
BUREAU DECISION

OF 2 OCTOBER 2000

THE BUREAU,

- having regard to Rule 25(2) and (9) of the Rules of Procedure;
- having regard to the proposal of the Conference of Committee Chairs;
- having regard to the proposal of the Conference of Presidents of 10 April 2014;

HAS DECIDED

Article 1 – Principle

(1) Committees, subcommittees, committees of inquiry and temporary committees shall have the option of undertaking missions outside Parliament’s three places of work.

(2) All missions shall be undertaken in the exercise of the powers conferred on the committee concerned by Annex VI to the Rules of Procedure.

(3) This decision shall apply to missions within the territory of the European Union, to candidate countries and to countries of the European Economic Area.

Article 2 – Annual quota

(1) 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.

(2) Each subcommittee may be authorised to send up to half its members, with a minimum quota of 13 members, in any one year.

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2 The references to the Rules of Procedure are to the version in force during the eighth parliamentary term.

3 See also, on the subject of travel by committee rapporteurs, the Implementing provisions governing the work of delegations and missions outside the European Union, as adopted by the Conference of Presidents on 10 April 2014.

4 This paragraph was amended by the Bureau decision of 21 February 2005.
(3) Participation of the Chair in a mission of his or her committee or subcommittee shall be excluded from the calculation of the quotas laid down in paragraphs 1 and 2.

(4) Every two years, each committee shall be authorised to send, during the weeks set aside for external parliamentary activities and for no more than three days, a three-member mission to agencies for which it is principally responsible pursuant to Annex VI to the Rules of Procedure. Such missions shall not be included in the calculation of the quota referred to in Article 2(1).

(5) No travel may be undertaken in an election year in the period from 1 April to 30 September. The number of Members who may be authorised to travel during the remainder of the year shall be equal to half the annual quota of the committee concerned, divided fairly between the outgoing and the incoming committee.

**Article 3 – Membership of missions**

(1) A committee mission shall consist solely of full or substitute members of the committee concerned ('official members').

(2) Each committee shall have sole responsibility for determining the membership of its missions. In the event of a dispute, the committee shall use the rolling d’Hondt method for the relevant committee.

(3) If the committee mission is to deal with a specific subject, the committee shall ensure, as far as possible, that its members with expertise in the area concerned, including, in principle, its rapporteur, participate in the mission.

(4) No mission may comprise more than official 12 members.

**Article 4 – Accompanying Members**

(1) The following Members may accompany a committee mission travelling within the European Union only:

(a) Members elected in the Member State to which the mission travels,

(b) Members of the same committee not elected in the Member State to which the mission travels,

(c) Members of other committees the parliamentary work of whom is directly linked to the subject(s) to be dealt with by the mission concerned,

provided they receive prior authorisation from the committee concerned, whose decision shall take account of the political balance of the mission in question, and, in the case of the Members referred to in points (b) and (c), from the Bureau.

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5 In adopting this provision at its meeting of 14 November 2011, the Bureau decided that it laid down a non-transferable right to be enjoyed by the Committee or Subcommittee Chair alone.
(2) The number of accompanying Members may not exceed the number of official members of the mission.

(3) Accompanying Members shall not be included in the calculation of the quotas laid down in Article 2(1) and (2).

Article 5 – Practical and geographical scope

(1) In principle, committee missions shall be confined to the territory of the European Union.\(^6\)

(2) However, committees may decide to use all or part of their annual quota for missions to candidate countries\(^7\) as well as to countries belonging to the European Economic Area.

Article 6 – Calendar of missions

(1) The committees shall undertake missions during the weeks set aside for external parliamentary activities.

(2) The committees shall be required to obtain prior authorisation from the President of Parliament for any mission undertaken outside those weeks. If such an authorisation is granted, a limited language regime will be applied that may not exceed interpretation into one language.

Article 7 – Duration of missions

(1) In principle, the duration of missions may not exceed three days, including journey times.

(2) 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.

Article 8 – Travel authorisation

(1) Before 1 November for the first half of the following year and before 1 May for the second half of the year, the Conference of Committee Chairs shall submit a draft six-month programme of committee missions.

The draft six-month programme, and any individual or additional request for an additional mission as referred to in paragraph 3, shall be accompanied by the necessary supporting documents in the light of the criteria set out in Articles 1 and 5 of this decision.

(2) Subsequently, the Conference of Presidents shall deliver its opinion (no later than at the second Conference of Presidents meeting following submission of the draft six-month programme), which shall be followed by a final decision of the Bureau.

\(^6\) For the definition of the territory of the European Union, see Article 355 of the TFEU.

\(^7\) At its meeting of 13 January 2003, the Bureau decided, as a general rule, that travel by committee missions should not be authorised during election or referendum campaigns organised in the host candidate countries.
(3) Committees may decide not to use up their maximum travel quota when establishing the six-month programme and to set aside part of their quota in order to be able to add one or more missions during the year. Such committees may, after obtaining the opinion of the Conference of Presidents, request the Bureau to authorise such additional missions, provided that the annual quota by committee is complied with.

(4) Once a request to participate in a European Union delegation has been duly approved, the President of Parliament shall invite the Commission and Council to include Members representing Parliament in the delegation concerned.

Article 9 – Cooperation between committees and interparliamentary delegations

(1) If a committee plans to send a mission to a candidate or an EEA country, its chair shall, together with the chair of the interparliamentary delegation concerned, examine the possibility of the mission coinciding with a mission of the interparliamentary delegation, if that delegation is planning a mission to that country for the year in question. If not, the chair of the committee shall, after consulting the chair of the interparliamentary delegation and informing the partners of the country concerned, establish the programme for the committee’s mission. The chair of the interparliamentary delegation concerned, or a member of that delegation designated by the chair to represent it, may be invited to accompany the committee mission as an additional member outside the committee’s own quota.

(2) This procedure shall not apply to travel to a candidate or EEA country in order to attend an international meeting whose programme does not relate directly to the host country.

(3) During the preparation of an interparliamentary meeting or a mission, committee chairs shall, upon request, transmit by letter to the delegation chairs concerned, the political priorities as referred to in Article 5 of the Implementing provisions governing the work of delegations and missions outside the European Union.

(4) Joint meetings of parliamentary committees and interparliamentary delegations in Parliament’s places of work are strongly encouraged in order to:
- intensify cooperation and facilitate synergies on legislative or political files;
- make the best possible use of combined expertise on third countries provided by delegations, with particular expertise on horizontal issues dealt with in committees;
- ensure efficient use of time and other resources.
Article 10 – Prior information

Prior to each mission, the committee concerned shall forward to the President of Parliament the detailed programme thereof and any other relevant information.

Article 11 – Responsibilities of the members of committee missions

(1) The members of committee missions shall be required to cooperate with their chair in such a way as to ensure that their mission’s remit is properly fulfilled.

(2) Only members who are officially part of the mission shall have the right to speak at official meetings. In principle, and first and foremost, they shall put forward Parliament’s official position on the matter under discussion.

(3) If members outline a personal standpoint or a standpoint of their group, they shall indicate this clearly.

Article 12 – Relations with the press and third parties

(1) Press conferences and/or press releases concerning the mission’s activities shall be held and/or issued under the authority of the mission chair. Any such press releases shall reflect the positions set out in the resolutions adopted by Parliament.

(2) In dealings with third parties and the press, the mission chair may speak only on behalf of the mission, and not on behalf of Parliament.

Article 13 – Report on the outcome of the mission

(1) A report on the outcome of the mission shall be submitted to the committee concerned within one month after completion of the mission.

(2) A copy of that report shall be forwarded to the Conference of Committee Chairs, for information.

Article 14 – Financial arrangements for Members

(1) Where they have been authorised to travel, the official members of a mission, and those members only, shall be entitled to rely on the provisions of Articles 10 to 21 of the Implementing Measures for the Statute for Members of the European Parliament.

(2) Where they have been authorised to travel, accompanying Members, as referred to Article 4, shall be entitled to reimbursement of the expenses incurred, under Articles 10(1)(b) and 22 of the Implementing Measures referred to in paragraph 1, if the mission takes place outside their Member State of election, or under Articles 10(1)(c) and 23 of those Implementing Measures, if it takes place in their Member State of election.
Accompanying Members may only benefit from the facilities put at the disposal of the official members of the mission if that does not give rise to extra costs or organisational efforts.

**Article 15 – Assistance to committee missions**

(1) Committee missions travelling outside Parliament’s three places of work may be assisted only by political group secretariats, a secretariat from Parliament’s services consisting of not more than two persons – or, if the mission comprises 10 or more members, not more than three persons – and an interpretation service provided in accordance with Rules 25(9), 158 and 159 of the Rules of Procedure and the conditions laid down in the Code of Conduct on Multilingualism adopted by the Bureau, and in particular Article 5(1) thereof.

Members' assistants may neither participate nor accompany his/her Member in a committee mission travelling outside Parliament's three places of work.

(2) When forming official missions, committees shall be invited to take account of language requirements and their practical implications in terms of staffing.

(3) Where justified in the light of the programme, committee missions may have recourse to the services of a member of staff working at the Information Office in the country to be visited.

**Article 16 – Principles governing the security of committee missions outside Parliament's three places of work**

Security arrangements for committee missions outside Parliament's three places of work shall be consistent with the following principles:

(a) Guaranteeing the security of the mission and the persons accompanying it, as referred to in Articles 4 and 15, shall be regarded as a priority at all stages, i.e. when planning the mission, when seeking authorisation from the Bureau, during the mission and when the mission returns.

(b) Once a mission has been authorised, the chair shall, with the support of the secretariat, make all the arrangements necessary to guarantee the security of the mission and the persons accompanying it in accordance with Articles 4 and 15. The Institution shall assume all responsibility.

With that aim in view, a protocol on emergencies arising during official travel activities outside the three places of work, setting out the procedures to be followed before, during and after missions, is annexed to this decision.

**Article 17 – Entry into force**

This Decision, as last amended by the Bureau on 15 December 2014, shall enter into force on 1 January 2015.

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8 Changes made after 1 January 2007 will enter into force on the date on which they are adopted by the Bureau, unless the Bureau specifies a particular date.
ANNEX

PROTOCOL ON EMERGENCIES ARISING DURING OFFICIAL TRAVEL ACTIVITIES OUTSIDE THE THREE PLACES OF WORK

Article 1: Scope of the Protocol

The protocol shall concern all emergencies arising during:

(a) official travel, as defined in Article 10(1)(a), (2) and (2a) of the Implementing Measures for the Statute for Members (IMSM), outside the three places of work authorised by the President, the Conference of Presidents and/or the Bureau;

(b) official travel activities of the political groups of the European Parliament, if so requested by the political group concerned.

Article 2: Description of the emergencies covered by the Protocol

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

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

Article 3: Establishment of a crisis unit

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

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

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

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9 Including, by analogy, travel by Members authorised by the corresponding body of the ACP-EU Joint Parliamentary Assembly, in accordance with its rules.
(2) When Members undertake official travel, as defined in Article 1, unaccompanied by an official or other staff member of the Institution, the relevant administrative bodies shall ensure that they are on the list referred to above and that they receive details of how to call the hotline.

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

**Article 5: Raising emergency awareness**

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

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

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

**Article 6: Requests for authorisation**

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

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

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

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

(1) A risk assessment file outlining the political, crime-related and/or natural risks in the place or places to be visited, including:

- an overall analysis of the risks in the country or countries in question compiled using a wide range of sources of information, in particular the European institutions and/or international organisations;
- a specific and detailed analysis of the situation in the place or places to be visited, compiled using information from local representatives of the European institutions
and/or international organisations and the local, regional or national authorities of the country or countries concerned;

(2) Where necessary, the risk assessment file may be supplemented by specialist, including confidential, information gathered by Parliament's Security Directorate and its opinions on possible security measures to be taken.

(3) The risk assessment file shall include health recommendations drawn up by the Medical Service, if the situation so warrants.

(4) The file must also include the request for authorisation, as referred to in Article 6, addressed to the authority competent to authorise planned official travel to high-risk countries.

Article 8: Constitution of the operational/contingency file

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

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

Article 9: Forwarding of information

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

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

Article 10: Equipment required

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

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

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

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

(1) while seeking to preserve the health and safety of persons, take the immediate emergency measures required by the specific situation in the light of its nature and the place where the emergency arises, under the authority of the chair or of the Member heading the parliamentary delegation. In particular, if circumstances so warrant they shall seek the assistance of the national authorities, the Embassy of the European Union and/or the embassies and consulates of the Member States in the country concerned;

(2) contact as soon as possible the crisis unit set up within the Secretariat of the European Parliament, using the 24-hour hotline established for the purpose, using the means of communication available, or by sending an e-mail or fax to a dedicated address or number;

(3) act on the advice and instructions given by the crisis unit set up by the Secretary-General (Article 3 of the Protocol).

Article 12: Backing from the Institution

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

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

Article 13: Drafting of the emergency report

When an emergency arises, the crisis unit shall constantly keep the Office of the Secretary-General informed and shall draw up an emergency report on the situation so that the Secretary-General can pass on information to the political authorities concerned.
Article 14: Revision of the Protocol

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