

#### 2.1.4.

## **IMPLEMENTING MEASURES FOR THE CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN PARLIAMENT REGARDING INTEGRITY AND TRANSPARENCY**

**BUREAU DECISION**

**OF 16 OCTOBER 2023**

### **Chapters:**

1. Declarations of private interests
2. Declarations of assets
3. Declarations on awareness of conflicts of interest
4. Gifts received in an official capacity
5. Invitations to events organised by third parties
6. Publication of meetings
7. Compliance Monitoring
8. Training for Members
9. Final provisions

THE BUREAU OF THE EUROPEAN PARLIAMENT,

Having regard to Annex I to the Rules of Procedure of the European Parliament (hereinafter the "Code of Conduct"), and in particular Article 9<sup>1</sup> thereof,

Whereas:

- (1) Parliament is committed to the integrity, independence and accountability of the institution and its elected Members and has strengthened its Code of Conduct for Members of the European Parliament;
- (2) It is the Bureau's responsibility to lay down implementing measures for the Code of Conduct, determining the procedures whereby Members comply with their obligations in this field;
- (3) Provision should be made in particular regarding the scope and forms of declarations on conflicts of interest and private interests, declarations of assets, notifications of gifts received in an official capacity, declarations of attendance at events when Members' costs are fully or partly covered by a third party and publication of meetings;
- (4) Training for Members and a procedure to monitor compliance with the rules should be established to effectively achieve the defined objectives, by raising awareness and allowing any inconsistencies to be addressed;

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<sup>1</sup> Article 12 following the entry into force of the revised Code of Conduct on 1 November 2023

- (5) The Advisory Committee on the Conduct of Members, in addition to giving guidance to Members on the interpretation of the Code of Conduct and its Implementing Measures and assessing alleged breaches thereof at the request of the President, is competent to raise Members' awareness of their obligations, check Members' compliance with these rules and signal to the President any possible inconsistencies where these have not been able to be addressed with the Member concerned.

HAS ADOPTED THESE IMPLEMENTING MEASURES:

## **Chapter 1**

### **DECLARATION OF PRIVATE INTERESTS**

#### *Article 1 Declaration*

The declaration of private interests pursuant to Article 4 of the Code of Conduct shall be submitted in the e-Portal for Members, by using the e-form in Annex I. The information included in the declaration is to be provided in a detailed and precise manner.

## **Chapter 2**

### **DECLARATION OF ASSETS**

#### *Article 2 Deadline and scope*

1. Members shall submit to the President, by the end of the first part-session after elections to the European Parliament (or within 30 calendar days of taking up office with the Parliament in the course of a parliamentary term), a declaration of assets.
2. Members shall also submit such a declaration by the end of their term of office.
3. By way of exception, Members shall not submit a new declaration provided that the Member submitted a declaration at the end of the legislative term and they are elected for a new mandate in the consecutive legislative term.
4. Declarations shall be archived in the format specified in Article 3(2) and be made accessible only to the relevant law enforcement and judicial authorities, on receipt of a duly substantiated request addressed to the President, as part of legal proceedings linked to ongoing investigations involving the Member concerned.

Declarations shall be kept for the duration of the legislative term following the declaration at the end of mandate and one additional year.

*Article 3*  
*Declaration*

1. The declaration shall contain the following information:
  - (a) assets including:
    - land, buildings and other immovable property where the estimated value exceeds EUR 5 000;
    - financial instruments (such as shares, bonds, stock options or investment funds), where the estimated value exceeds EUR 5 000;
    - bank accounts outside the European Union containing more than EUR 5 000; and
    - any other assets the Member wishes to declare.
  - (b) liabilities such as loans whose amount or value exceed EUR 5 000.
2. The declaration shall be made by using the paper form in Annex II and submitted in a sealed envelope.
3. By way of exception to paragraph 2, Members may submit a signed copy of their declaration of assets as given to their national authorities according to national law, provided that the information included in such declaration contains, as a minimum, the elements set out in paragraph 1.

**Chapter 3**

**DECLARATIONS ON AWARENESS OF CONFLICTS OF INTEREST**

*Article 4*

*Declaration for office holders (Vice-President, Quaestor, Chair or Vice-Chair of a committee or a delegation)*

1. A declaration pursuant to Article 3(4) of the Code of Conduct shall contain following information:
  - (a) the capacity in which the Member is making the declaration;
  - (b) the relevant parliamentary committee or delegation when the declaration is submitted as committee or delegation Chair or Vice-Chair;
  - (c) the Member's awareness - or non-awareness - of having a conflict of interest in relation to his or her responsibilities as office holder;
  - (d) where appropriate, a description of the conflict of interest, including the direct or indirect private interest at stake and the extent to which it could improperly influence the exercise of the Member's mandate in the public interest.

2. Members shall submit their declaration pursuant to paragraph 1 before taking up their office.
3. When a conflict of interest arises during the exercise of the Member's office, the Member shall submit a new declaration within 15 calendar days from becoming aware of it and inform the parliamentary body concerned, by writing to the President or the respective Chair.
4. The declaration shall be made in the e-Portal for Members, by using the e-form in Annex III.
5. The declaration shall be published on the Member's online page on Parliament's website in an easily accessible manner.

#### *Article 5*

#### *Declarations by Members proposed as rapporteur, shadow-rapporteur or as participant in an official delegation or in interinstitutional negotiations*

1. A declaration pursuant to Article 3(5) of the Code of Conduct shall contain following information:
  - (a) the capacity in which the Member is making the declaration;
  - (b) the relevant parliamentary committee or delegation when the declaration is submitted as rapporteur, shadow rapporteur or rapporteur and shadow rapporteur for opinion;
  - (c) the parliamentary procedure concerned when the declaration is submitted as rapporteur, shadow rapporteur or rapporteur and shadow rapporteur for opinion;
  - (d) the place and the type of mission for participants in official delegations;
  - (e) the subject matter and, if applicable, the parliamentary procedure concerned for participants in interinstitutional negotiations;
  - (f) the Member's awareness - or non-awareness - of having a conflict of interest in relation to the report or opinion or the delegation or negotiations declared;
  - (g) where appropriate, a description of the conflict of interest, including the direct or indirect private interest at stake and the extent to which it could improperly influence the exercise of the Member's mandate in the public interest.
2. Members shall submit their declaration pursuant to paragraph 1 before being appointed as rapporteur or designated as shadow rapporteur or participant in an official delegation or in interinstitutional negotiations.
3. Article 4(4) and (5) shall apply mutatis mutandis.

## Chapter 4

### GIFTS RECEIVED IN AN OFFICIAL CAPACITY

#### *Article 6 Definitions and scope*

1. For the purposes of Article 6(2) of the Code of Conduct:
  - (a) a "gift" shall mean any distinct material object(s) consisting of one or more parts;
  - (b) a Member represents Parliament in an official capacity if he or she:
    - is acting as Officer according to Rule 19 of the Rules of Procedure; or
    - is representing Parliament, on behalf of the President pursuant to Rule 22(4) of the Rules of Procedure in international relations or on ceremonial occasions; or
    - is representing Parliament, a committee or an interparliamentary delegation on an official mission.
2. This Chapter shall also apply to a Member exercising an office in a political group, assimilated to the functions mentioned under paragraph 1(b), first subparagraph, when the political group has committed to be bound by these rules.

#### *Article 7 Notification and handover of gifts by Members*

1. Any Member representing Parliament in an official capacity in accordance with Article 6 shall submit a notification within 60 calendar days of any gift received under Article 6(2) of the Code of Conduct. These gifts become property of Parliament upon acceptance. In cases of doubt, the Member may submit the gift for an estimation of its value by the competent service, which may if necessary have recourse to an independent expert.
2. The notification shall contain following information:
  - (a) the official capacity in which the Member received the gift;
  - (b) identification of the donor of the gift;
  - (c) a short description of the gift;
  - (d) the date of its receipt.
3. The notification shall be made in the e-Portal for Members, by using the e-form in Annex IV.

4. The competent service shall inform the Member of the place where the gift is to be handed over in compliance with the Members' obligation under Article 6(2) of the Code of Conduct.
5. Whenever a Member who has accepted a gift in good faith becomes aware that its value exceeds the threshold laid down in Article 6(1) of the Code of Conduct and is unable, for reasons of courtesy, to return the gift to the donor, he or she shall make a notification in accordance with this Article, and shall hand over the gift to the competent service.

*Article 8*  
*Storage and display of gifts*

1. Gifts which are the property of Parliament shall be stored on Parliament's premises and administered by the competent service.
2. By way of exception to paragraph 1, gifts of artistic or cultural value may, pursuant to a decision by the President following a recommendation from the Quaestors issued after obtaining the opinion of the Artistic Committee, be displayed in a suitable location on Parliament's premises.
3. By way of exception to paragraph 1 and at the written request of the Member to whom the gift was presented, the President may decide that the Member shall be permitted to display the gift in his or her office on Parliament's premises. The gift shall be handed over to the competent service at the end of the Member's term of office. The President may also take such a decision regarding gifts he or she notified according to Article 7(1).
4. By way of exception to paragraph 1, perishable or consumable gifts with a value of more than 150 euros may be donated or used in the functioning of Parliament's activities.
5. The Quaestors shall instruct the competent service on the use of the stored gifts at the end of each parliamentary term.

*Article 9*  
*Register of gifts*

1. The competent service shall keep a register of gifts which are the property of Parliament.
2. The register shall include the information to be provided pursuant to Article 7(2). It shall also include a photograph of the gift and, where relevant, indicate the location in which it is displayed pursuant to Article 8(2) and (3), and shall be updated to reflect any instructions given pursuant to Article 8(5).
3. The register shall be published on Parliament's website in an easily accessible manner.

## Chapter 5

### INVITATIONS TO EVENTS ORGANISED BY THIRD PARTIES

#### *Article 10*

##### *Scope*

1. Members shall disclose their attendance at events organised by third parties where the reimbursement of their travel, accommodation, or subsistence expenses, or the direct payment of such expenses, is covered in full or in part by a third party.
2. Members attending events organised by third parties shall be exempt from the obligation of disclosure if the third party paying or reimbursing the expenses belongs to one of the following categories:
  - institutions, bodies, offices and agencies of the European Union;
  - recognised intergovernmental organisations established under international public law (e.g. the United Nations and its bodies, the Council of Europe);
  - central, regional and local public authorities of the Member States;
  - political parties and foundations established in the European Union;
  - social partners as participants in the social dialogue (trade unions, employers' associations, etc.) when performing the role assigned to them in the Treaties;
  - churches or other religious communities (in particular, their authorities) recognised in the European Union or in one of the Member States.
3. Where no travel or accommodation expense has been paid or reimbursed, but only the cost of a meal, local transport or security, an entrance ticket or similar, the value of which is below the threshold laid down in Article 6(1) of the Code of Conduct, the obligation of disclosure shall not apply.
4. Where the Bureau or the Conference of Presidents has authorised a delegation, whose members' expenses are paid or reimbursed in full or in part by third parties, the obligation of disclosure shall not apply.
5. In a transitional period until the date specified in Article 18, the President may grant Members, upon justified request, derogations from the disclosure requirement of participation in events organised by third parties, even if these are not covered by the categories specified in paragraph 2.

#### *Article 11*

##### *Declaration*

1. A declaration pursuant to Article 10(1) shall contain the following information:
  - (a) the name and function of the third party that paid or reimbursed the expenses of the Member;

- (b) the type of expenses paid or reimbursed (travel, accommodation and/or subsistence expenses) and whether they have been paid or reimbursed in full or in part;
  - (c) the nature and venue of the event, and the dates and duration of the Member's attendance;
  - (d) the programme of the event.
2. The declaration shall be made in the e-Portal for Members, by using the e-form in Annex V within 60 days from the final day of the Member's attendance at the event.
  3. The information provided pursuant to Article 10(1) and this Article shall be published on the Member's online page on Parliament's website in an easily accessible manner.

## **Chapter 6**

### **PUBLICATION OF MEETINGS**

#### *Article 12*

#### *Definition and scope*

1. For the purposes of Article 7(2) of the Code of Conduct:
  - (a) "publish online" shall mean using the infrastructure provided by Parliament for the declaration of meetings on the Members' online page on Parliament's website;
  - (b) "scheduled meeting" shall mean a planned meeting with interest representatives falling within the scope of the Interinstitutional Agreement on a mandatory transparency register or with representatives of public authorities of third countries, including the diplomatic missions and embassies, in person or remote, that has been arranged in advance, excluding *inter alia* spontaneous or social encounters, constituency activities and participation in public debates;
  - (c) "representatives of public authorities of third countries" shall mean all representatives, at national or subnational level, of third countries, their diplomatic missions, embassies, consulates, trade envoys, commercial entities and other representations.
2. The declaration of meetings is without prejudice to the Member's obligation to annex to their report or opinion the list of entities or persons from whom they made use of input on the respective file.
3. Any meeting the disclosure of which would endanger the life, physical integrity or liberty of an individual shall, by virtue of Article 7(4) of the Code of Conduct, instead be declared, in a closed envelope only, to the President who shall confirm that the meeting is not to be



disclosed and dispose of the declaration or shall decide, after hearing the Member concerned and with a statement of reasons, on an anonymised or delayed publication.

*Article 13*  
*Declaration*

The declaration for the purposes of Article 7(2) of the Code of Conduct shall be made using the e-form in the MEPonly Portal and it shall contain the following information:

- (a) the name of the organisation or the function or interests of the individual met, without identifying the latter by name;
- (b) the date and place of the meeting;
- (c) the capacity in which the Member held the meeting and, where appropriate, the committee and parliamentary procedure, or delegation, concerned;
- (d) whether the Member delegated the meeting to a parliamentary assistant;
- (e) the parliamentary business (report, opinion, resolution, plenary debate or urgency) to which the meeting is related.

**Chapter 7**

**COMPLIANCE**

*Article 14*  
*Monitoring procedure*

1. The competent service shall, on behalf of the President, and based on inter-services exchange of information and sources available to the public, monitor compliance with these Measures.
2. Where declarations, notifications or publications included in chapters 1, 3, 4, 5 and 6 are unclear or there is reason to think that information provided is out of date, incomplete, insufficiently detailed or erroneous or that the rules are not being complied with, the competent service shall, on behalf of the President, contact the Member concerned for clarification purposes, thereby giving the Member the possibility to react and thus resolve the matter, within 30 calendar days. This deadline can be extended once by no more than 15 calendar days, upon request by the Member.
3. In the absence of a satisfactory clarification within the deadline set in paragraph 2, the competent service shall immediately inform the President. The President shall take a decision on further proceedings in accordance with Article 4(6) and Article 11 of the Code of Conduct.

4. A request for guidance to the Advisory Committee under Article 10(5) of the Code of Conduct shall interrupt any deadline laid down in these implementing measures until such guidance is communicated to the Member.

## **Chapter 8**

### **TRAINING**

#### *Article 15* *Training*

1. The measures contained within the Code of Conduct shall be included in the offer of training for Members taking up their office.
2. The competent service shall provide tailor-made training for Members, available on request at any time during the parliamentary term.
3. The competent service shall assist the responsible bodies in raising Members' awareness on these Measures at regular intervals throughout the parliamentary term.

## **Chapter 9**

### **FINAL PROVISIONS**

#### *Article 16* *Entry into force*

These Measures shall enter into force on 1 November 2023 and shall apply as from that date.

#### *Article 17* *Repeal*

The Bureau decision of 15 April 2013 on Implementing Measures for the Code of Conduct for Members of the European Parliament with respect to financial interests and conflicts of interest is repealed with effect from 1 November 2023.

#### *Article 18* *Implementation*

The Secretary-General shall ensure that these Measures are implemented. Their technical implementation shall be assessed one year after their entry into force.

## ANNEX I - E-Form

### DECLARATION OF MEMBERS' PRIVATE INTERESTS

PURSUANT TO ANNEX I TO THE EUROPEAN PARLIAMENT'S RULES OF PROCEDURE CONCERNING THE CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN PARLIAMENT REGARDING INTEGRITY AND TRANSPARENCY TO BE SUBMITTED TO THE PRESIDENT BY THE END OF THE FIRST PART-SESSION AFTER ELECTIONS TO THE EUROPEAN PARLIAMENT OR WITHIN 30 DAYS OF TAKING UP OFFICE WITH THE PARLIAMENT IN THE COURSE OF A PARLIAMENTARY TERM AND BY THE END OF THE MONTH FOLLOWING EACH CHANGE OCCURRING.

**Surname:**

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**Forename:**

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I, the undersigned, on my honour and in full knowledge of the Rules of Procedure including the Code of Conduct for Members annexed thereto,

hereby declare:

*(A) "Pursuant to Article 4(2)(a) of the Code of Conduct, I declare my occupation(s) during the three-year period before I took up office with the Parliament, and membership, during that period, of any boards or committees of companies, non-governmental organisations, associations or other bodies established in law:"  
(A previous mandate as MEP will only need to be declared without the specification of the income amount, as this is public information)*

Occupation or Membership	Generated income or other benefits			
	None	Income amount	Nature of the benefit (if it doesn't generate income)	Periodicity
1.				
2.				
3.				
4.				
5.				
No occupation or membership held during the three years preceding the current mandate				

(B) "Pursuant to Article 4(2)(b) of the Code of Conduct, I declare any remunerated activity which I undertake alongside the exercise of my office, including the name of the entity as well as the field and the nature of the activity, where the total remuneration of all my outside activities, either regular or occasional, exceeds EUR 5 000 gross in a calendar year:"

Field and nature of the activity, including name of the entity	Generated income or other benefits		
	Income amount	Nature of the benefit (if it doesn't generate income)	Periodicity
1.			
2.			
3.			
4.			
5.			

(C) "Pursuant to Article 4(2)(c) of the Code of Conduct, I declare my membership of any boards or committees of any companies, non-governmental organisations, associations or other bodies established in law, or any other relevant outside activity that I undertake:"

Membership or Activity	Generated income or other benefits			
	None	Income amount	Nature of the benefit (if it doesn't generate income)	Periodicity
1.				
2.				
3.				
4.				
5.				

(D) "Pursuant to Article 4(2)(d) of the Code of Conduct, I declare my holding in any company or partnership, where there are potential public policy implications or where that holding gives me significant influence over the affairs of the body in question:"

Holding or Partnership with potential public policy implications	Holding which gives significant influence	Generated income or other benefits			
		None	Income amount	Nature of the benefit (if it doesn't generate income)	Periodicity
1.					
2.					
3.					
4.					
5.					

(E) I declare any support, whether financial or in terms of staff or material, additional to that provided by Parliament and granted to me in connection with my political activities by third parties, whose identity shall be disclosed:

1. financial:

(\*) granted by

2. in terms of staff:

(\*) granted by

3. in terms of material:

(\*) granted by

(\*) Identity of the third party or parties concerned, including their field and nature of activity.

(F) I, in my capacity as (check what applies)  chair or  participating Member, of an unofficial grouping, declare the following support pursuant to Rule 35a(4):

1. financial

(\*) granted by

2. in terms of staff

(\*) granted by

3. in terms of material

(\*) granted by

(\*) Identity of the third party or parties providing the support, including their field and nature of activity.

(G) I declare any direct or indirect private interests which might influence the performance of my duties and which is not referred to above:

1.

2.

3.

(H) Any additional information I wish to give:

Date:

Signature:

**STATEMENTS INCLUDED IN THIS DECLARATION ARE MADE UNDER THE SOLE AND PERSONAL RESPONSIBILITY OF THE MEMBER AND MUST BE UPDATED EVERY TIME A CHANGE IN THE MEMBER'S SITUATION OCCURS, IN ACCORDANCE WITH ARTICLE 4 OF THE CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN PARLIAMENT.**

This declaration will be published on Parliament's website.

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• **PLEASE RETURN THE SIGNED ORIGINAL TO:**

EUROPEAN PARLIAMENT  
Members' Administration Unit<sup>2</sup>  
PHS 07B019  
rue Wiertz, 60  
B - 1047 BRUSSELS

- AND A COPY TO: [AdminMEP@europarl.europa.eu](mailto:AdminMEP@europarl.europa.eu)

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<sup>2</sup> Legal Notice: The Members' Administration Unit is the Data controller within the meaning of Regulation (EU) 2018/1725 [Article 3, Paragraph 8] and the Bureau Decision of 22 June 2005 implementing the rules relating to that Regulation (OJ C 308, 6.12.2005, p. 1).

**ANNEX II**

**FORM FOR THE DECLARATION OF ASSETS**

PURSUANT TO ARTICLE 5 OF ANNEX I TO THE EUROPEAN PARLIAMENT'S RULES OF PROCEDURE CONCERNING THE CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN PARLIAMENT REGARDING INTEGRITY AND TRANSPARENCY

**Surname:** \_\_\_\_\_

**Forename:** \_\_\_\_\_

**I - ASSETS (exceeding EUR 5000 per item)**

<b>Category of asset</b>	<b>Description</b>	<b>Any additional information I wish to provide</b>
<b>Land, buildings and other immovable property</b>		
<b>Financial instruments (such as shares, bonds, stock options or investment funds)</b>		



<b>Bank accounts outside the European Union</b>		
<b>Any other assets I wish to declare</b>		

**II - LIABILITIES (exceeding EUR 5000 per item)**

<b>Category</b>	<b>Description</b>	<b>Any additional information I wish to provide</b>
<b>Liabilities (such as loans)</b>		

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**STATEMENTS INCLUDED IN THIS DECLARATION ARE MADE UNDER THE SOLE AND PERSONAL RESPONSIBILITY OF THE MEMBER AT THE BEGINNING AND END OF THE MANDATE IN ACCORDANCE WITH THE BUREAU DECISION OF 16 OCTOBER 2023.**

*This Declaration shall be archived by Parliament and be made accessible only to the relevant law enforcement and judicial authorities, on receipt of a duly substantiated request to the President, as part of legal proceedings linked to ongoing investigations involving the Member concerned.*

## **Data Protection Notice**

### ***Data controller***

The President of the European Parliament acts as data controller within the meaning of Regulation (EU) 2018/1725.

For any questions related to the processing of personal data contained in this declaration, please contact the President's Office at [...] or the European Parliament's Data Protection Officer at: [data-protection@europarl.europa.eu](mailto:data-protection@europarl.europa.eu).

### ***Purpose and legal basis for processing***

Personal data of the signatory of this declaration will be processed with a view to protecting and strengthening the integrity, independence and accountability of the European Parliament in accordance with Article 5 of the Code of Conduct (Annex 1 to the European Parliament Rules of Procedure) in conjunction with Article 5.1. (a) and Article 5.1. (b) of Regulation (EU) 2018/1725.

### ***Who can have access to this declaration***

This declaration should be submitted in a sealed envelope and the access to it will be strictly limited to the relevant law enforcement and judicial authorities, upon the receipt of a duly substantiated request, as part of legal proceedings linked to an ongoing investigations involving the Member concerned.

### ***Retention period***

Personal data shall be kept for the duration of the legislative term following the declaration at the end of mandate plus one year. After this period, data can be further processed if it turns out to be necessary for the purpose of an ongoing investigation involving the Member concerned.

### ***Data subject rights***

The signatory of this declaration has the right to access his/her personal data, to have it rectified, to have it erased and to ask for the restriction of processing of his/her personal data. The signatory of this declaration can also object to the processing of his/her personal data. The exercise of these rights is subject to the conditions specified in Regulation (EU) 2018/1725.

### ***Right to lodge a complaint with the EDPS***

The signatory of this declaration have the right to lodge a complaint with the European Data Protection Supervisor (EDPS) at: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

## ANNEX III

*E-Form - depending on the options chosen, the relevant fields to complete will appear.*

### DECLARATION ON AWARENESS OF CONFLICTS OF INTEREST

PURSUANT TO ARTICLE 3 OF ANNEX I TO THE EUROPEAN PARLIAMENT'S RULES OF PROCEDURE

Surname \_\_\_\_\_

Forename \_\_\_\_\_

I hereby confirm my commitment to complying with Article 3 of the Code of Conduct for Members of the European Parliament regarding integrity and transparency.

**Capacity** in which I make the declaration:

- Vice-President
- Quaestor
- Committee Chair
- Committee Vice-Chair
- Rapporteur
- Rapporteur for opinion
- Shadow rapporteur
- Shadow rapporteur for opinion
- Participant in interinstitutional negotiations
- Delegation Chair
- Delegation Vice-Chair
- Participant in an official delegation

If applicable,

- relevant parliamentary committee or delegation: \_\_\_\_\_
- parliamentary procedure: \_\_\_\_\_
- mission type and destination: \_\_\_\_\_

## Conflict of interest

I am not aware of having a conflict of interest in relation to my responsibilities as office holder or in relation to the report or opinion or the delegation or negotiations declared.

I am aware of having a conflict of interest in relation to my responsibilities as office holder or in relation to the report or opinion or the delegation or negotiations declared.

Where appropriate, description of the conflict of interest:

*Free text*

Date \_\_\_\_\_ Signature \_\_\_\_\_

This declaration will be published on Parliament's website.<sup>3</sup>

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<sup>3</sup> Legal Notice: The Members' Administration Unit is the Data controller within the meaning of Regulation (EU) 2018/1725 [Article 3, Paragraph 8] and the Bureau Decision of 22 June 2005 implementing the rules relating to that Regulation (OJ C 308, 6.12.2005, p. 1). The signatory of this declaration has the right to access his/her personal information, to have it corrected and the right to recourse. For this purpose, please write to [AdminMEP@europarl.europa.eu](mailto:AdminMEP@europarl.europa.eu)

**ANNEX IV - E-Form**

**FORM FOR NOTIFICATION OF GIFTS RECEIVED BY MEMBERS  
REPRESENTING PARLIAMENT IN AN OFFICIAL CAPACITY**

PURSUANT TO ARTICLE 6(2) OF ANNEX I TO THE EUROPEAN PARLIAMENT'S RULES OF PROCEDURE CONCERNING THE CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN PARLIAMENT REGARDING INTEGRITY AND TRANSPARENCY

**Surname:**

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**Forename:**

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<b>Donor</b>	<b>Date of receipt</b>	<b>Capacity in which I received the gift</b>	<b>Short description of the gift</b>

**Date:**

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**Signature:**

**STATEMENTS INCLUDED IN THIS DECLARATION ARE MADE UNDER THE SOLE AND PERSONAL RESPONSIBILITY OF THE MEMBER AND MUST BE SUBMITTED 60 CALENDAR DAYS FOLLOWING THE DATE OF RECEIPT OF ANY GIFT PURSUANT TO THE BUREAU DECISION OF 16 OCTOBER 2023.**

**ANNEX V - E-form**

**DECLARATION OF MEMBERS' ATTENDANCE PURSUANT TO AN  
INVITATION AT EVENTS ORGANISED BY THIRD PARTIES**

PURSUANT TO ARTICLE 6(3) OF ANNEX I TO THE EUROPEAN PARLIAMENT'S RULES OF PROCEDURE CONCERNING THE CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN PARLIAMENT REGARDING INTEGRITY AND TRANSPARENCY

**Surname:**

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**Forename:**

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*I, the undersigned, on my honour and in full cognisance of the Rules of Procedure of the European Parliament, in particular Annex I thereof containing the Code of Conduct for Members, hereby declare, pursuant to Article 6(3) of the Code of Conduct, and the decision taken by the Bureau on 16 October 2023, that I have, pursuant to an invitation and in the performance of my duties as a Member of the European Parliament, attended at the following event organised by a third party where my travel, accommodation or subsistence expenses were paid or reimbursed by a third party:*

\* \* \* \* \*

**Date:**

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**Signature:**

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**STATEMENTS INCLUDED IN THIS DECLARATION ARE MADE UNDER THE SOLE AND PERSONAL RESPONSIBILITY OF THE MEMBER AND MUST BE SUBMITTED NO LATER THAN 60 CALENDAR DAYS FROM THE FINAL DAY OF THE MEMBER'S ATTENDANCE AT AN EVENT PURSUANT TO THE BUREAU DECISION OF 16 OCTOBER 2023.**

This declaration will be published on Parliament's website.

<b>MANDATORY INFORMATION</b>		
	<b>INFORMATION TO BE PROVIDED</b>	<b>TO BE COMPLETED ACCORDINGLY</b>
<b>THIRD PARTY</b>	<b>Name, function and address of the third party who reimbursed or paid the expenses of the Member<sup>4</sup></b>	
<b>TYPE OF EXPENSES COVERED</b>	<b>Travel:</b>	<b>Yes / No Type (e.g. flight, train): Category (e.g. economy, business):</b>
	<b>Accommodation:</b>	<b>Yes / No Name of hotel: Number of nights<sup>5</sup>:</b>
	<b>Subsistence expenses:</b>	<b>Yes / No / In part (insert details in the comments' section below)</b>
<b>DETAILS OF THE EVENT ATTENDED</b>	<b>Dates (and duration) of the Member's attendance at the event:</b>	
	<b>Type of event (if the event programme is not available for attachment hereto, give explanation in comments' section below):</b>	
	<b>Venue (country, city):</b>	
<b>OPTIONAL INFORMATION</b>		
<b>COMMENTS</b>		

<sup>4</sup> If the third party is registered in the Transparency Register, reference can be made hereto.

<sup>5</sup> Separate declaration for breakfasts is not required.