

**IMPLEMENTING PROVISIONS GOVERNING THE WORK OF
DELEGATIONS AND MISSIONS OUTSIDE THE EUROPEAN UNION**

CONFERENCE OF PRESIDENTS DECISION

OF 29 OCTOBER 2015¹

THE CONFERENCE OF PRESIDENTS,

- having regard to Rule 212(5) of Parliament's Rules of Procedure pursuant to which the implementing provisions needed to enable the delegations to carry out their work are to be adopted by the Conference of Presidents on a proposal from the Conference of Delegation Chairs,
- having regard to a proposal from the Conference of Delegation Chairs dated 2 April 2014,
- having regard to the deliberations of the Conference of Presidents of 4 July 2013,
- having regard to Rules 22(4), 27(4), 27(7), 30(2) and (3), 212 and 214, and to Annex VI, Sections I, II and III, of Parliament's Rules of Procedure,

has adopted the following implementing provisions:

GENERAL PROVISIONS

Article 1
Scope

These implementing provisions govern the activities of standing inter-parliamentary delegations and missions outside the European Union within the framework of Parliament's Rules of Procedure and, where appropriate, the relevant Bureau decisions and international law instruments.

Article 2
Definitions

For the purpose of the application of these implementing provisions:

1. "standing inter-parliamentary delegation" means any
 - inter-parliamentary delegation (Rule 212),
 - delegation to one or more parliamentary cooperation committee(s)² (cf. Annex VI, Section I, last paragraph, to Parliament's Rules of Procedure and Parliament's decisions of 10 March 2004 and 14 September 2004), or

¹ Amending the decision of 10 April 2014, and incorporating updated references from December 2014 to ensure alignment with the Rules of Procedure and other relevant provisions and from September 2015 to Annex I to update the denominations of some inter-parliamentary delegations.

- delegation to a joint parliamentary committee³ (Rule 214) set up in accordance with Parliament's Rules of Procedure and, where appropriate, the relevant international law instruments, or;
 - delegation to a parliamentary assembly;
2. "delegation" means
- any kind of standing inter-parliamentary delegation, and
 - ad hoc delegations
3. "inter-parliamentary meeting" means any official meeting of a standing delegation with its counterparts from a third country or a non-EU international organisation.

Article 3
Principles governing delegation activities

(1) Delegations shall maintain and develop Parliament's international contacts and contribute to enhancing the role and visibility of the European Union in the world.

Accordingly, delegation activities shall, on the one hand, be aimed at maintaining and enhancing contacts with parliaments of States that are traditionally partners of the European Union and, on the other hand, contribute to promoting in third countries the values on which the European Union is founded, namely the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law (Article 6 of the Treaty on European Union).

(2) Parliament's international contacts shall be governed by the principles of public international law.

(3) Parliament's international contacts shall be aimed at fostering, wherever possible and appropriate, the parliamentary dimension of international relations.

(4) Delegations shall make a valuable contribution to the work of standing parliamentary committees by providing them with all relevant information resulting from the inter-parliamentary meeting, in the form of letters sent to the responsible committee.

(5) Delegations shall conduct their activities in close cooperation, coordination and interaction with the relevant bodies of the European Parliament, especially parliamentary committees responsible.

(6) Each delegation shall have an equal number of full and substitute members.

(7) Membership of the standing delegations covered by a multilateral assembly should in principle not exceed membership of the assembly itself.

Article 4
Powers of the inter-parliamentary delegations

² See list in Annex I and example in Annex III.

³ See list in Annex I and example in Annex II.

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

- the state of bilateral inter-parliamentary relations;
- human rights, the protection of minorities and the promotion of democratic values, in the general context of European Union policy in this area and in accordance with the positions adopted by Parliament;
- the state of bilateral political, economic, financial and social relations;
- the assessment of international agreements concluded between the European Union and third countries;
- the external aspects of Union policies on the internal market;
- democratic scrutiny of the implementation of the European Union's external funding instruments, including the assessment of the effectiveness, by virtue of their impact on the ground, of Union projects funded from the Union budget;
- the implementation of recommendations made in the course of election observation missions, in close cooperation with the parliamentary committees responsible. The standing inter-parliamentary delegations shall also make their expertise available to election observation missions.

Article 5
Political priorities

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

(2) Delegations should represent the Parliament's position as adopted in plenary, and take account of the position of the relevant competent committees. For their part, committees should duly take into consideration the contribution and external expertise of the relevant delegation.

(3) In response to an event of major political or legislative significance or in order to anticipate important political developments, the Conference of Presidents may authorise ad hoc missions on a case by case basis in order to react effectively to political developments in the relevant country or region as referred to in Article 21.

Article 6
Calendar of missions

(1) Any mission undertaken by a standing inter-parliamentary delegation to a third country or third countries pursuant to Article 8 shall take place, as a general principle, during the weeks set aside for external parliamentary activities in constituency weeks in Parliament's calendar, unless that is not

possible on account of the calendar of activities of their counterparts from a third country or a non-EU international organisation.

(2) Where possible, ad hoc delegations shall undertake missions during the weeks set aside for external parliamentary activities.

AUTHORISATION PRIOR TO INTER-PARLIAMENTARY MEETINGS AND WORK OF THE DELEGATIONS

Article 7

Principles of authorisation

(1) All inter-parliamentary meetings shall require prior authorisation from the Conference of Presidents, based on requests to be submitted in good time.

(2) All authorisations shall be duly motivated and based on a clear and specific mandate. Authorisations shall take account of Parliament's political positions as referred to in Article 5.

Article 8

Authorisation of ordinary activities

(1) Ordinary inter-parliamentary meetings shall be authorised by the Conference of Presidents in the form of a six-month programme covering all the standing inter-parliamentary delegations.

(2) The Conference of Delegation Chairs shall submit in good time a six-month draft programme.

That draft programme shall:

- set out the proposals for inter-parliamentary meetings submitted by the standing inter-parliamentary delegations;
- be drawn up on the basis of the political priorities and the work programmes of the parliamentary committees responsible referred to in Article 5;
- be drawn up in the light of all external missions by the various bodies of the European Parliament for the period concerned, including the priorities established by the Conference of Committee Chairs;
- contain clear and specific objectives for the delegation;
- take account of the constraints of the calendar of missions referred to in Article 6;
- require final authorisation for each delegation mission to be based on an issue-oriented agenda;

(3) Each standing inter-parliamentary delegation may hold one inter-parliamentary meeting per year, unless otherwise stipulated in international agreements.

It should be based on an issue oriented agenda. As a general rule, inter-parliamentary meetings shall be held alternately in one of Parliament's places of work and in the third country/countries concerned.

(4) Any standing inter-parliamentary delegation responsible for more than one country can hold inter-parliamentary meetings in more than one of its countries per year; the authorisation procedure set out in Article 8 shall apply mutatis mutandis.

(5) In order to enable joint parliamentary committees, parliamentary cooperation committees and delegations to parliamentary assemblies to carry out the tasks conferred on them by binding international law instruments, Parliament's delegations to such committees and parliamentary assemblies shall be authorised to send a set number of members and organise their work in accordance with the relevant international law instrument.

(6) Calculated over a period of two calendar years, the total number of members allowed to participate in standing inter-parliamentary delegation missions to the third country concerned shall not exceed 50% of the total number of full members of the standing delegation concerned. For inter-parliamentary delegations responsible for more than one country, the total number of members allowed to participate in standing inter-parliamentary delegation missions to third countries concerned shall not exceed 75% of the total number of full members of the standing delegation concerned. Each parliamentary term shall thus consist of two periods of two calendar years.

The Delegation for relations with the NATO Parliamentary Assembly shall likewise be authorised to send a number of members determined in accordance with the rules of that Assembly.

The six-month programme for an election year shall not include inter-parliamentary meetings in third countries in the period from 1 May to 30 September of that year. The six-month programme shall take due account of the specificities of the election year. The quotas applicable during an election year shall be equivalent to half the quotas for the reference period, divided equally among the two six-month periods.

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

Article 9

Meetings of the standing inter-parliamentary delegations and of their Bureaux

(1) Standing inter-parliamentary delegations shall hold regular meetings to consider the situation in and matters relating to the third country/countries concerned in one of Parliament's places of work with a view to performing the tasks referred to in Article 4.

(2) These meetings shall be organised in close cooperation with the parliamentary committees responsible in order to ensure maximum coordination and coherence and, as far as possible, in such a way as not to coincide with meetings of those bodies, so that their rapporteurs and other members can take part in the discussions.

(3) External meetings of delegations as well as their bureaux shall, in principle, be held on the margins of the plenary sessions of the relevant multilateral assembly where applicable.

(4) Bureaux of multilateral assemblies shall meet on the margins of their plenary sessions or via videoconferences.

Article 10
Duration of missions

- (1) In principle, the duration of the missions may not exceed five days, including travel time.
- (2) If delegations responsible for more than one country are visiting more than one of its countries, or if links to the destination are poor, the delegation may exceptionally be granted up to two days additional time, when duly justified.

Article 11
Members' duty to contribute to their delegation's work

- (1) Members shall take an active part in:
 - (a) meetings of the standing inter-parliamentary delegations;
 - (b) the inter-parliamentary meetings organised when delegations from third countries visit Parliament at one of its places of work;
 - (c) the whole of the programme agreed on with the host parliament/s or country/countries when a delegation carries out an external mission to that country/those countries.
- (2) An official attendance register shall be presented to members for each working session. It shall be attached to the minutes of the meetings of standing inter-parliamentary delegations and to the political conclusions and findings drawn up by delegation chairs after inter-parliamentary meetings.

Article 12
Nominative authorisations to travel

- (1) Full members of standing inter-parliamentary delegations shall be entitled to participate in inter-parliamentary meetings outside Parliament's places of work. If a full member is unable to travel, he or she may be replaced by one of the permanent substitute members or, if the substitute member is not available, by a member of the inter-parliamentary assembly covering this delegation, nominated by the political group to which the full member belongs.
- (2) The chair of the delegation shall, as far as possible in agreement with the members of the bureau of the delegation, the political groups and the non-attached Members represented on the delegation, decide which members are entitled to participate in missions outside Parliament's places of work.

In the event of disagreement, the chair shall decide which members are authorised to travel, taking account of the attendance of delegation members and permanent substitutes at previous meetings of the standing inter-parliamentary delegations and inter-parliamentary meetings.

- (3) The current committee rapporteur(s) shall be systematically invited to participate in a delegation travelling on mission outside Parliament's places of work, provided that this is justified by the agenda of the inter-parliamentary meeting concerned.

CONDUCT AT INTER-PARLIAMENTARY MEETINGS

Article 13

Composition of official Parliament delegations on mission

- (1) Delegations shall be composed exclusively of Members authorised pursuant to Article 12 and may be accompanied by:
- (a) officials of Parliament's Secretariat whose names are included in the establishment plan drawn up by the competent Directorates-General and approved by their Director-General;
 - (b) members of staff of each of the political groups represented on the delegation, whose names must be officially notified to Parliament's Secretariat.
- (2) No other person, including Members' assistants, may be a member of or accompany a delegation.
- (3) Representatives and officials of other Community institutions and Community agencies may, with the agreement of the chair, take part in the work of delegations.

Article 14

Conduct of delegation members

Delegation members shall abide by the following principles:

- (a) information documents drawn up on behalf of delegations and statements made by the speakers appointed by the delegations to speak on various items on the agenda of a meeting must represent the views and positions adopted by Parliament in its resolutions;
- (b) where members adopt a personal position or a position on behalf of their group, they shall make this clear;
- (c) members shall cooperate fully with the chair in fulfilling the terms of the delegation's remit, particularly when the delegation is meeting outside the European Union.

Article 15

Joint statements and relations with the press

- (1) In the case of standing inter-parliamentary delegations, only the chair may take part in press conferences or issue press statements about the activities of the delegation or sign bilateral statements jointly with the chair of the partner delegation. Such statements may not contradict the views expressed in resolutions adopted by Parliament.
- (2) Joint parliamentary committees and parliamentary cooperation committees may issue recommendations pursuant to the second subparagraph of Rule 214(1) of the Rules of Procedure.

(3) In their dealings with third parties and the press, delegation chairs shall not be authorised to speak for Parliament, but only for the delegation in question.

Article 16

Powers conferred on chairs of delegations to deal with serious, unforeseeable and unavoidable events

Should serious, unforeseeable and unavoidable events occur, the chairs of the delegations concerned (or their representatives) shall be authorised to take all the measures necessary to guarantee the safety of the delegation and those accompanying it pursuant to Article 13 and, if necessary, ensure that they are repatriated as soon as possible, it being understood that the chairs or their representatives shall liaise with the competent services of Parliament's Secretariat without delay.

SECURITY OF DELEGATIONS IN THIRD COUNTRIES

Article 17

Principles governing the security of Parliament delegations in third countries

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

(a) Guaranteeing the security of the delegation and the persons accompanying it, as referred to in Article 13, must be regarded as a priority at all stages, i.e. when planning the mission, when seeking authorisation from the Conference of Presidents, during the mission and when the delegation returns.

(b) Once a delegation mission has been authorised, the chair shall, with the support of the secretariat, make all the arrangements necessary to guarantee the security of the delegation and the persons accompanying it in accordance with Article 13. 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 attached to these implementing provisions as Annex IV.

THE RELATIONS OF STANDING INTER-PARLIAMENTARY DELEGATIONS WITH OTHER PARLIAMENTARY BODIES

Article 18

Responsibilities of chairs after inter-parliamentary meetings

(1) Chairs of delegations shall, in principle within one month after an inter-parliamentary meeting, send to the chairs of the Committee on Foreign Affairs, the Committee on Development and any other committee or subcommittee concerned, a report on the results of the meeting, supplemented where necessary with an oral statement to those committees. Such reports may contain proposals on follow-up action considered appropriate by the delegation.

(2) At the invitation of the Conference of Presidents, delegation chairs may make a statement to the Plenary on the outcome of an inter-parliamentary meeting.

Article 19

Cooperation between parliamentary committees and standing inter-parliamentary delegations

(1) During the preparation of an inter-parliamentary meeting or a mission, committee chairs shall, upon request, transmit by letter to the delegation chairs concerned, the political positions as referred to in Article 5.

(2) Chairs of delegations shall, in principle within one month after an inter-parliamentary meeting, send to the chairs of the Committee on Foreign Affairs, the Committee on Development and any other committee or sub-committee concerned, a report on the results of the meeting, supplemented where necessary with an oral statement to those committees. Such reports shall contain proposals on follow-up action considered appropriate by the delegation, as well as input to the legislative process where applicable.

(3) At the invitation of the Conference of Presidents, delegation chairs may make a statement to the Plenary on the outcome of an inter-parliamentary meeting.

(4) Pursuant to Annex VI, Sections I, II and III, to the Parliament's Rules of Procedure, the Committee on Foreign Affairs and the Committee on Development shall coordinate the work of the standing inter-parliamentary delegations falling within their respective remits, and the Committee in International Trade shall liaise with the relevant standing inter-parliamentary delegations for economic and trade aspects of relations with third countries.

(5) Joint meetings of parliamentary committees and delegations in Parliament's places of work are strongly encouraged in order to:

- intensify cooperation and facilitate synergies on legislative or political files;
- to 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 20

The Conference of Delegation Chairs

(1) The Conference of Delegation Chairs provided for in Rule 30 of Parliament's Rules of Procedure shall regularly consider all matters concerning the proper functioning of standing delegations.

(2) The chairs of the Committee on Foreign Affairs, the Committee on Development and the Committee on International Trade shall participate as of right in the work of the Conference of Delegation Chairs.

(3) The Conference of Delegation Chairs shall prepare a draft six-month programme of inter-parliamentary meetings and delegations to multilateral assemblies which shall respect the calendar of missions laid down in Article 6 and the criteria set out in Article 8, and shall be submitted to the

Conference of Presidents for approval in good time before the beginning of the six-month period to which it relates.

OTHER DELEGATIONS

Article 21 *Ad hoc delegations*

(1) In response to an unforeseen event of major political or legislative significance, the Conference of Presidents may, on a duly motivated proposal from a political group, the Committee on Foreign Affairs, the Committee on Development or the Committee on International Trade, authorise the sending of an ad hoc delegation, specifying the objectives, the remit, the expected outcome and the period for which it is to be constituted. Ad hoc delegations shall, as a rule, be made up of seven members appointed in addition to nominees pursuant to Article 12(3) by the political groups in accordance with the rolling d'Hondt system, which shall also apply to the non-attached Members. In extraordinary circumstances and on duly substantiated political grounds, the Conference of Presidents may authorise the sending of an ad hoc delegation with more or fewer than seven members. Ad hoc delegations when relevant shall elect their chair prior to their departure.

- Where an ad hoc delegation's remit relates to a country or region already covered by one or other of the standing delegations, the members of the ad hoc delegation shall, where possible, be drawn from those delegations when relevant and from the committees concerned.

- Ad hoc delegations may include the chair of any standing delegation concerned. Where a parliamentary committee has appointed a rapporteur for the country or subject concerned, he or she shall also be included in the ad hoc delegation. Where such a chair (or rapporteur) belongs to a political group which did not receive a place on the ad hoc delegation under the rolling d'Hondt system, the corresponding number of places shall automatically be added at the request of the political group concerned and subsequently included in the rolling d'Hondt system. Such automatic addition shall be implemented by the coordinating political group, without any need for a further decision of the Conference of Presidents.

Pursuant to Annex VI, Sections I, II and III to Parliament's Rules of Procedure, the Committee on Foreign Affairs and the Committee on Development shall coordinate the work of the ad hoc delegations falling within their respective remits and the Committee on International Trade shall liaise with the relevant ad hoc delegations for economic and trade aspects of relations with third countries.

(2) Parliamentary committees may also submit duly justified requests to the Conference of Presidents to send an ad hoc delegation to:

- international conferences;
- international organisations for which they are responsible according to Annex VI of the Rules of Procedure;
- third countries to meet specialised counterparts on specific issues linked to the ongoing legislative or scrutiny agenda provided that such delegations:
 - deal with a topic which falls within the sphere of responsibility of the committee concerned;
 - are highly relevant to the future development of European policy or legislation in the area concerned;

- enable the members of the delegation to be fully involved in the programme, taking account of the institutional rules in force;
- participating members come from the committees concerned.

(3) Articles 9, 11, 12(1) and (2), 13, 14, 15(1) and (3), 16 and 17 shall apply by analogy.

(4) After completion of an ad hoc mission, the chair shall submit a written report to the Conference of Presidents and to the committee(s) concerned, where relevant, detailing the extent to which the objectives of the mission have been met and shall, if necessary, make an oral statement to the committee/committees concerned.

COMMON AND FINAL PROVISIONS

Article 22

Interpretation and translation

(1) The provisions of the Code of Conduct on Multilingualism, adopted by the Bureau on 16 June 2014, shall apply to meetings of delegations.

(2) The languages of the countries applying for accession shall be deemed to be official languages of the European Union for the purposes of the application of these implementing provisions.

(3) Documents shall be translated into no more than three official languages as selected by the delegation concerned.

(4) Derogations from these provisions may be requested from the President of Parliament. The President's decision shall be final.

Article 23

Travel and expenses

Members shall be entitled to business-class air travel and shall be reimbursed on production of their ticket. For reimbursement of other expenses and daily allowances, the system applied for plenary missions shall apply mutatis mutandis.

Article 24

Statistics

In order to enable the Conference of Presidents to effectively monitor and evaluate delegation activities, the relevant services of Parliament's Secretariat shall submit by 1 February of each year a report with statistics on Members' travel activities authorised under these implementing provisions and taking place in the preceding calendar year. Those statistics shall include, in addition to specific requests made by the political groups, the number and types of mission, the number of Members participating in each mission and a breakdown of the composition of each mission by political group.

Article 25

Repeal of previous provisions – entry into force

- (1) This Decision shall replace the Decision on the implementing provisions governing the work of delegations adopted by the Conference of Presidents on 21 September 2006, as amended.
- (2) This Decision, as last amended, shall enter into force on the date of its adoption, except for the amendments to Article 10 which shall enter into force on 1 January 2016.

ANNEX I

List of standing inter-parliamentary delegations and their numerical strength³

(a) Europe, Western Balkans and Turkey

Delegation to the EU-Former Yugoslav Republic of Macedonia Joint Parliamentary Committee: 13 Members

Delegation to the EU-Turkey Joint Parliamentary Committee: 25 Members

Delegation for relations with Switzerland and Norway and to the EU-Iceland Joint Parliamentary Committee and the European Economic Area (EEA) Joint Parliamentary Committee: 17 Members

Delegation to the EU-Serbia Stabilisation and Association Parliamentary Committee: 15 Members

Delegation to the EU-Albania Stabilisation and Association Parliamentary Committee: 14 Members

Delegation to the EU-Montenegro Stabilisation and Association Parliamentary Committee: 14 Members

Delegation for relations with Bosnia and Herzegovina, and Kosovo: 13 Members⁴

(b) Russia and the Eastern Partnership states

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

Delegation to the EU-Ukraine Parliamentary Association Committee: 16⁵ Members

Delegation to the EU-Moldova Parliamentary Association Committee: 14⁶ Members

Delegation for relations with Belarus: 12 Members

Delegation to the EU-Armenia and EU-Azerbaijan Parliamentary Cooperation Committees and to the EU-Georgia Parliamentary Association Committee: 18 Members⁷

(c) Maghreb, Mashreq, Israel and Palestine

Delegations for relations with:

– Israel: 18 Members

– Palestine: 18 Members⁸

– the Maghreb countries and the Arab Maghreb Union: 18 Members

– the Mashreq countries: 18 Members

(d) The Arab Peninsula, Iraq and Iran

³European Parliament decision of 16 July 2014 on the numerical strength of the inter-parliamentary delegations (P8_TA(2014)0005).

⁴ *This delegation is tasked with ensuring political dialogue at parliamentary level between the EU and Bosnia and Herzegovina, in line with previous practice for similar cases in the region (decision of the Conference of Presidents of 2 July 2015 following the entry into force of the EU-Bosnia Stabilisation and Association Agreement on 1 June 2015).*

⁵ Denomination updated following the signature of the EU-Ukraine Association Agreement (OJ L 161, 29.5.2014, p. 3), which is being provisionally partially applied since 1 November 2014, replacing the EU-Ukraine Partnership and Cooperation Agreement.

⁶ Denomination updated following the signature of the EU-Moldova Association Agreement (OJ L 260, 30.8.2014, p. 4), which is being provisionally partially applied since 1 September 2014, replacing the EU-Moldova Partnership and Cooperation Agreement.

⁷ Denomination updated following the signature of the EU-Georgia Association Agreement (OJ L 261, 30.8.2014, p. 4), which is being provisionally partially applied since 1 September 2014, replacing the EU-Georgia Partnership and Cooperation Agreement; *the delegation to the EU-Georgia Parliamentary Association Committee is set up as a special neutralised delegation, within the framework of the existing Delegation (decision of the Conference of Presidents of 8 January 2015).*

⁸ European Parliament decision of 9 September 2015 on the denomination of an inter-parliamentary delegation (P8_TA-(2015)0297).

Delegations for relations with:

- the Arab Peninsula: 15 Members
- Iraq: 8 Members
- Iran: 12 Members

(e) The Americas

Delegations for relations with:

- the United States: 58 Members
- Canada: 16 Members
- the Federative Republic of Brazil: 14 Members
- the countries of Central America: 15 Members
- the countries of the Andean Community: 12 Members
- Mercosur: 19 Members

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

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

Delegation to the Cariforum-EU Parliamentary Committee: 15 Members

(f) Asia/Pacific

Delegations for relations with:

- Japan: 24 Members
- the People's Republic of China: 37 Members
- India: 24 Members
- Afghanistan: 8 Members
- the countries of South Asia: 15 Members
- the countries of Southeast Asia and the Association of Southeast Asian Nations (ASEAN): 26 Members
- the Korean Peninsula: 12 Members
- Australia and New Zealand: 12 Members

Delegation to the EU-Kazakhstan, EU-Kyrgyzstan, EU-Uzbekistan and EU-Tajikistan

Parliamentary Cooperation Committees, and for relations with Turkmenistan and Mongolia: 19 Members

(g) Africa

Delegations for relations with:

- South Africa: 16 Members
- the Pan-African Parliament: 12 Members

(h) Multilateral assemblies

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

Delegation to the Parliamentary Assembly of the Union for the Mediterranean: 49 Members

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

Delegation to the Euronest Parliamentary Assembly: 60 Members

Delegation for relations with the NATO Parliamentary Assembly: 10 Members

ANNEX II

Example of a Joint Parliamentary Committee

Agreement establishing an association between the European Community and its Member States, of the one part, and the Republic of Chile, of the other part - Final act

Official Journal L 352 , 30/12/2002 P. 3 - 1450

Article 9

Association Parliamentary Committee

1. An Association Parliamentary Committee is hereby established. It shall be a forum for members of the European Parliament and the Chilean National Congress (Congreso Nacional de Chile) to meet and exchange views. It shall meet at intervals which it shall itself determine.
2. The Association Parliamentary Committee shall consist of members of the European Parliament, on the one hand, and of members of the Chilean National Congress (Congreso Nacional de Chile), on the other.
3. The Association Parliamentary Committee shall establish its rules of procedure.
4. The Association Parliamentary Committee shall be chaired in turn by a representative of the European Parliament and a representative of the Chilean National Congress (Congreso Nacional de Chile), in accordance with the provisions to be laid down in its rules of procedure.
5. The Association Parliamentary Committee may request of the Association Council relevant information regarding the implementation of this Agreement, and the Association Council shall supply the Committee with the requested information.
6. The Association Parliamentary Committee shall be informed of the decisions and recommendations of the Association Council.
7. The Association Parliamentary Committee may make recommendations to the Association Council.

ANNEX III

Example of a Parliamentary Cooperation Committee

Agreement on partnership and cooperation establishing a partnership between the European Communities and their Member States, of one part, and the Russian Federation, of the other part - Protocol 1 on the establishment of a coal and steel contact group - Protocol 2 on mutual administrative assistance for the correct application of customs legislation - Final Act - Exchanges of letters - Minutes of signing

Official Journal L 327 , 28/11/1997 P. 3 - 69

Article 95

A Parliamentary Cooperation Committee is hereby established. It shall meet at intervals which it shall itself determine.

Article 96

1. The Parliamentary Cooperation Committee shall consist of members of the European Parliament, on the one hand, and of members of the Federal Assembly of the Russian Federation, on the other.
2. The Parliamentary Cooperation Committee shall establish its rules of procedure.
3. The Parliamentary Cooperation Committee shall be presided over in turn by a member of the European Parliament and a member of the Federal Assembly of the Russian Federation respectively, in accordance with the provisions to be laid down in its rules of procedure.

Article 97

The Parliamentary Cooperation Committee may request relevant information regarding the implementation of this Agreement from the Cooperation Council, which shall then supply the Committee with the requested information.

The Parliamentary Cooperation Committee shall be informed of the recommendations of the Cooperation Council.

The Parliamentary Cooperation Committee may make recommendations to the Cooperation Council.

ANNEX IV

PROTOCOL ON EMERGENCIES ARISING DURING OFFICIAL TRAVEL ACTIVITIES OUTSIDE THE THREE PLACES OF WORK⁹

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.

(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.

⁹ Including, by analogy, travel by Members authorised by the corresponding body of the ACP-EU Joint Parliamentary Assembly, in accordance with its rules.

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

Article 5: Raising emergency awareness

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

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

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

Article 6: Requests for authorisation

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

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