare the media and explain
the process, more than 1 000 journalists participated in seminars at the EP, further noting that this aspect should be strengthened;

- recall that the role of the European political parties should also be seen in the context of the severe legal limitations in terms of election campaigning, which Parliament’s political groups were subject to, following a judgement by the European court several years ago, noting that there was a clear need to address these outdated limitations;

- explain that the language used in the communication with the citizens, which was currently too technical, needed to be fundamentally changed in order for the messages to be understood by the citizens and so better reach out to the citizens;

- held a thorough exchange of views with the participation of Mr PAPADIMOULIS, Mr LIBERADZKI, Mr TELIČKA, Ms McGUIINNESS, Ms GUILLAUME, Ms HAUTALA, Mr CZARNECKI, and Ms GEBHARDT, Vice-Presidents, and Mr MAŇKA, Quaestor, who:

  - welcomed the proposed strategy, noting that the main task was to inform citizens about the work of the European Parliament, in a context where the public awareness about the European Union has increased considerably due to Brexit, noting, further, that the European Parliament has a privileged position in terms of participating in the public debate in the Member States;

  - emphasised the need to use shorter, simpler, clearer and smarter language in communications, making it more exciting and creative, especially with a view to reaching the young voters and other parts of society where previous campaigns had not been present;

  - underlined the need for the campaign to have a national and regional focus, stressing the role of the European Parliament Information Offices in ensuring that messages are delivered on the issues which are of interest to people, in a context and a form, which they can relate to, to show that Parliament is listening to their concerns and wishes;
• noted that young people’s sources of information undergo rapid change and that Parliament must be at their disposal to answer their questions using in particular the social media and other modern means of communication;

• emphasised the need to combat “fake news” and other forms of negative and misleading campaigns, being in the offensive not in the defensive, and to strengthen cooperation with the other Institutions in this field;

• suggested to hold an exchange of views on the matter in the Conference of Presidents before the final decision is taken by the Bureau, while stressing that the latter is the responsible EP body for decisions on the institutional electoral campaign;

• stressed that, in terms of campaign messages, “Choose your future” was a strong, positive message, whereas “For a Europe that empowers and protects” should be given more concrete content, noting that “protect” should not be confused with “protectionism”, and that messages must not be ambiguous in order not to be open to misuse;

• noted that while the “Spitzenkandidaten” procedure had been effective in larger Member States, this was not necessarily the case for smaller Member States, and that the concept should be further improved and developed in this respect, in order to make it stand out from strategies used in previous European Elections;

• called for communication efforts to bring about, more proactively, facts and figures about the concrete difference to the everyday lives of the citizens the Parliament has made in the present term, noting that the results achieved by the European Union should not require citizens to have a deeper knowledge of the differences between the Institutions and inter-institutional procedures;

• suggested that a mobile Parlamentarium might be an effective means of reaching more citizens and that Members themselves should also visit their constituencies and reach out locally to voters and especially young people;
• stressed that, whilst the youth was an important target audience, it was also important to focus on older and socially vulnerable citizens;

• suggested that the rules concerning the participation of political groups in the electoral campaign should be updated to take account of today’s realities;

- heard the Secretary-General, in response to comments,

• note the overall consensus in the Bureau that the proposed text formed a good starting basis and express his agreement with the point of view that communication between Parliament and the citizens need profound reform, with a view to becoming more creative and clear and to addressing citizens’ concerns in a more direct manner and from their perspective; note, in this context, that he had asked the European Parliamentary Research Service for short information papers on 750 specific themes, where the citizens’ questions and interests are at the centre plus 205 sheets with a regional and local focus;

• recalled that the measures to fight against “fake news” had been presented in a note about the restructuring of DG COMM, debated by the Bureau at its meeting of 11 September 2017, and that a new unit, focusing on the rebuttal of fake news, would be created;

• explain that the possibility of operating a mobile Parlamentarium was under consideration;

- heard Mr VALCÁRCEL SISO, Vice-President with primary responsibility for information and communication, thank Members for their positive evaluation, constructive comments and good ideas; recall that the suggestions made would be integrated into the strategy, as part of the work process which was about to begin in the Bureau Working Group on Information and Communication Policy that would discuss, assess and adjust regularly the electoral campaign strategy;

- heard the President note that there was a broad consensus in the Bureau in favour
of the proposal as a framework for Parliament’s institutional communication strategy for the European Elections 2019 and that the Working Group on Information and Communication Policy should examine the various proposals made in the meeting and elaborate further on the strategy and the formulation of concrete messages as basis for a renewed consideration by the Bureau; note that he would consider an exchange of views in the Conference on Presidents while noting that the Bureau was the body responsible for final decisions on the matter;

- approved the proposal as suggested by the President.
5. **Away Day follow-up: Adapting the European Parliament Information Offices to current communication challenges - Note from the Secretary-General**

The Bureau, with debate,

- **took note** of a note from the Secretary-General dated 7 November 2017, entitled "Adapting the European Parliament Information Offices to current communication challenges" (PE 612.657/BUR);

- **heard** the President introduce the matter at hand as the complement to the preceding item that was also discussed at the Bureau Away Days, noting once again the need to update the role of Parliament’s Information Offices to adapt them to current realities, in view in particular of the next European elections;

- **heard** Ms GUILLAUME, Vice-President with secondary responsibility for Information Policy, Press and Citizens Relations, including EPIOs, recall the discussion at the extraordinary Bureau meeting in Bazoches, noting that the current mission statement of the EPIOs was now 10 years old and needed to be updated in line with new challenges and communication tools, particularly combatting fake news; assert that the name of Parliament’s offices in the Member States should also be adapted to reflect better their actual function beyond just that of providing information but note that the term ‘bureaux’ in French is perhaps too technocratic; note that new means of connecting with the public need to be developed as well as strengthening relations with media outlets, national parliaments and message multipliers, which required a reinforcement of the presence and function of press officers in the EPIOs; emphasise the importance of coordinating action and messages with other institutions present in the Member States, liaising with the Directorate for Relations with National Parliaments;

- **heard** Mr VALCÁRCEL SISO, Vice-President with primary responsibility for Information Policy, Press and Citizens Relations, including EPIOs (primary responsibility) welcome the balanced Note from the Secretary General, acknowledging that the information offices need to adapt and bring Europe...
closer to citizens and noting in particular that they should provide information on the institutional aspects of the EP electoral campaign;

- heard Mr MAŇKA, Quaestor responsible for Members' facilities in EP information offices, highlight the importance of the document, citing the Swedish parliament as a good example of actively examining ways to improve communication decisions to citizens; point to the need for experts and adequate staff resources to carry out the new functions of the EPIOs and draw attention to the buildings, which host the EPIOs;

- heard the Secretary-General note that also in the future around 80% of the activity of the EPIOs would be focused on communication, but the EP offices would be required to make a greater effort in building closer relations with stakeholders and national parliaments; recall the value of the ‘Europe Experience’ as a key information tool for visitors noting that where technically possible this should become a standard feature in the EPIOs; point out that a change in the balance of staff in EP offices is being proposed, with less ASTs, to be phased out as part of the mobility exercise decided by the Bureau, and a stronger emphasis on contracted agents as communicators;

- held an exchange of views with the participation of Ms McGUINNESS, Mr TELIČKA and Mr PAPADIMOULIS, Vice-Presidents and Ms MORIN-CHARTIER and Ms BEARDER, Quaestors who praised the work of the EPIOs in promoting the Parliament and the work of its MEPs and welcomed the proposed new focus of the EP information offices to better reflect the realities and challenges of these changing times, adding that it would need to be complemented by increased human resources; underline that more attention should be paid to working in conjunction with national parliaments; consider that particular attention should be paid to communicating Parliament’s core legislative decisions and achievements with a focus not only on national but also on regional and specialised press; suggest that the offices organise more debates and events outside their premises, at local and regional level;
- **heard** the President declare broad support for the general direction of the EP offices in the Member States and the proposals outlined in the paper; underline the importance of the offices in the run-up to the elections and their role in getting people to vote;

- **approved** the new mission statement of the European Parliament Liaison Offices and instruct the Directorate-General for Communication to implement it.
From 20.18 hours in camera

6.1. Prolongation of service of a Director beyond the age of 65

The Bureau, in camera,

- took note of a note dated 13 November 2017 from the Secretary-General on a request pursuant to Article 52 of the Staff Regulations (PE 612.702/BUR);

- heard the Secretary-General explain that Mr Bernard HELLOT, Director for Resources in DG EXPO, who is about to reach the retirement age of 65 years has requested a prolongation of his service for one more year, in accordance with Article 52 of the Staff Regulations, and that in the interest of the service he proposes to the Bureau to grant this request;

- heard Mr TELIČKA, Vice-President and Mr KARSKI, Quaestor, enquire about the procedure and applicable rules and note that although they did not object to the proposed prolongation for Mr HELLOT, the Bureau when appointing staff to senior management positions should ensure that such prolongations do not become necessary every year;

- heard the President note this comment;

- decided to prolong the service of Mr Bernard HELLOT, Director for Resources in DG EXPO, for one more year.

6.2. Update on harassment in the European Parliament

The Bureau, in camera,

- heard the President recall that:

  - further to recent reports in the Press on allegations of sexual harassment cases in the European Parliament, which had prompted reactions and requests from many Members and led to the adoption of a resolution by the
Plenary, the Bureau held an exchange of views *in camera* on the matter at its last meeting, on 23 October, and the Advisory Committee dealing with harassment complaints between Accredited Parliamentary Assistants (APAs) and Members, chaired by Ms MORIN-CHARTIER, Quaestor, held an extraordinary meeting already during the last plenary session;

- Parliament must take these allegations seriously and he was personally committed to ensure a zero-tolerance policy, both regarding sexual and psychological harassment; Members’ trainees who constitute a particularly vulnerable group, should also be protected by the zero-tolerance policy and be covered by the mandate of the Advisory Committee;

- heard Ms MORIN-CHARTIER, Quaestor and Chair of the Advisory Committee dealing with harassment complaints between APAs and Members, note that:

  - Parliament has made considerable progress since the Advisory Committee has been established, but much work is still to be done;

  - the European Parliament is by now well ahead of the national parliaments on its anti-harassment policy and has already been consulted by other national parliaments to share its internal procedures;

  - the Advisory Committee took the allegations of sexual harassment in Parliament seriously and reacted very quickly by calling an extraordinary meeting within 48 hours to hear one of the APAs who had gone to the Press;

  - It is important that victims feel in confidence to address Parliament’s internal structures instead of the Press;

  - some ideas for future implementation:

    - create an internal site for complaints in full confidentiality;

    - establish a network of confidential counsellors whom victims could address in full trust in order to report a case of sexual harassment, request and obtain advise and be informed about rules and procedures;
o include Members’ trainees in the mandate and rules of the Advisory Committee;

o consider the ethics code for Members;

o continue and reinforce the awareness-raising campaign by posters and messages on Parliament’s screens as the ones projected already this week in Strasbourg;

o distribute an informative brochure on harassment in the workplace for APAs similar to the one already issued for Members;

o receive external advice by independent experts;

- heard Ms MORIN-CHARTIER, Quaestor, further advise to be very cautious about an external audit noting that the confidentiality for any cases already dealt with by the Committee was very important both for the APAs and Members involved;

- held an exchange of views with the participation of Mr MAŇKA, Quaestor and member of the Advisory Committee, Ms HAUTALA and Ms McGUINNESS, Vice-Presidents, who thanked Ms MORIN-CHARTIER for her work and supported the ideas she proposed;

- heard the President reiterate his preference that the issue is dealt with by Parliament’s internal structures, instead of an external audit, express his full support for the work and the suggestions made by Ms MORIN-CHARTIER, Quaestor, and invite the Advisory Committee to proceed with their implementation.
B. **DECISIONS WITHOUT DEBATE**

7. **Away Day follow-up: Stakeholder Dialogue: practical arrangements for rapporteurs - Note from the Secretary-General**

   The Bureau, without debate,

   - took note of the note dated 27 October 2017 from the Secretary-General, entitled "Stakeholder Dialogue: practical arrangements for rapporteurs" (PE 612.661/BUR);

   - validated the proposition for a reimbursement under Article 10(2) of the Implementing Measures for the Statute for Members concerning the travel of rapporteurs on mission for the Stakeholder Dialogue who travel outside of their Member State of election.
8. **Away Day follow-up: Bazoches - Jean Monnet House - Proposal to upgrade visitor experience at the Jean Monnet House in Houjarray, France - Note from the Secretary-General**

The Bureau, with debate,

- took note of the note dated 27 October 2017 from the Secretary-General, entitled “Proposal to upgrade the visitor experience at the Jean Monnet House in Houjarray, France” (PE 612.659/BUR, annex and financial statement);

- took note that on the basis of the presentation of the Secretary-General at the Away Days, it is proposed to modernise the facilities at the Jean Monnet House and to increase visitor frequency through partnerships with schools and other third parties; in concrete terms, it is proposed to:

  - improve the visitors experience and offer an overall experience starting from an outside route towards the memorial house and further advancing towards a modern area which uses media technology to highlight the impact and relevance of Jean Monnet’s thinking for today’s society;

  - explore ways to develop visitors programmes and use conference facilities;

  - explore possibilities to make Jean Monnet’s extraordinary way of thinking and negotiating better known to younger generations beyond a visit at the Jean Monnet House;

- heard Mr TELIČKA, Vice-President, express his support for the proposal, while underlining that Parliament should be very cautious with the costs of the refurbishment, which should be proportionate to the building’s purpose and use;

- heard the Secretary-General reply that Parliament would do exactly that, noting that the house was currently mainly used locally whereas Jean Monnet had been a person of national and European significance; stress therefore that a larger exhibition should in future reflect that national and European significance of Jean Monnet;
- approved the proposals contained in the note from the Secretary-General to modernise the facilities at the Jean Monnet House;

- took note of the first reflection on ways to raise the number of visitors, increase Jean Monnet’s intellectual heritage and make it accessible to the young generation beyond a visit at the Jean Monnet House;

- took note that the base investment for the European Parliament for the modernisation of the Jean Monnet house is estimated at EUR 364 000.
9. **Away Day follow-up: Bazoches - Jean Monnet House - Purchase of a plot of land adjacent to the Jean Monnet site - Note from the Secretary-General**

The Bureau, with debate,

- **took note** of the note dated 27 October 2017 from the Secretary-General, entitled “BAZOCHES - Purchase of a plot of land adjacent to the Jean Monnet site” (PE 612.660/BUR);

- **heard** Mr TELIČKA, Vice-President, agree with the proposal from the Secretary-General, while pointing out to his comments on the other proposal to modernise the facilities and upgrade the visitors’ experience at the Jean Monnet House¹;

- **instructed** the Secretary-General to conclude a contract of purchase for the land adjacent to the Jean Monnet site if all conditions are met;

- **asked** the President to refer the matter to the Committee on Budgets pursuant to Article 203 of the Financial Regulation.

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¹ See item 8 of the Minutes
10. **Paris - Information Office - Signature of the lease for the 51 Boulevard Haussmann building - Note from the Secretary-General**

The Bureau, without debate,

- took note of the note dated 27 October 2017 from the Secretary-General entitled “PARIS - Signature of the lease for the 51 Boulevard Haussmann building” (PE 612.662/BUR and financial statement);

- took note that in accordance with the Bureau’s decision of 9 March 2015, the European Parliament as lead institution, together with the European Commission, launched a property market survey to rent, or if possible purchase, a building with a gross surface area of between 4 000 m² and 4 500 m²;

- took note that among the other search criteria for a House of Europe, location, pedestrian footfall and visibility were prioritised and the building should also allow for the installation of a Europa Experience including a 360° cinema as part of a strategy to bring Parliament closer to the citizens. The selected building 51 Blvd Haussmann benefits from an exceptionally high footfall rate of 18 000 passers-by per hour;

- took note that on 3 July 2017 the Bureau took the decision on the project and on this basis instructed the Secretary-General to proceed with negotiations with the owner of the building;

- approved the signature of a lease for the 51, Blvd Haussmann building as per the conditions outlined for 20 years;

- invited the Secretary-General to:

  a) conclude an administrative arrangement with the European Commission determining the financial management obligations between the Institutions and;

  b) transfer the dossier to the Committee on Budgets for opinion.
11. Commissioning paintings in honour of late Presidents of the European Parliament - Note from the Secretary-General

The Bureau, without debate,

- took note of the note of the note dated 27 October 2017 from the Secretary-General on commissioning paintings in honour of late Presidents of the European Parliament (PE 612.663/BUR and financial statement);

- took note that in October 2015 the Bureau decided to commission a painting of Simone Veil to honour her outstanding personality;

- took note of the suggestion to commission paintings of three other deceased Presidents of the European Parliament;

- approved the commissioning of paintings of three late Presidents of the European Parliament, Piet Dankert, Pierre Pflimlin and Egon Klepsch to be displayed next to the portrait of Simone Veil.
12. Termi**nation of the grant award decision for the financial year 2017 concerning the political party at European level "Alliance for Direct Democracy in Europe" (ADDE) - Note from the Secretary-General

The Bureau, without debate,

- **took note** of the note dated 27 October 2017 from the Secretary-General on the termination of the grant award decision for the financial year 2017 concerning the political party at European level “Alliance for Direct Democracy in Europe” (ADDE) (PE 612.684/BUR and annexes);

- **took note** that during its meeting of 12 June 2017 the Bureau initiated the termination of the grant award decision for the financial year 2017 concerning the political party at European level “Alliance for Direct Democracy in Europe” (ADDE) following the initiation of liquidation of ADDE;

- **took note** that during its meeting of 11 September 2017 the Bureau confirmed the termination of the grant award decision mentioned above;

- **took note** that according to the procedure specified in Article II.9.4 of the Bureau Decision of 29 March 2004 ADDE was requested to submit its final report within 60 days, that is until 17 October 2017 ADDE did not submit the final report within the deadline;

- **confirmed** in accordance with Article II.9.4 of the Bureau Decision of 29 March 2004 that the European Parliament shall not reimburse the expenditure incurred by the Beneficiary up to the date of termination;

- **took note** that the recovery of pre-financing unduly paid will not be needed since no pre-financing was paid for the 2017 grant.
Committee missions within the EU, Candidate countries and the EEA countries

13. Programme of committee missions within the EU, the candidate and the EEA countries for the first semester of 2018 - Letter from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs

The Bureau, with debate,

- took note of the letter dated 25 October 2017 from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs, forwarding the draft programme for travel by committees outside Parliament's three places of work and within the European Union, candidate countries and EEA countries during the first half of 2018 (PE 612.646/CPG, annexes and financial statement);

- took note of the letter dated 25 October 2017 from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs, forwarding the draft programme for travel by committees outside Parliament's three places of work and within the European Union, candidate countries and EEA countries during the first half of 2018;

- recalled the Rules governing committee missions outside Parliament’s three places of work within the European Union, candidate countries and the EEA countries, as last updated by the Bureau at its meeting of 15 December 2014.

General principles and budgetary considerations

- recalled that committees shall plan their missions during weeks set aside for external parliamentary activities (week 1, 7, 14, and 19) within the framework of a six-month programme, and that additional requests can only be exceptional and in response to recent unexpected and unpredictable events and circumstances;

- noted that the Rules do not oblige committees to use their entire quota for travel and encourage them to set aside part of it in order to be able to request an additional mission if necessary, in line with Article 8(3) of these Rules;
- **encouraged** all committees to consider making greater use of the opportunities provided by video-conferencing, with the objective of improving interaction and flexibility in their contacts with their parliamentary counterparts as well as reducing costs and carbon emissions;

- **recalled** that available quota is not in itself a sufficient justification to plan a mission, and underline that committee missions outside the three places of work must be duly justified and have a direct link with topics dealing with the current work of the committees concerned;

- **recalled** that committee visits to Agencies for which they are responsible should, in line with Article 2(4) of the applicable Rules, be restricted to a maximum of three Members, and should be scheduled during the weeks set aside for external parliamentary activities; and that the Committee Chair can only join in addition subject to the provisions of Article 22(3) of the Implementing Measures for the Statute for Members, governing additional travel expenses;

- **recalled** that the provisions set out in Article 4 of the applicable Rules allow accompanying Members to travel with committees only on missions inside the European Union; accompanying Members cannot travel on missions outside the European Union or to candidate countries, or join any ad hoc delegations or visits to Agencies; any authorisation for accompanying Members to travel under Article 4(1)(b) and (c) of these Rules is subject to approval of the committee concerned, the availability of appropriations for the Members concerned under Article 22(1) of the Implementing Measures for the Statute for Members and prior authorisation by the Bureau;

- **encouraged** committees to restrict the number of accompanying staff to a minimum and emphasise that, notwithstanding the provisions of Article 15(1) of the applicable Rules, the number of accompanying staff should not exceed the number of Members travelling;

- **recalled** that Members’ assistants (accredited and/or local) may neither participate in nor accompany a mission, nor accompany a Member participating in such a mission, as stated in Article 15(1) of the Rules in force and as reiterated in the Bureau decision of 7 October 2013;
noted that security arrangements for all missions outside Parliament’s three places of work shall be consistent with the principles set out in Article 16 of the applicable Rules and notably in its Annex (Protocol on emergencies arising during official travel activities outside the three places of work);

noted that for missions to countries identified as high alert and critical destinations (based on the lists provided and regularly updated by the EEAS) as well as those with hostile security environments, a mission security assessment must be produced, including, where necessary, mitigating measures or binding instructions adapted to the security situation on the ground, to be respected in order to allow the mission to go ahead;

requested that the various committees, in application of Article 10 of the applicable Rules, forward to the President, in good time prior to the missions, the respective programmes, indicating their total duration (including journey times) and providing full information concerning the number of Members participating in the mission (both official and accompanying) and the number of secretariat and group staff;

underlined that, should committees decide to cancel one of their missions and replace it with another, they should send a new request to the President, providing all necessary information on the mission, in due time and prior to the departure of the mission, as well as a new financial statement and information on the available quota at the time of travel;

emphasised the consistent position of both the Conference of Presidents and the Bureau, that the duration of missions is calculated on the basis of calendar days;

recalled that, in principle, the duration of missions may not exceed three calendar days, including journey times (Article 7(1) of the applicable Rules) and that only in exceptional cases, if it is necessary to undertake a long journey or if links to the destination are poor, a mission may be granted up to two calendar days additional journey time, as stipulated in Article 7 (2) of the applicable Rules;

pointed out that missions to locations “outside Parliament's three places of work” mean missions outside Parliament’s own premises and that visits to other places
than the European Parliament in Brussels, Luxembourg and Strasbourg, such as to the Council of Europe in Strasbourg, are counted against the respective committees' annual quota, with the exception of those visits which are based on Treaty provisions (for example budgetary and legislative trilogues, conciliations etc).

**Calendar of committee travel for the first half of 2018**

- noted that a number of committee missions listed below are planned in weeks set aside for external parliamentary activities, with defined dates not exceeding three days including travel time, nor exceeding the available quota, and respecting all the applicable Rules and can therefore be authorised:
  - ECON, Paris, France, 9 Members, from 7 to 8 May 2018 (2 days, travel included);
  - EMPL, Prague and Zlin, Czech Republic, 7 Members plus Chair, from 7 to 9 May 2018 (3 days, travel included);
  - EMPL, Thessaloniki, Greece, 3 Members out of quota for a visit to the European Centre for the Development of Vocational Training, Cedefop, from 12 to 14 February 2018 (3 days, travel included);
  - ENVI, Helsinki, Finland, 3 Members out of quota for a visit to the European Chemical Agency, ECHA, from 12 to 13 February 2018 (3 days, travel included);
  - IMCO, Madrid, Spain, 6 Members plus Chair, from 12 to 14 February 2018 (3 days, travel included);
  - IMCO, Florence and Livorno, Italy, 6 Members plus Chair, from 4 to 6 April 2018 (3 days, travel included);
  - TRAN, Cologne, Germany, 3 Members out of quota for a visit to the European Aviation Safety Agency, EASA, on 12 February 2018 (1 day, travel included);
  - TRAN, Valenciennes, France, 3 Members out of quota for a visit to the European Railway Agency, ERA, on 7 May 2018 (1 day, travel included);
- CULT, Valetta, Malta, 7 Members plus Chair, from 12 to 14 February 2018 (3 days, travel included);
- CULT, Leeuwarden, The Netherlands, 7 Members plus Chair, from 6 to 8 May 2018 (3 days, travel included);
- CULT, Lisbon, Portugal, 7 Members plus Chair, from 4 to 6 April 2018 (3 days, travel included);
- LIBE, European Court of Justice, Luxembourg, 8 Members, on 15 February 2018 (1 day, travel included);
- LIBE, Nikosia, Cyprus, up to 8 Members, from 4 to 6 April 2018 (3 days, travel included);
- LIBE, Budapest, Hungary, 3 Members out of quota for a visit to the European Union Agency for Law Enforcement Training, CEPOL, from 5 to 6 April 2018 (2 days, travel included);
- LIBE, The Hague, The Netherlands, 3 Members out of quota for a visit to the European Union’s Judicial Cooperation Unit, Eurojust, from 7 to 8 May 2018 (2 days, travel included);
- FEMM, Budapest, Hungary, 7 Members plus Chair, from 12 to 14 February 2018 (3 days, travel included);
- FEMM, Bucharest, Romania, 5 Members, from 7 to 9 May 2018 (3 days, travel included);
- FEMM, Stockholm, Sweden, up to 7 Members plus Chair, from 7 to 9 May 2018 (3 days, travel included);
- PETI, Lusatia, Germany, 6 Members, from 14 to 16 February 2018 (3 days, travel included);
- PECH, Cadiz, Spain, 5 Members plus Chair, from 7 to 9 May 2018, (3 days, travel included);

- noted that a number of committee missions listed below are scheduled to take place during weeks set aside for external parliamentary activities without
exceeding three days including travel time, without specifying the exact dates of travel and/or the number of Members participating;

- agreed that these missions be deemed authorised once the mission programmes have been submitted by the respective committee to the President, in good time prior to the mission and under the condition that each request fully complies with the Rules in force (i.e. duration of the mission, number of Members, respecting the annual quota of the committee concerned); recall that all other requests require individual authorisation in line with the Rules in force;

  o BUDG, Basque Country, Spain, up to 12 Members, from 7 to 8 May 2018 (2 days, travel included): note that the exact venue remains to be confirmed;

  o CONT, Athens and possibly other destinations, Greece, 7 Members, during week 7 without exceeding 3 days including travel time: note that the exact dates and venues remain to be confirmed;

  o CONT, Vilnius and Ignalina, Lithuania and Riga, Latvia, 7 Members, during week 14 without exceeding 3 days including travel time: note that the exact dates remain to be confirmed;

  o CONT, Tirana, Albania and Skopje, FYROM, 7 Members, during week 19 without exceeding 3 days including travel time: note that the exact dates remain to be confirmed;

  o ITRE, Norway, up to 10 Members, plus Chair, during week 19 without exceeding 3 days including travel time: note that the exact dates and venue remain to be confirmed;

  o TRAN, Sicily and Campania, Italy, 5 Members plus Chair, during week 7 without exceeding 3 days including travel time: note that the exact dates and venue remain to be confirmed;

  o TRAN, Ioannina, Arta, Igoumenitsa, Corfu and Athens, Greece, 5 Members plus Chair, during week 14 without exceeding 3 days including travel time: note that five different venues are foreseen and that the exact dates remain to be confirmed;
REGI, Ljubljana and Podčetrtek, Slovenia, 7 Members, during week 19 without exceeding 3 days including travel time: note that the exact dates of the mission remain to be confirmed;

AGRI, Helsinki and rural areas, Finland, 7 Members, during week 19 (without exceeding 3 days including travel time): note that the exact dates and venue remain to be confirmed.

Specific comments

Visits to the Member State holding the rotating EU Council Presidency

- recalled that, at its meeting on 21 November 2016, the Bureau took the view that committee visits to countries holding the EU Council Presidency were not always justified; recall that, therefore, it invited committees in their future planning to favour meetings with the relevant representatives within the framework of regular committee meetings instead, which would also allow an increased participation of Members;

- further recalled, however, that the Bureau took the view that committee missions to Member States holding or taking over the rotating EU Council Presidency may be justified, if these missions are undertaken in relation to major high-level conferences in these Member States;

- noted that LIBE, INTA, EMPL and ITRE plan visits to Bulgaria and Austria, which hold the rotating EU Council Presidency for the first and second half of 2018 respectively;

  - LIBE, Plovdiv, Bulgaria, 8 Members, from 12 to 14 February 2018 (3 days, travel included) with a focus on the Joint operation of the European Border and Coast Guard - land border operations in Bulgaria;

  - ITRE, Schwechat and Gänserndorf, Austria, up to 10 Members, plus Chair, during week 7 without exceeding 3 days, including travel time, mission in the context of the Committee's ongoing work on the Clean Energy package and the legislative proposals concerning EU electricity markets and renewable energy, including visits to a refinery and oil, hydrogen and
electricity production sites; note that the exact dates and number of participating Members remain to be confirmed;

- EMPL, Vienna, Austria, 7 Members plus Chair, from 9 to 11 May 2018 (3 days, travel included), with a focus on the functioning of ESF and YEI activities in practice and to study the employment and social effects of free movement of persons in the EU, in particular the Austrian experience as a border country with the posting of workers, without any meetings foreseen with the Austrian presidency;

- INTA, Vienna, Austria, 6 Members plus Chair, dates to be confirmed during the second quarter of 2018, without exceeding 3 days including travel time, to hold meetings with the Austrian Presidency of the Council;

- **authorised** the LIBE, EMPL and ITRE Committee requests but decline the INTA Committee request, in the light of the above-mentioned Bureau decision;

Visits to the United Kingdom

- **recalled** that further to a recommendation by the Conference of Presidents the Bureau decided at its meeting on 15 May 2017 that committee travel to the United Kingdom should be suspended until further notice in order to ensure the coherence of Parliament’s position in view of the negotiations on the withdrawal of the United Kingdom from the EU, in accordance with the principle of sequencing as adopted by Parliament in its resolution of 5 April 2017;

- **noted** that the requests listed below have been included in the draft programme for the first half of 2018;

- ENVI, London, United Kingdom, 3 Members plus Chair, to attend the 72th session of the International Maritime Organization (IMO) Marine Environment Protection Committee (MEPC 72), during week 15 (3 days, including travel time), during a week set aside for political groups and parliamentary committee activities;
CONT, London, United Kingdom and Belfast, Northern-Ireland, 7 Members plus Chair, during week 19 (3 days, including travel time): recall that for CONT, the annual travel quota is 25 members; note that by requesting to send seven CONT members on each of the missions proposed during the first half of 2018, the Committee exceeds its annual quota;

- withheld authorisation for the CONT request, in line with the decision of the decision of the Bureau of 15 May 2017;

- authorised, however, the ENVI mission given that it concerns Parliament’s participation in an international conference, in line with the recommendation of the Conference of Presidents of 11 May 2017 and the decision of the Bureau of 15 May 2017, and invite the President to request from the Commission and the Council the inclusion of Parliament’s participating Members in the European Union's delegation;

Visits to Ireland

- noted that up to seven committees (BUDG, PECH, AFCO, ENVI, AGRI, TRAN and IMCO) request authorisation to travel to Ireland;

during week 7 (12 to 16 February 2018):

- BUDG, Dublin, Ireland; up to 12 Members, during week 7 (12 to 16 February 2018), without exceeding 3 days including travel time, with a focus on the use of EU funds in Ireland and to assess the quality of implementation and effectiveness of EU financial support on the ground;

- PECH, Cork, Ireland, 5 Members plus Chair, from 12 to 14 February 2018 (3 days, travel included), with the aim of studying the effects of the UK withdrawal on the Irish fishing sector;

- AFCO, Dublin and possibly other locations, Ireland, 7 Members plus Chair, from 12 to 14 February 2018 (3 days, travel included), with the aim of studying the consequences of the UK withdrawal;
during week 14 (2 to 6 April 2018):

- ENVI, Grange and Dublin, Ireland, 3 Members, from 4 to 6 April 2018 (3 days, travel included), to conduct its biennial visits to the Directorate for Health and Foods, Audits and Analysis, DG SANTE (formerly Food and Veterinary Office (FVO));

- AGRI, Dublin and border counties, Ireland, 10 Members, during week 14 (2 to 6 April 2018), without exceeding 3 days including travel time, with the aim of studying the impact of the UK withdrawal on agriculture;

- during week 19 (7 to 11 May 2018):

- IMCO, Dublin, Ireland, 6 Members plus Chair, from 7 to 9 May 2018 (3 days, travel included), the mission would focus on the implementation of the Union Customs Code in force since 1 May 2016, in the particular context of an insular Member State;

- TRAN, Cork and Dublin, Ireland, 5 Members plus Chair, during week 19 (7 to 11 May 2018), without exceeding 3 days including travel time, with a focus on the way Ireland addresses a unique set of transport and logistical challenge and with a view to visiting transport infrastructures;

- **withheld authorisation** for the AGRI, PECH and AFCO committee missions whose objective is to assess the impact of the withdrawal of the United Kingdom from the EU, until the current phase of the negotiations on the UK withdrawal reach their conclusion;

- **authorised** the BUDG, ENVI, IMCO and TRAN committee missions, provided the programmes of the mission, in full compliance with the Rules in force, are submitted by the respective committees to the President, in good time prior to the mission;

- **heard** Ms McGUINNESS, Vice-President, note the recommendation of the Conference of Presidents to withhold authorisation for the above mentioned committee missions to Ireland due to concerns about the Brexit negotiations, stressing that this might need to be re-considered in the future;
Committee on Development (DEVE)

- DEVE, Brussels, Belgium, Chair, from 5 to 6 June 2018 (2 days), to attend the European Development Days; note that the dates coincide with two days set aside for political groups activities; nonetheless, in line with precedent, authorise the request;

Subcommittee on Security and Defence (SEDE)

- SEDE, Helsinki, Finland and Tallinn, Estonia, 3 Members plus Chair, from 12 to 14 February 2018 (3 days, travel excluded): note that one additional day travel time is requested based on the preliminary assessment of the draft programme and available travel options; recall that according to article 7 (2) of the applicable Rules, in exceptional cases, if it is necessary to undertake a long journey or if links to the destination are poor, a mission may be granted up to two days additional journey time; therefore authorise the mission, on an exceptional basis, provided that it does not exceed 4 days, travel included;

Special Committee on Terrorism (TERR)

- TERR, London, United Kingdom, 4 Members plus Chair, from 12 to 13 February 2018 (2 days, travel included), the aim of the mission is to meet with security, law enforcement and intelligence authorities and agencies;

- TERR, Berlin, Germany, 4 Members plus Chair, from 15 to 16 February 2018 (2 days, travel included);

- TERR, Madrid, Spain, 4 Members plus Chair, from 5 to 6 April 2018 (2 days, travel included);

- TERR, Catania, Italy, 4 Members plus Chair, from 7 to 9 May 2018 (3 days, travel included);

- recalled the decision of the Bureau of 15 May 2017 that committee travel to the United Kingdom should be suspended until further notice;
• recalled that, under the relevant Rules, each committee may be authorised to send up to half of its Members, with a minimum quota of 25 Members, on mission in any one year; and recall that the practice is to allocate this minimum quota to temporary committees for their first year and pro rata temporis when their mandate is prolonged;

• noted that, in addition to the above-mentioned four missions, TERR requests authorisation for sending nine members (plus Chair) to Paris, France, and nine members (plus Chair) to Europol and Eurojust in The Hague, The Netherlands, for one day missions, in December 2017 and that the total number of members requested to be sent on the six missions (34 members) would exceed the allocated travel quota;

• authorised, the four missions as requested, on the understanding that nine places are exceptionally added beyond the allocated travel quota;

    * * *

• noted that the overall cost for missions by committees outside Parliament's three places of work within the European Union, candidate and EEA countries for the period from January to June 2018 has been calculated at EUR 1 219 044.
14. **Request from the Special Committee on Terrorism (TERR) to send a mission to Eurojust and Europol, The Hague, The Netherlands, from 7 to 8 December 2017**

**Letter from Ms GRIESBECK, Chair of the Committee concerned**

The Bureau, without debate,

- took note of the letter dated 23 October 2017 from Ms GRIESBECK, Chair of the Special Committee on Terrorism (TERR), requesting authorisation to send a mission comprising 10 Members, including the Chair travelling out of quota, to Eurojust and Europol, in The Hague, Netherlands, from 7 to 8 December 2017 (PE 612.636/CPG, annex and financial statement);

- recalled that, under the relevant Rules, each committee may be authorised to send up to half of its Members, with a minimum quota of 25 Members, on mission in any one year;

- took note that the dates requested for the mission coincide with a day set aside for parliamentary committee and political group activities (Thursday) and a day without parliamentary activity (Friday);

- took note that interpretation into one language has been requested in accordance with Article 5 of the Code of conduct on multilingualism;

- took note of the favourable opinion issued by the Conference of Presidents at their meeting on 8 November 2017;

- authorised, exceptionally, the mission, as requested, following the positive recommendation by the Conference of Presidents.
15. **Request from the Special Committee on Terrorism (TERR) to send a mission to Paris, France, on 1 December 2017 - Letter from Ms GRIESBECK, Chair of the Committee concerned**

The **Bureau**, without debate,

- **took note** of the letter dated 23 October 2017 from Ms GRIESBECK, Chair of the Special Committee on Terrorism (TERR), requesting authorisation to send a mission to Paris, France, on 1 December 2017 comprising 10 Members, including the Chair travelling out of quota (PE 612.631/CPG, annex and financial statement);

- **recalled** that, under the relevant Rules, each committee may be authorised to send up to half of its Members, with a minimum quota of 25 Members, on mission in any one year;

- **took note** that the date requested for the mission coincides with a day without parliamentary activity (Friday);

- **took note** that interpretation into one language has been requested in accordance with Article 5 of the Code of conduct on multilingualism;

- **took note** of the favourable opinion issued by the Conference of Presidents at their meeting on 8 November 2017;

- **authorised**, exceptionally, the mission, as requested, following the positive recommendation by the Conference of Presidents.
Public Hearings

16. Programme of committee hearings for the first semester of 2018 - Letter from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs

The Bureau, without debate,

- took note of the letter dated 6 November 2017 from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs, submitting the draft programme of public hearings in parliamentary committees for the first half of 2018 (PE 612.701/BUR, annex and financial statement);

- recalled that the rules governing public hearings in parliamentary committees and subcommittees (hereafter ‘committees’) were last revised by the Bureau on 16 January 2017 and entered into force on 1 February 2017;

- recalled the main elements to be complied with by committees, according to the rules in force:

  - all committee hearings – and not only those entailing expenditure for Parliament – require prior authorisation by the Bureau, irrespective of the specific title chosen (hearing, mini-hearing, roundtable, etc.);

  - hearings must take place on Parliament’s premises during the ordinary meeting time of the organising committee(s);

  - the Conference of Committee Chairs is requested to submit by 31 October (for the first half of the following year) and by 30 April (for the second half of the year) a draft 6-month programme of hearings envisaged, accompanied by appropriate supporting documents, a financial statement and any available information (topic, justification, dates, number of guests);

  - for any hearings not included in the 6-month programme, specific individual authorisation must be requested to the Bureau at the latest four weeks prior to the scheduled date of the hearing, after having notified the
Conference of Committee Chairs, considering that such hearings could generate additional costs (e.g. interpretation, use of meeting rooms);

- in exceptional and urgent cases, the President may grant authorisation without submitting the request to the Bureau;

- each committee may hear a maximum of 16 guests each year and each subcommittee a maximum of 12 guests each year, whose travel and subsistence expenses will be covered by Parliament; beyond this ceiling and without a specific derogation granted by the Bureau, guests cannot be reimbursed;

- committees are required to submit to the President prior to the hearing the full programme, including the names and capacities of any invited experts/guests, and control the compliance of such experts/guests and the organisations they represent with the Transparency Register, in accordance with Article 7 of the applicable rules.

welcomed the procedure put in place by the Conference of Committee Chairs to allow committees to voice and resolve any potential conflicts of competence concerning the holding of hearings; called on the Conference of Committee Chairs to organise these procedures in such time as to allow it to meet the applicable deadlines for submitting the 6-month draft programme to the Bureau but also for forwarding any individual requests to the Bureau within the applicable four weeks deadline;

took note that Committees have demonstrated a good spirit of cooperation when elaborating their respective hearing programmes and that forms of cooperation related to hearings, such as participation or association, are envisaged; invited committees to indicate clearly in such cases how many and which experts will be deducted from the quota of each of the cooperating committees;

welcomed the fact that committees are committed to scheduling their hearings during committee weeks or on days foreseen for committee meetings;

stressed that committees, which were not able at this stage to submit the
necessary information (in particular to indicate the exact title of a hearing or to
give a proper description of the topic), must ask for an individual authorisation
to the Bureau at the latest four weeks prior to the date of the hearing; urged
committees to comply with this deadline and not to misuse the urgency
procedure by authorisation from the President;

- invited all committees and subcommittees to ensure that they stay within their
  maximum annual quota of sixteen and twelve paid guests respectively;

- approved the draft programme of committee hearings for the first half of 2018
  as submitted by the Chair of the Conference of Committee Chairs.
17. Request from the Conference of Committee Chairs to organise a hearing in the context of the European Citizens’ Initiative (ECI), on “Ban glyphosate and protect people and the environment from toxic pesticides” on 20 November 2017 in Brussels - Organising Committees: ENVI (lead), with AGRI, ITRE, PETI - Letter from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs

The Bureau, without debate,

- took note of the letter dated 23 October 2017 from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs, requesting the President to task the Committee on Environment, Public Health and Food safety (ENVI), as the lead committee, and the Committee on Agriculture and Rural Development (AGRI), the Committee on Industry, Research and Energy (ITRE) and the Committee on Petitions (PETI), as committees involved or associated, to organise a public hearing on “Ban glyphosate and protect people and the environment from toxic pesticides”, following a European Citizens’ Initiative, on 20 November 2017 in Brussels (PE 612.665/BUR and financial statement);

- took note that the European Citizens’ Initiative “Ban glyphosate and protect people and the environment from toxic pesticides” was officially submitted to the European Commission on 6 October 2017;

- took note that according to Article 11 of Regulation (EU) No 211/2011, a public hearing shall be organised at the European Parliament within three months of the reception of the initiative by the Commission;

- took note that, to that end, Rule 211 of the Rules of Procedure, stipulates that, when the Commission has published a citizens’ initiative in the relevant register, the President of the European Parliament, on a proposal from the Chair of the Conference of Committee Chairs, shall task a legislative committee responsible for the subject-matter with organising a public hearing;

- took note that the initiative could potentially come under the remit of several committees;
- **took note** that the Chair of the Conference of Committee Chairs proposes that the organising committees be ENVI Committee, as the lead committee, and the AGRI, ITRE and PETI Committees, as committees involved or associated;

- **recalled** that, under Article 2 of the rules on public hearings, for hearings on citizens’ initiatives, the committee responsible may hear a maximum of three guests and three organisers of the initiative, whose expenses will be covered by Parliament;

- **recalled** that guests heard by the committee responsible and organisers of the citizens’ initiative considered as guests are not counted towards the maximum number of guests a committee may hear per year;

- **authorised** the reimbursement of expenses of maximum three guests and three citizens’ initiative organisers, subject to the decision of the President to task the ENVI committee for the hearing under the conditions proposed in the letter, on the basis of Rule 211 of the Rules of Procedure,

- **invited** the ENVI Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme and the names and capacities of the invited guests.
18. **Request from the Committee on Civil Liberties, Justice and Home Affairs (LIBE) to organise a public hearing on “The situation in Hungary” on 7 December 2017, during a LIBE Committee meeting in Brussels** - Letter from Mr MORAES, Chair of the Committee concerned

The Bureau, without debate,

- **took note** of the letter dated 25 October 2017 from Mr MORAES, Chair of the Committee on Civil Liberties, Justice and Home Affairs (LIBE), requesting authorisation to hold a public hearing on ‘The situation in Hungary’, on 7 December 2017 in Brussels (PE 612.666/BUR and financial statement);

- **took note** that, as the requested hearing is not included in the programme of committees’ public hearings for the second half of 2017, approved by the Bureau on 15 May 2017, it requires a specific individual authorisation under Article 3(3) of the applicable Rules;

- **took note** that the LIBE Committee requests that a maximum of four experts be reimbursed out-of-quota, as this hearing is organised in the framework of the preparation of the report on the situation in Hungary, as instructed by the Plenary under Rule 83 of the Rules of Procedure;

- **took note** that a hearing on the situation of Fundamentals Rights in Hungary was held by the LIBE Committee on 27 February 2017;

- **took note** that the requested hearing is expected to take place on a date and time set aside for meetings of the LIBE Committee;

- **granted** the authorisation requested, on the understanding that a maximum of four experts will be reimbursed for this hearing, out-of-quota, as this hearing is organised in the framework of the preparation of the report on the situation in Hungary, as requested by Plenary;

- **invited** the LIBE Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme and, if
applicable, whether the invited guests comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.
19. **Request from the Committee on the Environment, Public Health and Food Safety (ENVI) to organise a public hearing on “the impact of the UK withdrawal from the EU on the environment, public health and food safety” to take place on 28 November 2017 in Brussels - Letter from Ms VĂLEAN, Chair of the Committee concerned**

The Bureau, without debate,

- **took note** of the letter dated 4 October 2017 from Ms VĂLEAN, Chair of the Committee on the Environment, Public Health and Food Safety (ENVI), requesting authorisation to hold a public hearing on “The impact of the UK withdrawal from the EU on the environment, public health and food safety”, on 28 November 2017 in Brussels (PE 612.667/BUR and financial statement);

- **took note** of the letter dated 26 October 2017 from Ms WIKSTRÖM, Chair of the Conference of Committee Chairs, providing competence clearance for this hearing and further explaining that following clarifications provided by the ENVI Committee the two initially foreseen hearings would be merged into one with the above mentioned title (PE 612.667/BUR/ANN.1);

- **took note** that, as the requested hearing is not included in the programme of committees’ public hearings for the second half of 2017, approved by the Bureau on 15 May 2017, it requires a specific individual authorisation under Article 3(3) of the applicable Rules;

- **took note** that the requested hearing is expected to take place on a date and time set aside for meetings of the ENVI Committee and that reimbursement of travel and subsistence expenses of any invited experts would be charged to the ENVI quota for 2017;

- **granted** the authorisation requested, on the understanding that the ENVI Committee will remain within its 2017 quota of sixteen paid guests, as, beyond this ceiling, guests cannot be reimbursed;

- **invited** the ENVI Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme and, if
applicable, whether the invited guests comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.
20. **Request from the Committee on Civil Liberties, Justice and Home Affairs (LIBE) to increase the LIBE annual quota of paid experts from 16 to 24 for hearings held in 2017** - Letter from Mr MORAES, Chair of the Committee concerned

The Bureau, with debate,

- took note of the letter dated 26 October 2017 from Mr MORAES, Chair of the Committee on Civil Liberties, Justice and Home Affairs (LIBE), requesting authorisation to increase the LIBE annual quota of paid experts from 16 to 24 for hearings held in 2017, i.e. an increase of 8 experts (PE 612.668/BUR, annex and financial statement);

- took note that, according to the LIBE Committee, the Committee is currently coping with a heavy workload and legislative activity and that 40 files under the ordinary legislative procedure are under examination;

- took note that the LIBE Committee’s annual quota of 16 paid experts for public hearings has already been fully used by 25 September;

- recalled that when the two 6-month programmes for committee hearings in 2017 were authorised by the Bureau it was explicitly indicated that committees should stay within the maximum quota of sixteen paid guests as beyond that ceiling experts would not be reimbursed;

- took note that all other committees have so far respected this ceiling, managing their work and resources accordingly;

- held an exchange of views with the participation of Ms GUILLAUME, Mr PAPADIMOULIS, Mr TELIČKA, Vice-Presidents, and Ms MORIN-CHARTIER, Quaestor, who highlighted the workload faced and the important legislative activity of the LIBE Committee noting that the additional experts requested might contribute to enhance the quality of the related legislative work produced by the LIBE Committee;

- took note that the cost of the requested increase would amount to EUR 10 000;
- authorised, exceptionally and without setting a precedent, the request from the LIBE Committee to have its quota of paid experts for hearings held in 2017 increased by a total of 8 experts, including the 4 experts authorised separately by the Bureau for the hearing on 'The situation in Hungary', which was planned to take place on 7 December 2017 in Brussels.
21. **Request from the Committee on Economic and Monetary Affairs (ECON) to organise a public hearing on the “Pan-European Personal Pension Product (PEPP)” to take place on 21 November 2017 in Brussels - Letter from Mr GUALTIERI, Chair of the Committee concerned**

The Bureau, without debate,

- took note of letter dated 27 October 2017 from Mr GUALTIERI, Chair of the Committee on Economic and Monetary Affairs (ECON), requesting authorisation to organise a public hearing on the “Pan-European Personal Pension Product (PEPP)” to take place on 21 November 2017 in Brussels (PE 612.699/BUR, annex and financial statement);

- took note that, as the requested hearing is not included in the programme of committees’ public hearings for the second half of 2017, approved by the Bureau on 15 May 2017, it requires a specific individual authorisation under Article 3(3) of the applicable Rules;

- took note that the requested hearing is expected to take place on a date and time set aside for meetings of the ECON Committee and that reimbursement of travel and subsistence expenses for any of the maximum five invited experts would be charged to the ECON quota for 2017;

- granted the authorisation requested, subject to a competence clearance from the Conference of Committee Chairs and on the understanding that the ECON Committee will remain within its 2017 quota of sixteen paid guests, as, beyond this ceiling, guests cannot be reimbursed;

- invited the ECON Committee, pursuant to Article 5 of the applicable Rules, to notify the President, prior to the hearing, of the final programme and, if applicable, whether the invited guests comply with the registration requirements of the Transparency Register, as required by Article 7 of the applicable Rules.
22. **Urgent matters and any other business**

22.1 **Functioning of protocol code during delegation visits**

The Bureau, with debate,

- heard Mr PAŞCU, Vice-President, enquire about the role of Vice-Presidents participating in interparliamentary delegations and particularly whether they were allowed, in their capacity as EP Vice-Presidents, to attend all protocol meetings of delegations which the chair of the delegation attended or whether they were simple members of the EP delegation;

- heard Mr KARSKI, Quaestor, concur that Mr CZARNECKI, Vice-President, had not been treated appropriately when he was participating as a Vice-President in an interparliamentary delegation, while he had been treated as a Vice-President when he had visited the Polish parliament;

- heard the President underline that Vice-Presidents remained Vice-Presidents when participating in interparliamentary delegations but they would not replace the chair of the delegation who had the main responsibility to represent and lead the delegation; thus the attendance of protocol meetings by Vice-Presidents participating in a delegation was a matter to be decided according to the protocol and the programme of the specific visit and/or meeting.

22.2 **Situation at Strasbourg Airport**

The Bureau, with debate,

- heard Mr KARSKI, Quaestor, who stated that the French authorities and Strasbourg airport use protectionist practices towards Air France and other airlines belonging to SkyTeam alliance that Air France is a member of, and impede access to this airport for other airlines, which in the opinion of the MEP is unacceptable. This type of action once again undermines the legitimacy of keeping the seat of the European Parliament in Strasbourg. Therefore, the French
authorities do not fulfil the obligation of providing proper transport connections between the seat of the European Parliament and Europe. Quaestor Karski requested to make an intervention in this regard;

- heard the President point out that Parliament, in cooperation with the city and region of Strasbourg, had already achieved improvements at Strasbourg airport and that work on further improvements was continuing; however, there was a limit to what Parliament could discuss with the local and regional authorities.
23. **Items for information**

The Bureau,

- noted the following documents:
  
  - Interinstitutional mail
  
  - External mail
  
  - Internal mail

- Decision - Complaint by a Member pursuant to Article 72(3) IMMS (PE 610.437/BUR/Decision).
24. **Date and place of next meeting**

The Bureau,

- decided to hold its next ordinary meeting of the Bureau will be held on **Monday, 11 December 2017**, from **18:30 to 20:30**, in **Room R1.1** in the **Louise WEISS Building** in **Strasbourg**.

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The meeting closed at 20.37 hours.

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