

EUROPEAN PARLIAMENT
Directorate-General for Research and Documentation



ORGANIZATION
of services in the Parliaments
of the EC Member States

2

Analysis of replies
to a questionnaire by the Secretariat of the European Parliament

Luxembourg, 1983

ORGANIZATION
of services in the Parliaments of the EC Member States
Upper Chambers (Senates, Bundesrat, Eerste Kamer, House of Lords)

Situation 1982

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to a questionnaire by the Secretariat of the European Parliament
— Directorate-General for Research and Documentation —

Luxembourg, June 1983

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Foreword

In February 1980, a study was published containing comparative tables of the services of the parliaments of the Member States of the European Community and the European Parliament. This work was based on the results of a questionnaire to the national parliaments drawn up by the European Parliament's Directorate-General for Documentation and Research. However, it only dealt with the organization of the services of the 'directly elected' Chambers or *lower houses*.

In view of the favourable reception this work received from parliamentary officials, universities and a number of specialists, plans were made to publish a similar study dealing with, on this occasion, what we have agreed to call the 'Upper Chambers'. The following study is therefore the result of a new analysis conducted on the basis of the same questionnaire.

The technical points made in the first publication are still valid, but a number of more specific comments are called for.

Only seven Member States of the European Community, enlarged in the meantime by the accession of Greece, have a two-chamber system of government; Denmark abandoned it along with the other Scandinavian countries at the beginning of the twentieth century; the creation of a second Chamber has never been justified by the size of the Grand Duchy of Luxembourg and the recent return to democracy in Greece has led to the establishment of a single Chamber. The seven other Member States, namely Belgium, the Federal Republic of Germany, France, Ireland, Italy, the Netherlands and the United Kingdom have parliaments consisting of two Chambers for different historical reasons.

Only one Member State, Germany, is a federal state. Its Upper Chamber is thus composed of delegates from the governments of the different 'Länder', in other words of ministers; this arrangement reflects the dualist structure of the State.

As far as unitary states are concerned, the United Kingdom is noted for the continued 'aristocratic' character of the House of Lords since its Members are not elected, the term 'legislative period' does not apply.

Historical practices also survive in Ireland as witnessed, in particular, by the role which the two major state universities continue to play and the Prime Minister's power to appoint certain senators; however, election to the Seanad, on the basis of socio-professional lists, is consequent upon election to the Dáil.

In France and until recently in the Netherlands (¹), the Upper Chamber is renewed through indirect elections proportionally (by one-third every three years in France, and by one-half every three years in the Netherlands), to ensure a certain degree of stability by alleviating dramatic changes in public opinion.

By contrast, in Belgium and Italy the Upper Chamber is elected in the same manner as the Lower Chamber and for the same term. In Italy in particular, the procedures for appointing members to both Houses are broadly similar, which explains the fact that their powers of legislation and control are on the whole comparable.

The number of members of the Upper Chambers is, with the sole exception of the United Kingdom, considerably less than that of the Lower Chambers. It is exactly half in Italy, the Netherlands and Belgium if directly elected senators are not taken into account; in France it is a little more than half and in Ireland a little less than half, while the situation in the Federal Republic of Germany is a case unto itself.

The role and the powers of Upper Chambers (particulary in legislative and budgetary matters) are evidently intended as a way of balancing the legislative power, while improving Parliament's work by the addition of a second deliberative Chamber which also ensures specific representation for certain local or regional communities.

Bearing in mind these general considerations, the tables on the organization of the services of the Upper Chambers should be read and interpreted with extreme caution having regard to the respective constitutional provisions governing the operation of these Chambers.

Subject to this condition, we hope that this booklet will serve as a useful work of reference for all concerned.

Klaus PÖHLE
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for Research and Documentation

Director
of the European Centre for
Parliamentary Research and Documentation

(1) A revision of the Dutch constitution in January 1983 called for the renewal of the Upper Chamber in its entirety every four years, thus bringing the legislative terms of the two Chambers into line.

Abbreviations

B	Belgium Sénat/Senaat
D	Federal Republic of Germany Bundesrat
F	France Sénat
IRL	Ireland Seanad Éireann
I	Italy Senato
NL	The Netherlands Eerste Kamer
UK	United Kingdom House of Lords

Order in which Member States hold the office of President of the Council (Art. 2 (2) of the Merger Treaty, as amended by Art. 11 of the Act of Accession of 22 January 1972). The above list only refers to Member States which have a two-chamber parliamentary system.



Basic data on the Upper Chambers of the Member States

	Number of Senators	Life of Parliament	Voting age, age of eligibility and electoral system
B	181 + 1 member as of right (Prince Albert)	4 years	Right to vote — 21; to stand for election — 40 106 senators directly elected 50 senators elected by provincial councils 25 senators co-opted by the Senate
D	45 members of the 'Land Governments' (from 3 to 5 per 'Land')	4 years	According to the constitutions of the various 'Land Governments'
F	315 (as of Sept. 1983)	9 years one-third of members elected every 3 years	Right to stand for election — 35 Elected at 'département' level by an electoral college (National Assembly Members, Department Councillors and delegates of the Municipal Councils) Majority system in two ballots ('départements' entitled to 4 seats or less) Proportional representation ('départements' entitled to 5 seats or more)
IRL	60 of which 11 nominated by the Prime Minister	5 years	Right to stand for election — 21 3 members elected by graduates of the National University of Ireland 3 members elected by graduates of Trinity College, Dublin 43 members elected on basis of proportional representation from panels representing vocational groups by an electoral

	Number of Senators	Life of Parliament	Voting age, age of eligibility and electoral system
			college comprising members of the Dáil, outgoing Senate, and members of County Councils and County Borough Councils
I	315 + 5 members appointed for life by the President of the Republic + all ex-Presidents of the Republic	5 years	Right to vote — 25; to stand for election — 40 Mixed system of simple majority and proportional representation
NL	75	4 years	Right to vote — 18; to stand for election — 25 (1) Election by provincial councils
UK	803 hereditary peers 329 life peers 45 other ex-officio members (High Court judges, Bishops)	—	—

(1) The age of eligibility to stand for election will be reduced to 18 years as soon as the age of legal responsibility (now 21) is reduced.

QUESTION I A 1 (1)

Sessions

- B The parliamentary year begins on the second Tuesday of October
- D Parliamentary year
(1 November—31 October of the following year)
- F Parliament meets for two ordinary sessions. The first opens on 2 October and lasts for 80 days. The second opens on 2 April and may not continue for more than 90 days. Parliament may also meet in extraordinary session
- IRL Life of Parliament not formally divided into sessions. Seanad may adjourn *sine die*. The Cathaoirleach (Chairman) may summon meetings when necessary. Prolonged Seanad adjournments usually coincide with Dáil recesses. These follow a pattern with shorter recesses at Christmas and Easter and a longer one during Summer
- I The legislative period is not divided up into sessions. The Constitution lays down that Parliament shall meet automatically on the first working day of February and October
- NL Following revision of the Constitution (January 1983), there is no longer a ceremonial opening of the Parliamentary year. In practice, the Head of State delivers the royal speech (Queen Speech) on the third Tuesday of September each year
- UK Session normally lasts from October to October the following year

QUESTION I A 1 (2)

Number of sitting days per year/session

		1977	1978	1979	1980	1981
B	(Per parliamentary session)	(^a) 43	64	(^a) 39	69	—
D	(Per calendar year)	Approximately 13—15 per year				
F	(Per calendar year)	85	(^b) 92	(^b) 100	(^b) 102	(^b) 68
		—	(^c) 5	(^c) 3	(^c) 64	(^c) 28
IRL	(Per calendar year)	25	36	36	29	32
I	(Per calendar year)	127	106	84	105	97
		1975/76	1976/77	1977/78	1978/79	1979/80
NL	(Per calendar year)	37	29	22	35	33
		1977	1978	1979	1980	1981
UK	(Per calendar year)	112	125	101	159	151

Notes:

B (^a) Including extraordinary sittings

F (^b) Ordinary sessions

(^c) Extraordinary sessions

QUESTION I A 2

Number of sitting hours per year/session

		1977	1978	1979	1980	1981
B	(Per parliamentary session)	(^a) 201	301	(^a) 198	433	—
D	(Per calendar year)	31	42	32	38	40
F	(Per calendar year)	494	(^b) 593	(^b) 669	(^b) 687	(^b) 342
		—	(^c) 16	(^c) 5	(^c) 90	(^c) 130
IRL	(Per calendar year)	134	204	206	176	170
I		No details available				
NL	(Per calendar year)	Approximately 300 per year				
UK	(Per calendar year)	634	741	572	1 019	960

Notes:

- B (^e) Including extraordinary sittings
 F (^b) Ordinary sessions
 (^c) Extraordinary sessions

QUESTION I A 3

Number of committee meetings per year/session

		1977	1978	1979	1980	1981
B	(Per parliamentary session)	235	383	181	372	—
D	(Per calendar year)	194	212	218	213	193
F	(Per calendar year)	290	339	319	355	280
IRL	(Per calendar year)	Total of 192 meetings (*)				
		1976—May 1979		June—December 1979	1980	1981
I	(Per calendar year)	1 669		320	833	954
		1975/76	1976/77	1977/78	1978/79	1979/80
NL	(Per session)	112	118	123	140	57
		1977	1978	1979	1980	1981
UK	(Per calendar year)	182	233	206	329	335

Notes:

IRL (*) 192 meetings of both Seanad committees and joint committees of both Houses. Does not include sub-committee meetings.

QUESTION I B 1⁽¹⁾ + 2

Organization chart and establishment plan of the secretariat and basic texts governing organization

Basic texts

- B Basic staff regulations of Senate (16.7.1963)
- D GG (in particular Art. 50—53) See notes (e)
GOBR (b)
DaSBR (c)
BBeamtenR (d)
- F Internal rules of Procedure on the organization of services and Senate staff regulations (adopted by the Senate's Bureau)
- IRL Staff of the Houses of the Oireachtas Act, 1959
- I Rules of procedure of the Senate
Service and staff regulations currently under revision
- NL Rules 16, 17 and 18 of the Rules of Procedure
- UK No basic text exists covering the Parliament Office. The Clerk of the Parliaments is appointed under the Clerk of the Parliaments Act 1824. His office is described in the Companion to the Standing Orders (1979), pp. 26-27
-

Notes:

- D
- (*) GG = Basic Law
 - (*) GOBR = Standing Orders of the Bundesrat
 - (*) DaSBR = Staff regulations for the Secretariat of the Bundesrat
 - (*) BBeamtenR = Legal prescriptions on statute of FRG officials

(!) The organization charts cannot be reproduced in this publication.

QUESTION I B 3 + 5

Total establishment of secretariat — Joint services shared with Second Chamber

	Total establishment	Joint services
B	253 (of which 175 are permanent)	Library (37 employees); the number of the staff is included in column 1; administratively the library comes under the Chamber of Representatives
D	116	Data processing (partially) Telephone exchange and Index of subjects and speakers
F	654	None
IRL	208 (Houses of the Oireachtas)	The Clerk and the Clerk Assistant of each House serve only the House to which they are attached. The remainder of the staff serve both Houses as required
I	719	Parliamentary Committee on Regional Affairs Parliamentary Committee on Radio and Television Policy and Supervision Parliamentary Committee on Legal Proceedings against Members of the Government

Total establishment	Joint services	
NL	84	<p>Parliamentary Committee on the Control of the Application of the Principles (established by Constitutional Law for the Information Service and Security Service for the Defence of the State)</p> <p>Parliamentary Committee on Reorganization and Industrial Redevelopment and State Partnership Projects</p> <p>Parliamentary Committee on the Implementation of Powers of Supervision in respect of the planning and setting-up of ordinary and special operations in the Mezzogiorno</p> <p>Joint Parliamentary Committee of enquiries (both Houses)</p> <p>Typing service</p> <p>Office of the Secretary for International and Supranational Delegations of both Chambers</p> <p>Office of the Committee on Petitions of both Chambers</p>
UK	261 (126 in Parliament Office plus 51 catering staff, 43 in Black Rod's Department plus 41 part-time cleaners)	—

QUESTION I B 4

Breakdown of establishment by category of staff

	Administrative or advisory duties (Category A)	Executive duties (Category B)	Clerical duties (Category C)	Manual or service duties (Category D)
B	45 permanent and 54 non-permanent	—	58 permanent and 26 non-permanent	80
D	Duties classified according to the categories of the German civil service code which correspond roughly to the abovementioned categories:			
	23: Administrative class	18: Executive class	51: Clerical class	22: Sub-clerical class
F	101 (!)	64	162	327
IRL	18	53	56	81
I	76	74	227	299
NL	4	10	5	22
UK (?)	Parliament Office: 35 Black Rod's Department: 2	26 2	21 1	44 38

Notes:

F (!) Including certain technical executives.

UK (?) The question was based on the abovementioned categorisation of posts. It is not possible to tell whether the breakdowns given were based on identical criteria in each case

QUESTION II A 1

Preparation of President's papers for plenary sittings

Contents	Officials responsible
B The procedure for plenary sittings as specified on the agenda together with relevant documents (including oral questions and anticipated answers) and statements by the President (on reports, interpellations, motions, petitions, letters and other communications addressed to the Senate)	Secretary-General and Director of the Sittings Service
D Full text of official notices Full text of explanatory notes for individual items on the agenda Voting procedure	Under the responsibility of the Director; Sessional and General Services of Parliament and Committees' Bureaus
F Procedure for plenary sitting of Assembly as specified on the agenda (articles and amendments arranged according to the rules of procedure governing the order of debates and the voting order) and statements by President — papers are arranged point by point and updated continuously as debates take place	Sittings division (6 officials) (also responsible for the documents covered in II A 2 + 3), under the supervision of the director of the sittings department. Preparation and finalization of the President's papers by the officials responsible; these are checked by the director of the department
IRL Items on House's Agenda (Order Paper)	Cathaoirleach (Chairman) Other papers and briefs are drawn up under the direction of the Clerk

Contents	Officials responsible
I The president's notes consist of the list of items on the agenda and are further divided according to the individual points to be discussed	4 officials of the Secretariat
NL This involves the drafting of notes which are attached to the decisions of the senior college (Leaders of the political groups)	3
UK No details	The Clerk Assistant is responsible for the Lord Chancellor's Brief. The 2 Clerks in the Public Bill Office prepare briefs for the Chairman in Committee of the Whole House, or the Lord Speaker where amendments are being taken

QUESTION II A 2

Preparation of list of speakers

	Procedure	Officials responsible
B	Before and during sittings, the list of speakers is kept and added to under the authority of the President	—
D	Applications to be entered on the list of speakers are accepted by the President and the Sessional Service before and during the current sitting; the President decides on the order of the speakers. In this task the President receives help from the Director (Clerk)	The Sessional Service comprises 2 officials
F	Register of persons wishing to speak. For 'organized debates' in accordance with the provisions of the Rules of Procedure: calculation of speaking time, notification of the groups and, under the president's supervision, establishment of speaking order and distribution of the list of speakers. In other cases, entry of speakers in chronological order	Sittings division (6 officials) under the supervision of the director of the sittings department
IRL	No formal list of speakers; choice of a speaker rests solely with the Cathaoirleach (Chairman)	Not applicable
I	Senators must ensure that their names are on the list of speakers the day before the beginning of the debate	An official of the Secretariat is appointed to list the names of speakers

	Procedure	Officials responsible
NL	A list of speakers is drawn up	1
UK	All Lords have the right to speak; a list is drawn up from those indicating their wish to do so. This does not prevent Lords who are not on the list from speaking. The list is drawn up under the supervision of the Government Chief Whip	—

QUESTION II A 3

Tabling of amendments/motions

	Processing	Officials responsible
B	After the amendment has been tabled by senators or the government, the Sittings Service checks on its admissibility, finalizes it and has it translated, printed and distributed	—
D	Motions from the 'Länder' on items on the agenda are submitted to and edited by the relevant 'Bundesrat' Office. Printing and distribution	1 official (category B)
F	Checking amendments from senators, committees and the government from the point of view of admissibility and adherence to deadlines; registration, finalization, printing and distribution of such amendments	Sittings division (6 officials)
IRL	Tabling of amendments governed by Standing Order 25 of the Standing Orders relative to Public Business; amendments examined for compliance, relevancy and form. Amendments to motions are included in the printed Order Paper with relevant motions, while amendments to Bills are printed on a separate list	—
I	Assembling, formal checking and publishing of amendments in voting order	Officials of the Secretariat

	Processing	Officials responsible
NL	Not applicable	—
UK	Amendments are arranged in the order of the bill to be amended	The Public Bill Office, manned by 2 Clerks under the supervision of the Clerk Assistant (who is Principal Clerk of Public Bills)

QUESTION II A 4 a

Written questions – Processing and deadlines for reply

	Processing in Parliament administration, department responsible	Deadline for reply by government
B	Service responsible: Sitings Services (2 officials) Consideration of admissibility, translation, forwarding of the question to the Minister or Secretary of State responsible Publication of a bulletin containing written questions and answers	15 working days counting from the last public sitting. If the reply is not given by this deadline, the question is published in the bulletin, with a note pointing out the government's failure to answer
D	Questions from the Bundesrat to the Federal Government are seldom tabled. In principle, the Federal Government gives an oral answer in the plenary sitting. A written answer is only needed when the Land who tabled the question agrees to a written answer Preparation: Sessional and General Services of the Parliament	The Federal government is required to answer a question on the day on which the deadline for reply appears on the agenda
F	Questions division (2 officials): finalization, forwarding to government and publication in the official journal of questions and replies	One month after publication of the question. Extension of the deadline in certain cases
IRL	There is no provision for the addressing of Questions to Members of the Government	Not applicable
I	Checking of admissibility and publication by an official of the Secretariat	3 months

Processing in Parliament administration, department responsible	Deadline for reply by government
NL Each Member can propose to the Chamber to put questions to one or more Ministers; if the Chamber accepts this proposal the President decides, after consultation with the 'Seniors', on which day the question will be put forward	—
UK Either in the Minute Room manned by a Clerk on the Minute while the House is sitting; or through the Clerk Assistant, who is responsible for the Minutes of Proceedings and Notices and Orders of the Day	14 days

QUESTION II A 4 b (1)

Oral questions without debate — Processing and deadline for reply

	Processing in Parliament administration, department responsible	Deadline for reply by government
B	Verification of admissibility: the President. In the event of inadmissibility, the President consults the Committee on Parliamentary Business Criteria: issue of general, vital or topical interest	If no ruling to the contrary is made, half-an-hour at the beginning of the Thursday sitting is given over to oral answers
D	Any Member may ask questions on items on the agenda It is not usual to hold a debate	Federal Government answers immediately
F	Entry in the register, forwarding to the Government and publication of questions in the official journal: questions division (2 officials)	No rules on the deadline for reply: reply given during the weekly sitting reserved for questions The rules of procedure specify that the agenda for a sitting may include only those questions which have been tabled at least 8 days before the sitting
IRL	There is no provision for the addressing of Questions to Members of the Government	Not applicable
I	Checking of admissibility and publication by an official of the Secretariat	20—30 days except in emergencies

Processing in Parliament administration, department responsible	Deadline for reply by government
<p>NL Oral questions: Any Member may request the Chamber to ask one or more Ministers for relevant information; if the Chamber accepts this request, the President consults the 'Seniors' college and announces the date on which this information will be supplied</p>	—
<p>UK Oral questions are tabled either at the Table of the House, if the House is sitting, or with the Clerk Assistant</p>	<p>4 'starred questions' (which may not give rise to debate) are allowed each day, and these may be tabled up to a month ahead. For 'unstarred' questions (which may give rise to debate), a date is normally arranged with the Government Whips' Office in advance. Urgent questions may be answered at the discretion of the Leader of the House initially or, ultimately, the House itself</p>

QUESTION II A 4 b (2)

Oral questions with debate/interpellations — Processing and deadline for reply or organization of debate

	Processing in Parliament administration, department responsible	Deadline for reply by government for organization of debate
B	Department responsible: Sittings Service Verification of admissibility: the President. In the event of a negative ruling, it may be converted into a written or oral question with the consent of the person concerned	The interpellation is entered at the end of the agenda of the plenary sitting
D	Questions requiring an oral answer from the Federal Government must be registered with the President 2 weeks before the sitting during which it is expected to be given. The President forwards the questions to the Federal Government and indicates the time delay for answering on the agenda Preparation: Sessional and General Services of the Parliament	—
F	Entry in the register; forwarding to the Government, announcement in the sitting and publication in the official journal of questions: sittings division (6 officials)	No rules on the deadline for reply
IRL	There is no provision for the addressing of Questions to Members of the Government	Not applicable
I	Checking of admissibility and publication by an official of the Secretariat	20—30 days except in emergencies

Processing in Parliament administration, department responsible	Deadline for reply by government for organization of debate
NL Oral questions: Ministers for relevant information; if the Chamber accepts this request, the President consults the 'Seniors' college and announces the date on which this information will be supplied	—
UK See Question II A 4 b (1)	—

QUESTION II A 5

Preparation of minutes of proceedings

- B By the director of the Sittings Service
- D There are no Minutes of Proceedings in the sense of an official record in the Bundesrat
- F The minutes are covered by the verbatim report of proceedings drawn up by a department different from the sittings department
The acts division (4 officials), which is responsible to the sittings department, records the Senate's decisions, finalizes the texts adopted and forwards them
- IRL The minutes of the proceedings of the Seanad, or of a Committee of the whole Seanad, are noted by the Clerk in the House; after perusal and signature by the Cathaoirleach (Chairman), the minutes of the proceedings are printed and bound, and constitute the Journal of Proceedings of the Seanad
- I By the Secretariat under supervision of Senators acting in the capacity of secretaries.
The minutes are read and approved by the Assembly at the next sitting
- NL The typing service prepares a verbatim report using tape recordings.
The Secretary draws up the Minutes of Proceedings
- UK By one Clerk under the supervision of the Clerk Assistant

QUESTION II A 6 (1)

Preparation of the analytical report (Official Summary report)

	Preparation	Deadline for correction	Deadline for publication
B	By non-permanent officials attached to the Dutch and French Official Summary Report Services	Immediately	Published by the 'Moniteur belge' on the day following the sitting
D	No analytical report of the sittings	Not applicable	Not applicable
F	By a special department (14 officials) which draws up: – the analytical report – the summary report	No correction in either case	Analytical report: beginning of the morning following the sitting Summary report: as debates take place
IRL	No such report (see Question II A 5)	Not applicable	Not applicable
I	By 10 officials appointed to draft official summary reports	No correction	The day after the debate
NL	No such report	Not applicable	Not applicable
UK	No such report	Not applicable	Not applicable

QUESTION II A 6 (2)

Preparation of verbatim reports

	Preparation	Deadline for correction	Deadline for publication
B	By verbatim reporters (non-permanent officials) under the supervision of a reviser. Published in the language of the speaker	2 days	Average of 1 month
D	Verbatim report only by the typing service: 1 official (A), 1 clerical assistant (C) and freelance assistant if required	There are generally no corrections made by the speaker No deadline for correction — possible until finalization of proofs	No deadlines but generally on the second working day after the sitting
F	By the shorthand reports department, 38 officials, 9 of whom are sittings typists	Before 3.30 p.m. for speakers during a morning sitting Before 10.00 p.m. for speakers during an afternoon sitting A maximum of 2 hours after the end of a sitting for speakers during an evening sitting <i>N.B.</i> Correction only of form and not substance of speeches.	24 hours, and at most 48 hours after the end of the sitting

	Preparation	Deadline for correction	Deadline for publication
IRL	By the Reporting Staff (using tape recording). Unrevised book of daily debates appears about 2 days later	14 days after which the Reporting Staff proceeds to a recheck	Revised report with detailed index incorporated in bound volume appears about 9 months after debates
I	By shorthand typists (13)	5 days (by members)	Approximately 1 month
NL	Typing service	48 hours	1 week after correction
UK	By the staff of the Official Report (27 staff)	The final deadline for corrections is within 14 days of the debate	The Official Report appears the morning after the debate

QUESTION II B 1

Category of published documents and approximate number of pages per year

	Categories of documents	Number of pages per year
B	Draft legislation	
	Reports and statements by the government	
	Committee reports	
	Amendments	
	Opinions of the Council of State	
	Official summary reports (2 single-language editions)	1976—80 743 (average)
D	Parliamentary records (verbatim reports: 1 edition using the language of the speaker)	1976—80 2 060 (average)
	Bulletin of Questions and Answers (written)	
	Agendas (of committees and plenary sittings)	
	Bulletin of the proceedings of committees	
	List of senators, etc...	
	<i>N.B.</i> All these documents are bilingual	
	Bills, reports, EEC documents, legal and administrative regulations, personal data	No statistics are kept on the number of pages per year with the exception of the Report of Proceedings for the plenary sittings: the average number of pages of this report over the past 5 years is 530 per year
	Recommendations, motions from the Länder and decisions taken (opinions, decisions)	

Categories of documents	Number of pages per year
Working documents, agendas (for both plenary and committees' sittings), explanatory notes on the agendas for plenary sittings, press releases, press reviews, index of subjects and speakers, weekly timetables for plenary sittings and committee meetings	Estimated average figure for the number of pages printed: 20 000 per year
F Following documents: Projects Propositions Committees documents Opinions	1976—77 12 099 1977—78 14 805 1978—79 16 550 1979—80 12 804 1980—81 13 000
IRL Order papers Official Reports of Debates of Seanad Seanad General Election results Results of by-elections in preceding Seanad Journal of the Proceedings of Seanad General Indexes to the proceedings Standing Orders of Dáil and Seanad relative to Public Business Standing Orders of Seanad relative to Public Business Public and Private Bills of Dáil and Seanad and amendments Reports and debates of Dáil and Seanad Committees Acts of the Oireachtas (Parliament Special publication: 'Leinster House — Seat of Dáil Eireann and Seanad Eireann', prepared by the Clerk of the Seanad)	No statistics kept on number of pages
I Approximately 50 categories of 'document': Summary reports Verbatim reports Draft legislation Government documents and reports Committee of inquiry reports Constitutional Court judgments	Approximately 35 000 pages

Categories of documents	Number of pages per year
NL Provisional reports (on bills tabled) Report of public proceedings Written questions	Figures not given
UK Documents relating to daily sittings of the House, including the Minutes of Proceedings and Notices and Orders of the Day, Public Bills and Amendments. Also the Journals of the House (prepared from the Minutes)	No figures are available for the number of pages of these — perhaps about 10 000
Verbatim Official Report	In 1981: 7 000
Reports of Select Committees and Minutes of Evidence	In 1981: 5 500

QUESTION II B 2

Printing of official documents

- B Summary reports of plenary sittings are printed by the 'Moniteur belge', the official State printers. For other official documents, the Senate employs a private printer
- D Official documents are printed both by the Bundesrat's own printing section and by private printing companies or the Federal printing agency. The ratio of work carried out by the Federal printing agency and by external printing companies is 9:1
- F Almost all documents published by the Senate are printed by outside subcontractors. Press releases, amendments and procedural motions are duplicated by a Senate department
- IRL All parliamentary printing is arranged through the Stationery Office, which arranges, *inter alia*, for parliamentary and government printing. That Office enters into contracts with outside printing firms for parliamentary printing
- I Documents are printed by a private printer who is paid on the basis of turnover
- NL Printing and publication only by the state printing company and official publications office
- UK The House does not have its own printing department. Printing and publishing for the House is carried out by Her Majesty's Stationery Office

QUESTION II B 3

Compilation of indexes

- B** Summary indexes and indexes of names are published at the end of every parliamentary session
- D** Joint indexes of subjects and speakers appear each year so that at the end of each legislative term joint volumes with details of both chambers covering the legislative periods of the Bundestag are available
- F** Indexes of subjects and names appear once each calendar year. In addition indexes of subjects and names for parliamentary questions are published each year. These tables are prepared from the relevant data bases
- IRL** Indexes are compiled to the following bound parliamentary volumes:
– Journal of the Proceedings of Seanad Éireann (including Divisions)
– Official Report of the Debates (Seanad Éireann)
- I** One volume (the General Report of Senate Proceedings) is published every year and at the end of every legislative term. It contains, in the form either of a summary report or of an index, facts relating to the activities both of the Assembly and of individual members. It also provides statistics and lists. In addition, a list of senators and their affiliations to political groups, committees and other Senate bodies is published periodically
- NL** Recapitulative tables are indexed by name, subject and written question
- UK** The Verbatim Official Report is indexed by the names of speakers and by subject; in addition, a list of *Titles and Tables of Contents for the Sessional Papers of the House of Lords* is published each session

QUESTION II B 4

List of Members' votes

- B None
- D None
- F An analysis of legislative debates and open votes is drawn up jointly before each ordinary session by the Printing, Parliamentary Documentation and Data Processing Department and the Sittings Department. Political indexes of the open votes recorded during the period under consideration are appended to the analyses of the relevant legislative debates. This document is sent to each senator
- IRL The names and figures of every division in Seanad Éireann are printed in daily form and are subsequently indexed and incorporated in the bound volume of the Journals
- I None
- NL None
- UK Division lists are published both in the Official Report and in the Journal



QUESTION III

Language problems — Organization and numbers of staff in translation and interpreting

Only one official language is used in the Federal Republic of Germany, France, Italy, the Netherlands and the United Kingdom
In Belgium and Ireland, the organization is as follows:

Extent of use of the various languages	Organization and staff of language services
<p>B All Senate officials are bilingual</p>	<p>Language service: 11 translators (permanent) Translation service for official summary report: 6 non-permanent officials Oral translation service: 5 interpreters (non-permanent)</p>
<p>IRL English and Irish are used in the Seanad with English the predominant language. There is no simultaneous interpretation service since English is understood by everyone and interpretation from that language is not often required. The services of Translation Section of the Secretariat are available to both Dáil Éireann and Seanad Éireann and are divided proportionately between them</p> <p>Which documents are translated? Parliamentary debates are published only in the language in which they are spoken. They are therefore left untranslated; otherwise all other appropriate documents are translated</p>	<p>There is no separate translation staff. A small percentage (probably less than 1 %) of the time of the Translation Section staff often is devoted to the work of the Seanad Éireann</p> <p>Percentage of total budget attributable to Language Service: 2,1 %</p>

QUESTION IV A

Systematic centralization of mail

- B None
- D Yes
- F Mail on which postage is paid by the sender is dealt with centrally at the Senate by a PTT office which is responsible for delivering incoming mail to senators and officials and, for the onward processing of outgoing mail sent to addresses in France or abroad
Mail on which postage is paid by the Senate (administrative mail and correspondence sent by Senators in the course of their duties) is dealt with centrally by the Franking Office which, after checking that the mail is contained in official senate envelopes and bears the name of the senator or the dispatching service, franks it and sends it to the Senate post office
- IRL Post is systematically centralized
- I Systematic centralization of mail at the Senate's own post office
- NL Yes
- UK Yes

QUESTION IV B

Archives — Use of microforms

- B No
- D Minimal. The proceedings (Record of Proceedings of plenary sittings and official documents) of both the Bundestag and the Bundesrat are available in a microfiche edition
- F Microfilms of parliamentary documents and minutes of proceedings are made available to the Senate through the Official Journal
- IRL No. Consideration is being given to the use of microforms for certain European Parliament documents
- I All the archives are currently being recorded on microfilm
- NL No
- UK Yes

QUESTION IV C

Typing pool — Organization of work

- B There is no typing pool. 21 permanent employees are attached to the different services. 44 (non-permanent) employees help in the preparation of the summary report and the records
- D There is no central typing pool. Typists are allocated to individual units which are responsible for their recruitment
- F A pool, at present employing 26 secretaries, is available to take shorthand from senators and to type their mail. No senator may dictate shorthand for more than three-quarters of an hour each day. The Franking Office and the pool form part of the Quaestors' General Secretariat
- IRL Small central pool for staff of Parliamentary secretariat: individual administrative sections have their own typists. The Chairman of Seanad Éireann has a typist (on the Parliamentary staff) allocated to him and the Deputy Chairman has a part-time typist (on the Parliamentary staff) allocated to her (also see XIII A)
- I 8 members of staff are exclusively at Senators' disposal
- NL 3 typists. The head of the typing pool or the Secretary decides on priorities where necessary
- UK There is a small typing agency for the use of Peers and Members of the House of Commons

QUESTION V A 1—3

Budget of Parliament (Operational budget)

	Complete financial autonomy? (within the State budget)	If so: which body draws up and adopts budget?	If not: which institution has responsibility?
B	Yes	Responsible for drawing up the budget: the Bureau on proposals from the College of Quaestors Adoption of the budget: the Senate, by usual budgetary procedure; examination of budget appropriations by the Committee on Finance, then voted on by the Senate and submitted to the Chamber of Deputies	—
D	Yes	The preliminary draft budget (section of the Federal budget) is drawn up by the Bureau on the proposal of the Director following consultations in the Permanent Committee (Art. 8 and 9 of the Standing Orders of the Bundesrat). This preliminary draft is forwarded to the Federal Minister of Finance who is entitled to amend it with the agreement of the President. The Federal Government adopts the draft (Federal) budget. If this	—

Complete financial autonomy?
(within the State budget)

If so: which body draws up and adopts budget?

If not: which institution has responsibility?

		<p>draft deviates from the Bundesrat's preliminary draft and the changes have not been agreed by the President, the original preliminary draft version of these parts must be incorporated unchanged into the draft when it is submitted. As part of the Federal budget the Bundesrat section of the budget is covered by the normal legislative procedure and is adopted by the Bundestag</p>	
F	Yes	<p>The appropriations needed for the functioning of the Assemblies are the subject of proposals prepared by the Quaestors of each Assembly and adopted by a joint committee of the Quaestors of both Assemblies. This committee deliberates under the chairmanship of a President in Chamber of the Court of Auditors, appointed by its first president. Two magistrates of the Court of Auditors, appointed by the same authority, assist the committee; they participate in an advisory capacity. The proposals thus adopted are entered in the draft finance bill</p>	—
IRL	No	<p>The estimate for the following year is prepared by the parliamentary office in July of each year and is submitted to the Minister for Finance who may accept it in toto or else make reductions. These</p>	—

	Complete financial autonomy? (within the State budget)	If so: which body draws up and adopts budget?	If not: which institution has responsibility?
		<p>reductions are usually made in agreement with the office. The estimate covers the services of both Houses: there is no separate provision for the Seanad. Eventually the agreed amount is voted by Dáil Éireann</p>	
I	Yes	<p>The Council of the President of the Senate discusses the budget estimates drawn up by the Quaestors. Those estimates then have to be approved by the Assembly</p>	—
NL	In practice, yes	<p>The Committee on Budgets lays down the framework for the expenditure required in the year ahead and, once ratified by the chamber, this is forwarded to the Minister of the Interior. The latter generally incorporates this framework into the State budget without amendment</p>	—
UK	No	Not applicable	<p>The Clerk of the Parliaments as Accounting Officer of the House of Lords' Vote, has overall responsibility for the preparation of the annual Estimate (Budget) of the direct expenditure of the House of Lords The draft Estimate of the House of Lords' Vote is considered by the Finance</p>

Complete financial autonomy?
(within the State budget)

If so: which body draws up and adopts budget?

If not: which institution has responsibility?

Sub-Committee and is then sent to the Treasury for agreement and for subsequent inclusion in the Supply Estimates presented to Parliament for approval

QUESTION V A 4

Volume of the parliamentary budget

		Financial year 1977	Financial year 1978	Financial year 1979	Financial year 1980	Financial year 1981
B	Mio Bfrs	818,2	867,5	905	1 009,8	1 071
D	Mio DM	8,335	8,810	8,861	8,965	10,194
F	Mio FF	351,8	405,7	449,65	521,56	626,74
IRL	Mio £ Irl	2,628	3,230	3,965	5,326	6,627
I	Mrd Lit	33	36	44	50	68
NL	Mio HFL	5,725	6,178	6,564	8,108	8,006
UK	Mio £	1,917	2,504	3,194	4,058	5,861

QUESTION V A 5

Bodies responsible for authorization and control of expenditure

	Authorization	Control
B	College of Quaestors Preliminary examination: the Bureau	Court of Auditors
D	Secretariat of the Bundesrat Authorized official of the Bundesrat	Parliamentary audit: by preliminary audit office in Secretariat Final audit: Federal Court of Auditors
F	The Senate Quaestors	The Special committee responsible for verifying and auditing the Senate's accounts, comprising 10 members appointed by the Senate, checks the accounting documents but may not pass judgment on the soundness of the expenditure These members are all Senators and appointed in relation to the size of all the Groups in the Senate
IRL	The Clerk of the Dáil is the Accounting Officer. The Minister for Finance conveys sanction for expenditure and in staff matters the Minister for the Public Service deals with authorized staff numbers and questions of remuneration	The Comptroller and Auditor General audits the accounts
I	Quaestors on the basis of documents drawn up by the administration	Senate's accountancy service. No outside audit

	Authorization	Control
NL	Clerk (Secretary)	Auditing Division of the Ministry of the Interior and Court of Auditors
UK	The authorization of expenditure is a matter for the Clerk of the Parliaments, who, as Accounting Officer (see V A 3 above), is responsible for the efficient and economical administration of the House of Lords' Vote and for the formal regularity and propriety of all expenditure out of the Vote for which he signs an Appropriation Account. The purpose of the Appropriation Account is to show that the annual expenditure it records has been devoted to the purposes intended by Parliament. The day to day responsibility for financial administration of the Vote and the preparation of accounts is delegated to a separate department headed by the Accountant	

QUESTION V B

Data processing

Is there a data-processing service? If so, what are its functions? Functions other than personnel administration?	Organization How does it fit into the hierarchy?
B No	—
D Yes. Retrieval system for parliamentary data and documents, documentation on the state of legislation, provision of information to assist the secretariats and the groups representing the Länder in the Federation. This section is concerned solely with activities concerning parliamentary data and does not cover work in the field of personnel administration	This section is headed by an official in category A and is staffed by several officials in categories A, B and C
F Two departments are concerned with data processing: <ul style="list-style-type: none"><li data-bbox="287 798 957 878">— The Budget, Accounting and Social Security Department responsible for the management, and particularly the payment of Senators, staff, retired persons and assistants<li data-bbox="287 894 957 1052">— The Printing, Parliamentary Documentation and Data Processing Department responsible for documentary data processing; establishment of data bases on written or oral questions asked by Senators and on parliamentary activities access to various external data bases of major interest for parliamentary work	Management data processing is the responsibility of the Budget, Accounting and Social Security Department which is supervised by the Secretary General of the Quaestors Documentary data processing is the responsibility of the Printing, Parliamentary Documentation and Data Processing Department which is supervised by the Secretary General of the Senate

Is there a data-processing service?
If so, what are its functions?
Functions other than personnel administration?

Organization
How does it fit into the hierarchy?

Currently, 14 terminals installed in the services of the Senate and secretaries of the political groups permit the interrogation of about a 100 data bases made available by 'host suppliers'. These cover legal, economic, statistical and bibliographical fields and include the European Community data bases CRON-OS and CELEX

IRL No, not in parliamentary administration
However, staff records are provided by the Department of the Public Service by an automatic data-processing service.

There is a similar process for all payments of salaries and wages (including members' allowances)

Not applicable

I Yes, for matters of information and computerization
The Secretary-General is directly responsible for this service. A parliamentary adviser is appointed to it. The latter heads a team of 40 employees
In addition to administrative procedure (administering staff data, senators, provident funds), the data-processing service deals with:

- data connected with parliamentary proceedings (passage of draft legislation, debates in general, written and oral questions)
- a project for the computerization of the verbatim report
- administering electoral data for checks by the Committee on Elections
- running the electronic voting system in the Chamber
- the data processing service also provides information for outsiders

—

<p>Is there a data-processing service? If so, what are its functions? Functions other than personnel administration?</p>	<p>Organization How does it fit into the hierarchy?</p>
<p>NL Yes. The data processing installations of the Second Chamber are available to the First Chamber</p>	<p>—</p>
<p>UK There is such a system, covering the Library and certain statistical information relating to members of the House, and providing word-processing facilities Personnel administration forms no part of the functions of the service</p>	<p>It is provided through a bureau service and supervised by a Computer Development Officer. A Sub-Committee of the House has oversight of the whole system</p>

QUESTION V C 1

Protocol Service

- B Protocol is the responsibility of the Quaestors' service
- D 1 official (category A) (President's Office)
- F There is no protocol department as such: however, the organization of ceremonial and official receptions and welcoming parliamentary delegations and other foreign dignitaries are the responsibility of a division headed by the Quaestors' Secretary-General, who does not have a permanent staff but who may call on officials in other departments as and when necessary
- IRL No special department; protocol services are part of the responsibility of the Office of the Superintendent of the Houses
- I There is a protocol service (Servizio del Cerimoniale) which comprises 2 officials and 3 employees
- NL No protocol service
- UK No protocol department

QUESTION V C 2

Travel service

- B The travel service is the responsibility of the Quaestors' service
- D Travel Office in the administration run by 1 official (category C)
- F The Transport Division which forms part of the Quaestors' General Secretariat, is made up of 7 officials, excluding the drivers, whose work it organizes
- IRL The Interparliamentary Section in the Secretariat (4 staff) runs the travel service
- I Information and travel reservation service for senators which is provided with an 'Arco-Alitalia' terminal (3 employees)
- NL The International Parliamentary Delegation Service (joint service with the Second Chamber) deals with travel abroad
- UK A private travel company has an Office in the Houses of Parliament and employs 6 people

QUESTION V C 3

Car pool

- B 6 vehicles
- D 3 cars
- F Pool of 19 cars at the disposal of members
- IRL No car pool
- I 18 cars, 8 motorcycles, 1 ambulance
These vehicles may be used by members of the Council of the President, chairmen of parliamentary committees and the Secretary-General
- NL 1 car
- UK Yes

QUESTION V C 4

Number of parliamentary ushers

B 42

D 11

F 16

IRL 38

I 299 clerical officers (who are also parliamentary ushers)

NL 6

UK 25

QUESTION V C 5

Number of other staff in administration (excluding those listed in V C 1—4)

B	58
D	103
F	311
IRL	2 high executive officers for the Seanad. 160 administrative agents working for both the Seanad and the Dáil
I	105 (employed in administrative and technical services)
NL	35
UK	See Question I B 3 + 5

QUESTION V C 6

Building service — Relations with other official authorities

- B The buildings service carries out minor maintenance itself. All major work is undertaken by private firms. The maintenance of the exterior of the Palais de la Nation is the responsibility of the Buildings Department of the Ministry of Public Works
- D Maintenance of official buildings comes under the authority of the secretariat of the Bundesrat with possible assistance from the Federal Building Authorities
- F The Buildings and Gardens Department has full responsibility for all construction, renovation and maintenance work in buildings used by the Senate
- IRL The Parliament buildings are maintained by the Office of Public Works which is under the control of the Minister of State at the Department of Finance
- I Senate buildings are state property and are administered by the Senate's College of Quaestors
- NL Regular contact between the Secretary, the Head of Sessional Services and the official Buildings Service
- UK The Palace of Westminster is maintained by the Department of the Environment. The House has responsibility for its own part of the Palace. A Sub-Committee on Works of Art authorizes all works, in conjunction with the Government. A Curator of Works of Art is responsible for day-to-day supervision, together with officials of the relevant Department

QUESTION VI 1

Committees — Number and structure

	Number of standing committees	Does the structure correspond to the departmental structure of the government?
B	14	No
D	14	Their competence corresponds generally to the relevant federal ministries
F	6. This number is specified by the Constitution (Art. 43)	No
IRL	See notes	No — see notes
I	12	Approximately
NL	21	Roughly speaking, yes
UK	2 joint committees with the Commons 6 domestic committees — 1 of which has a number of sub-committees 4 committees concerned with the judicial work of the House The European Communities Committee with 7 permanent sub-committees	The system is not linked to the structure of the Government

Number of standing committees

Does the structure correspond to the departmental structure of the government?

The Science and Technology Committee with 3 permanent sub-committees
3 committees concerned with procedure for private legislation

Notes:

IRL

No standing committee in the sense of special subject committees as in other European systems. 3 standing committees (for the duration of Parliament): the Committee of Selection, the Committee on Procedure and Privileges, for internal parliamentary affairs, and the Standing Joint Committee on Consolidation Bills. And a committee appointed by resolution of the Seanad, the Select Committee on Statutory Instruments
In addition, 7 joint committees with the Dáil (2 of them being appointed since the General Election of February 1982) and including 1 for Secondary Legislation of the European Communities and 1 which examines reports and accounts of State-Sponsored Bodies

QUESTION VI 2

Committees — Number of members

- B 22 [except for the Committee on the Revision of the Constitution and Institutional Reforms (21), the Committee on the Verification of Credentials (20), the Committee on the Rules of Procedure (8 plus the members of the Bureau of Parliament: 15 = 23), and the Committee on Parliamentary Business (president and vice-presidents of the Senate, group chairmen and other members)]
- D 11 in each
- F Cultural Affairs: 51; Economic Affairs: 77; Foreign Affairs: 51; Social Affairs: 51; Finance: 40; Legal Affairs: 42
- IRL 9–12. Joint Committee with the Dáil: 7–26 (the largest of which is that for the Secondary Legislation of the European Communities), including 3–18 members of the Dáil
- I Approximately 28
- NL Approximately 10
- UK Quorum normally 3. The membership of committees varies between 6 and 60

QUESTION VI 3

Status of chairmen and rapporteurs in committees

	Do they enjoy any privileges?
B	No
D	No special status
F	The committee chairmen have a large office and a chauffeur-driven car but do not receive any special allowance
IRL	No
I	Committee chairmen receive a special allowance and, according to demand, may use a service car. No special status for rapporteurs
NL	No
UK	Rapporteurs are not used. Chairmen have no special rights

QUESTION VI 4

Staff numbers in the committee secretariats

- B** The secretariat for all standing (and special) committees has a staff of 8 officials and 3 shorthand-typists
- D** Each committee — in some cases several committees together — has its own office run by the committee secretary (official in category A). Other staff in the committee offices include 1 to 3 officials in category A or B and 2 or 3 typists in category C
- F** The Committees Department is under the supervision of a director, assisted by an assistant administrator and a secretary. It comprises 6 divisions, each of which acts as the secretariat of a specific committee
Staff numbers in the secretariats are not subject to rigid norms. They are generally made up as follows:
- an assistant head of department or an assistant director appointed by the President of the Senate and responsible to the chairman of the committee. This official is responsible for the various activities of the secretariat, ensures their coordination and has authority over the other secretariat officials
 - 3 to 6 administrators. In addition, in 2 committees (Foreign Affairs and Finance) 3 or 6 officials are seconded from the central administrations to the committee chairmen
- IRL** The secretarial staff of a Committee is part of the parliamentary Staff. A Clerk (Secretary) and other staff, as necessary, are assigned to a Committee when required and are normally not fulltime on the work of the Committee. 3 joint committees (Secondary Legislation of the European Communities, State-Sponsored Bodies and Public Accounts) have a full-time administrative staff assigned to them. Additional staff for the Joint Committee on Secondary Legislation of the European Communities:
- 1 higher executive officer,
 - 1 senior official,
 - 1 assistant clerk,
 - 1 clerk-typist;
- for the Joint Committee on State-Sponsored Bodies:
- 1 assistant clerk,
 - 1 clerk-typist

- I 1 official, 2 assistants (shorthand-typists)
- NL Each committee is assisted by the secretary or a vice-secretary
- UK Normally 1 Clerk and 1 secretary. Specialist advisers may be appointed *ad hoc*

QUESTION VI 5

Functions of committee secretariats

- B** Organization of meetings
Minutes of meetings
Helping to prepare committee reports for submission to the Assembly
Helping to draft amendments to draft legislation
- D** The organization and preparation of the business of committee meetings, drawing up reports, documents containing committees' recommendations to the plenary sitting, assistance to the President. Other typical duties such as checking admissibility, editing texts, compiling consultation documents, dealing with correspondence
- F** Organization and preparation of committee meetings
Assistance in questions of procedure
Participation in the elaboration of reports submitted to the Assembly
Drawing up of the minutes of the meetings, of the 'Committees Bulletin' and of press releases
Liaison with pertinent ministerial services
- IRL** In general the duties of a Clerk to a Committee are to be at the service of the Committee in procedural matters, to prepare and circulate the agenda, to arrange for the attendance of witnesses, to keep the minutes of the proceedings of the Committee and to perform such other work (including where required, the preparation of draft reports) as is necessary to ensure its efficient functioning. He also assists in the taking of divisions
- I** The secretariat deals with the preparation of meetings, sessional services, technical procedural assistance and drafting the official summary report and the minutes. At the request of rapporteurs it assists in drafting reports

NL The secretary or vice-secretary is responsible for tasks relating to the organization and conduct of meetings, the drawing-up of reports and assistance to members

UK Usual tasks of the Clerk including assistance to members

QUESTION VI 6

Setting up temporary or *ad hoc* committees

- B Special committees
Committees of inquiry
- D Yes. Committees may set up sub-committees for preparatory consideration of specific topics
- F The following may be set up:
– special committees to consider a bill or a proposal either at the request of the government or at the request of the Senate, on a proposal from its president, or in the event of a conflict between the terms of reference of 2 or more committees
– committees of inquiry following the vote on a motion for a resolution to gather information on specific issues
– control committees to examine the administrative, financial or technical management of public services or state-controlled undertakings
- IRL Where necessary, special committees are set up to take over the consultative functions of the whole Seanad at the Committee Stage of Bills (Special Committee instead of Committee of the whole Seanad) – subsidiary committees set up in the legislative procedure to advise the Seanad (Select Committees), which may also take evidence, again as required and only for the duration of their assignment
- I It is possible to set up temporary *ad hoc* special committees (for one or for both Chambers)
- NL Yes, the Chamber decides on this
- UK Yes

QUESTION VI 7

Committees — Number of investigations, hearings and own-initiative reports

	Investigations and hearings	Own-initiative reports
B	Occasionally	—
D	Investigations: unusual Hearings: rare	Unusual
F	Committees of inquiry and control committees: 3 committees of inquiry in 1978, 1979 and 1981 Hearings: 1980: 100 hearings 1979: 122 hearings 1978: 116 hearings 1977: 160 hearings	These are essentially of 2 types of own-initiative report: — <i>Mission</i> reports, following a fact-finding visit abroad, on a subject relating to the terms of reference of the standing committees — <i>Information</i> reports, also on subjects relating to the terms of reference of the committees (Rule 22 of the Rules of Procedure) 1980: 7 mission reports — 5 information reports 1979: 6 mission reports — 3 information reports 1978: 3 mission reports — 3 information reports 1977: 3 mission reports — 3 information reports
IRL	—	—
I	It is possible to hold hearings, organize auditions, prepare own-initiative reports for the Assembly. During the 8th legislative	See column 1

Investigations and hearings	Own-initiative reports
<p>term (starting in 1979), 40 hearings have been held. Since 1948, the Senate has taken part in 19 inquiries</p>	
<p>NL Investigations: none Hearings: 2 or 3 per year</p>	None
<p>UK Each committee has a different pattern of work. The European Communities Committee produces between 30 and 40 substantive reports each year. In 1981 there were 96 meetings at which evidence was taken and 52 other meetings of the Committee and its Sub-Committees. The Science and Technology Committee, on the other hand, has concentrated on producing 1 or 2 substantial reports each year. In 1981 there were 41 meetings of the Committee and its Sub-Committees</p>	<p>No, for the Government has the (legal or actual) sole right of initiative</p>

QUESTION VI 8

Authorization for travel

- B Authorized by the bureau (for travel abroad only)
- D Yes, from the President of the Bundesrat
- F Requests to undertake fact-finding missions must be approved by the Senate's Bureau and then authorized by the Senate in plenary sitting. These journeys must be covered by the appropriations allocated annually to each standing committee
- IRL Yes. Prior authority is necessary for expenditure falling on public funds. Provision for any expenditures incurred in connection with Committees is made in the sum voted annually for the Houses of the Oireachtas (Parliament)
- I By the President of the Senate
- NL The approval of the senior college is required for travel abroad
- UK Travel by a committee must be authorized by the Chairman and Principal Deputy Chairman of Committees, with the Clerk of the Parliaments, according to certain criteria established by the Finance Sub-Committee. The committee may not travel unless specifically empowered to do so by the House

QUESTION VI 9

Public committee meetings

- B None
- D No, but as an exceptional measure the committee may decide to waive confidentiality
- F Never
- IRL Visitors introduced by Senators and authorized press representatives are admitted unless decided otherwise by the committee. Generally speaking, the committees prefer privacy in their deliberations and most committees meet in private. The exception is the Joint Committee on Secondary Legislation of the European Communities which meets in public except when it deals with internal organization. The Joint Committee on State-Sponsored Bodies normally deliberates in private and takes evidence in public
- I The public and press may under special circumstances watch the proceedings via internal audio-visual equipment
- NL Occasionally
- UK Select committees normally hear evidence in public and deliberate in private

QUESTION VI 10

Publication of committee proceedings

	Press release after meetings	Public record of proceedings	Other forms of publicity
B	No, but in practice the press is informed of the results of the proceedings	No	No
D	Committee proceedings are collected in an unofficial working document. The press office of the Bundesrat issues press releases on committee proceedings if it is felt that sufficient interest exists	No	No
F	On the chairman's decision the committee proceedings can be the subject of a press release. Releases are generally issued after hearings of ministers or for particularly important decisions	The record of proceedings drawn up either by the report of proceedings department or by the committee secretariat is confidential. It may be consulted only by the senators	A summary record of committee meetings is published in the 'Committees Bulletin' which has a fairly wide distribution. It may also be appended to the legislative report to which it relates
IRL	No	If the committee's terms of reference require a report to the Seanad or to both Houses, the Seanad (after the committee has completed its work) will order the printing and publication not only of the report but also of the minutes of pro-	Press representatives may attend meetings of Committees held in public

	Press release after meetings	Public record of proceedings	Other forms of publicity
		<p>ceedings. The latter show progress made at each meeting of the committee and the decisions on any motions moved, including the names of the members who voted in any decision. As a rule, speeches or names of members speaking are not recorded unless the order from the Seanad for printing also includes minutes of evidence or debates (in contrast to Special Committees). Printed reports and debates are made available for purchase by the public</p>	
I	<p>A brief summary report of the proceedings is issued and serves as a press release</p>	Yes	No
NL	<p>Provisional reports are published in preparation for the public reading of bills</p>	—	—
UK	<p>A press release may be issued with the publication of a report</p>	<p>Transcripts of evidence taken are normally published</p>	Reports

QUESTION VII

Contacts with other parliaments — Approximate number of visits to other countries

	By interparliamentary delegations	By groups making unofficial visits
B	Occasionally	Occasionally
D	2 (North Atlantic Assembly)	From 1 to 2
F	Delegations are sent to the Parliamentary Assembly of the Council of Europe, the WEU Assembly, the NATO parliamentary assembly and the Interparliamentary Union Visits abroad for fact-finding missions by the 6 standing committees: about 12 per year	On average 5 visits a year
IRL	Visits by delegations to IPU's annual Conference (6—12 members plus 1 staff) 2 members attend the IPU Spring meetings. 2 members attend a specialized conference of the IPU (e.g. CSCE: environment) Delegations are sent to Parliamentary Assembly of the Council of Europe	1—2 delegations of 5—8 Members visit other countries yearly on a bilateral basis
I	Visits by delegations to the Assembly of the Council of Europe, the Assembly of the Western European Union and the NATO Parliamentary Assembly (depending on the number and date of the meetings in question)	Within the framework of the Interparliamentary Union and at its meetings

By interparliamentary delegations

By groups making unofficial visits

NL Visits every 2 years in the context of the Interparliamentary Union
Approximately 2 visits per year to other countries organized jointly with the Second Chamber

No official visits

UK Occasional visits are made by Chairmen and delegations from the European Communities Committee and its Sub-Committees to the Parliament
It is the practice of the House to make such visits of short duration, and usually with very limited numbers. Contact with other national parliaments has been largely in writing or by telephone, though visits to other national parliaments, or from them, are not unknown
Interparliamentary Delegations to the European Parliament: The Legal Assistant and other representative staff of the European Communities Committee visit plenary sessions of the European Parliament at Strasbourg, but do not attend every meeting

Committee chairmen and members occasionally visit the European Parliament unofficially. Informal talks are commonly held between MEPs and members of the European Communities Committee. MEPs are frequently invited to give evidence to the European Communities Committee

QUESTION VIII 1 + 2

Library — Budget for new acquisitions

	Own library	Budget
B	The library belongs jointly to the Chamber of Representatives and the Senate	1979: Bfrs 7,5 million
D	Yes	1981: DM 60 000
F	Yes	1981: FF 695 000
IRL	Library serves the two Houses of Parliament	1983: Provision of £ Irl 20 000 for the purchase of newspaper periodicals and certain classes of books Staff, premises and ancillary services for the library are not separately budgetted for
I	Yes	1981: Provisional budget of Lit 210 million
NL	Yes	HFL 45 000
UK	Yes	Separate figures not available

QUESTION VIII 3 + 4

Library — Number of volumes and subscriptions

	Number of volumes	Subscriptions
B	400 000	100 daily newspapers, 200 weeklies, 750 journals, 150 annual publications
D	Approximately 27 000	30 newspapers, 124 specialist journals
F	About 600 000	650 periodicals and journals
IRL	52 000	67 newspapers and 113 periodicals
I	500 000	90 dailies, 813 periodicals and journals
NL	15 000	50 newspapers, 100 periodicals
UK	100 000	35 newspapers, 500 periodicals and journals

QUESTION VIII 5

Library — Staff

- B 12 officials, 6 secretaries, 6 technicians, 13 filing-clerks
- D Category B: 1; Category C: 2 (see I B 4)
- F 1 director, 1 deputy head of department, 3 administrators, 7 clerical officers and secretaries, 9 assistants
- IRL 1 librarian, 4 assistant librarians, 1 clerical officer, 3 clerical assistants, 2 lower grade staffs
- I 4 officials, 16 employees, 7 assistants
- NL 1 Chief Librarian, 2 Assistant Librarians
- UK 7 graduates, 10 other

QUESTION VIII 6

Library — Opening hours

- B When Parliament is sitting: 9.00 a.m. to close of sitting
Other times: 9.30 a.m. to 12 noon and 2.00 p.m. to 5.00 p.m.
- D During sittings: 8.00 a.m. to 4.30 p.m.
On other days: 8.00 a.m. to 4.30 p.m.
- F Parliamentary sessions: 9.00 a.m. to 7.00 p.m. and, where necessary, until the end of the sitting
Recess: 9.00 a.m. to 12.30 p.m. (winter)
 1.30 p.m. to 6.30 p.m. (winter)
 9.00 a.m. to 12.00 noon (summer)
 2.00 p.m. to 6.00 p.m. (summer)
- IRL Throughout the sittings of the 2 Houses
Otherwise from 10.00 a.m. to 5.30 p.m.
- I Open continuously during sittings
8.30 a.m. to 8.30 p.m. at other times
- NL During sitting from 9.00 a.m. to close of sitting
On other days from 9.00 a.m. to 5.00 p.m.
- UK During sittings: 9.30 a.m. to rising of the House
On other days: 9.30 a.m. to 5.00 p.m.

QUESTION VIII 7

Library — Services

- B Lending books and periodicals, drawing up bibliographies, gathering press articles connected with a current event; documentation work of various kinds
- D Loan of books and periodicals and the provision of information
- F Loans of books and periodicals; compilation of bibliographies and other research work; press cuttings; reviews of new acquisitions and the selection of articles from periodicals to appear in a two-monthly bulletin
- IRL Library provides information and reference service and book borrowing service; compiles bibliographies and reading lists, tables, etc.
- I Loan of up to 3 volumes at any one time to the same person for a period of up to 2 months. Information; no bibliographies or dossiers supplied; no research undertaken
- NL Loan of books and periodicals to Members of Parliament
- UK Loans — bibliographies — press cuttings — information analysis

QUESTION IX 1 + 2

Research and documentation service — Organization and staff

	Separate service or part of library service?	Organization and staff
B	Separate	Includes the indexes and archives services Staff: 1 Director, 7 Category I officials, 8 Executive staff;
D	Separate	Its functions cover the following areas: matters of principle, electronic data processing and documentation relating to the plenary and committee aspects of the Bundesrat's parliamentary activities Category A: 1; Category B: 3; Category C: 5
F	Separate	The Senate's research and documentation work is carried out mainly by: <ul style="list-style-type: none">— the Legal Studies Department: information division, local authorities division, economic studies unit Staff: 14 officials— European Affairs Department: general documentation relating to Europe, studies relating to the activities of the European Communities, the Council of Europe and the WEU Staff: 9 officials

	Separate service or part of library service?	Organization and staff
IRL	Combined with the library service	The assistant librarians work partly on library administration and partly on research service
I	Separate	'Study service' which includes a 'Documentation and Research Office' 7 officials with specialized knowledge according to sector 1 'B' group employee, 6 typists
NL	Combined organizational unit (Library, Information and Documentation Service)	The library staff provides a documentation and information service. They are assisted by a filing clerk
UK	Combined	7 graduates, 10 others

QUESTION IX 3

Research and documentation service — Organized on same lines as committees?

B No

D No

F No. However these departments work in collaboration with the committee services

IRL No

I No (although proposals along such lines currently under consideration)

NL No

UK No

QUESTION IX 4

Research and documentation service — Functions

	Documentation and studies	Assistance with preparation of reports	Further/other functions
B	Research and documentation	No	No
D	Yes	No	Specialized information on the parliamentary legislative procedure Archives Index of subjects and speeches
F	Yes	Occasionally	Assists in the preparation of proposals for laws and amendments
IRL	Memoranda on subjects requested by Members in connection with their parliamentary duties	No	—
I	Yes	On request	—
NL	Yes	No	Preparation of draft bills, especially the draft budget (Financial Bill)
UK	Yes	No	—

QUESTION IX 5

Research and documentation service — Nature of work

	Long-term work	On-the-spot research
B	Yes	Yes
D	Yes	Yes
F	Yes	Yes
IRL	Yes	Yes
I	Yes	Yes
NL	Yes	Yes
UK	No	Yes

QUESTIONS IX 6 + 7

Research and documentation service — Technical resources, in particular data processing

	Data processing	Other technical resources
B	The question of data processing is being studied	None
D	Yes	Microfiche readers
F	Yes	Conventional documentation and all modern technical resources
IRL	No	None
I	Own library, photocopier and liaison with the Centre for Data Preparation	None in particular
NL	Yes	Photocopies
UK	Several outside databases Internal computer system Microfilm readers and printers	PRESTEL/Teletext Copiers, work-processors, etc.

QUESTION X A 1

Press — Access to a special gallery

- B Yes
- D Yes, 35 seats in the press gallery, further seats available in the visitors' gallery if needed
- F Yes
- IRL Yes, supervised by Press Gallery Committee
- I Yes
- NL 2 visitors' galleries: The first gallery has 51 seats of which 20 are reserved for the press
The second has 56 seats and is intended for use by the guests of Members and Ministers (officials)
- UK Yes

QUESTION X A 2

Press — Access to a special room for meetings with Members

- B Yes
- D Yes. Access to lobby
- F The Senate provides a press room near the Chamber to which Members have free access when they wish to see any journalist
- IRL No
- I Any part of the precincts where they can freely meet senators
- NL Members of the press have their own room at their disposal
- UK Yes

QUESTION X A 3

Press — Availability of official documents

- B Official documents, including the official summary report and the agenda of sittings, are sent to the editorial offices of daily newspapers
- D Yes. Distribution of all printed documents and press releases via pigeon-holes and from the distribution stand in the hallway of the Chamber
- F Parliamentary journalists accredited to the Senate are informed about all official Senate documents: draft laws and proposals for laws, reports, committee bulletins, records of public sittings, official analytical and shorthand reports
- IRL Yes
- I Yes, official Senate documents and publications
- NL The press can obtain all official documents of the States-General. They can obtain copies of documents not yet printed, e.g. texts of written questions and Members' speeches
- UK Yes, in particular provision of confidential proofs of reports 48 hours before they are published

QUESTION X A 4

Drafting of rapid information bulletin

- B No
- D Yes. Special press releases on the agenda before the plenary sitting and in the decisions of the Bundesrat after the plenary sitting
- F At the beginning of each week during sessions the Information Division produces rapid information bulletins giving the programme of work for that week and a report of the activities of the previous week both in public sittings and in committees
- IRL No
- I A provisional edition of the official summary report of proceedings is sent direct to the press during sittings in the Chamber and immediately following committee meetings
- NL Yes. Press releases. Information given orally (by telephone) if the matter is urgent
- UK No

QUESTION X A 5

Press - Contacts with parliamentary officials specializing in information

- B No
- D 2 officials (category A) provide information and background material both in person and by telephone
- F The Information Division is an administrative unit (coming under the President's General Secretariat) consisting of 5 parliamentary officials (2 administrators, 1 assistant administrator, 2 secretaries) whose basic task is to maintain permanent and daily contact with the journalists and to act as intermediaries between them and the various Senate departments in order to provide them with all the information they require
- IRL Only on demand
- I Contacts with officials of the information service
- NL Yes. Contact with the Secretary to obtain specialized information
- UK Informal contacts with the appropriate parliamentary officials

QUESTION X B 1

Radio and television — Technical installation

	In the Chamber?	In a special studio?
B	Yes, sockets	No
D	Emplacement for television cameras Sound broadcasting system	No
F	When television companies come to the Senate they bring their own equipment; however, sockets are available. In the Chamber there is a studio in which all the public sittings are recorded. Lastly, there is a small studio where the radio journalists (France Inter) can record the sitting	Suitable studios exist for the various radio channels
IRL	No	Yes
I	Permanent installations for RAI-TV (Italian national television network)	A studio is being prepared in one of the Senate buildings
NL	Yes. Sockets	No

In the Chamber?

In a special studio?

UK

Radio only. Microphones are provided in the Chamber

The signal is relayed to a signal origination area in the precincts of the Palace of Westminster, from where it is fed to the BBC and IBA (Independent Broadcasting Authority) Parliamentary Units in a building adjacent to the Palace

QUESTION X B 2

Radio and television — Special broadcasts

	Regular broadcasts?	Produced by unit within Assembly or by radio and television organization(s)?
B	When the need arises, at the request of radio or television networks	By external organizations
D	At the discretion of the radio and television companies	By the radio and television companies
F	Regular programmes on the Senate are broadcast on TF 1, Antenne 2 and Radio France; television broadcasts number 6 a year and last for a quarter of an hour. They are broadcast alternately on TF 1 and Antenne 2. Radio programmes are broadcast by France-Inter about 5 times a year, each programme lasting 7 minutes	These broadcasts are produced by a delegation of the Senate's Bureau, chaired by a vice-president: it decides on the subjects for the broadcasts and which of the political groups represented in the Senate will take part in each broadcast. For television broadcasts the working party calls on an outside producer. For radio broadcasts Radio France provides the Senate with all the equipment and personnel needed for the production of these broadcasts
IRL	Yes	Radio Telefis Éireann — inside Broadcasting units
I	Yes, including live broadcasts	By the parliamentary services of RAI
NL		At the discretion of the radio and television companies

Regular broadcasts?

Produced by unit within Assembly or by radio and television organization(s)?

UK

Extracts from the recorded signal are used in regular daily and weekly programmes reporting the work of Parliament

They are produced by the BBC and by the Independent Television and Radio Companies

QUESTION X B 3

Radio and television — Preservation of visual and sound recordings

	Preservation?	For how long?
B	When the need arises at the request of the radio and television networks	—
D	Yes. Sound recordings, photographic archives	No limit
F	Sound recordings of public sittings are filed and stored by the relevant department	All debates from one session are kept until the beginning of the next session
IRL	No	—
I	Sound recordings	Until the official publication of the verbatim report of the sitting
NL	No archives but the typing service of both Chambers keeps tape recordings	6 months
UK	Archive tapes of all signals recorded are placed in the Parliamentary Sound Archives	A policy of selection is under active consideration

QUESTION XI 1 (1)

Access by public to plenary sittings — Order in the galleries

- B During sittings, access to 1 gallery only
— for access to public gallery no official pass is required
— for access to special gallery official pass is provided by the Quaestors' service on request
- D Access by visitor's card after checks
Authorized groups of visitors (60 seats in the gallery)
- F Rules governing public access to the Senate are laid down by an order of the Senate's Bureau (order 81-48 of 13 May 1981). Attendance at Senate plenary sittings: Individual or group tickets for sittings giving access to the galleries in the Chamber are distributed by the Quaestors General Secretariat to persons who have requested them either directly (in which case they must provide proof of their identity) or through a Senator or Senate official whose name must appear on the back of the ticket. Some galleries are permanently reserved (President of the Republic, President of the Senate, government, Diplomatic corps, National Assembly, former Members of Parliament, official bodies, the press). The Quaestors' General Secretariat sends either annual tickets (Diplomatic corps, press) or tickets for each sitting to the persons for whom these galleries are reserved. Order in the galleries is maintained by Senate officials and police seconded to the Senate
- IRL Admitted to the public gallery on sitting days, with authorization card issued by the Superintendent of the Houses at the request of a Member of the House
- I If a request is made via a senator or an official, public must observe total silence. No photographs are permitted

NL The public has access to the visitors' and press galleries only. The remaining facilities of the chamber building are open to Members' (MPs') guests only

UK The public is admitted to the public gallery when the House is sitting

QUESTION XI 1 (2)

Access by public

	Corridors and offices	Library	Restaurant/Bar
B		At any time, for valid reasons	Restaurant: solely at the invitation of a deputy when there is a plenary sitting or a committee meeting Bar: reserved for deputies
D		Only by prior arrangement with the person to be visited	No restaurant
F	Only persons with permanent or temporary passes issued by the Quaestors General Secretariat or a visitors card may enter and move around the Palais	Only open to the public under certain very limited conditions (in particular, in the case of work for which books held by the library must be consulted). Access permits are issued jointly by the Chief Librarian and the Director of the Quaestors' General Secretariat. They are valid only for 1 month and may be used solely on Saturdays and Mondays	Only for Senators, Senate officials and persons of equivalent status. Senators may receive visitors there and sponsor the organization of banquets
IRL	Admitted to offices of Members of the House or to staff offices only with a special pass issued by the Superintendent of the Houses	Only with authorization from the Chairman of Seanad Éireann (Cathaoirleach)	2 restaurants: the Functions Room and the Members Dining Room, only on invitation by a Member Bar: the Visitors Bar, accompanied by a Member

	Corridors and offices	Library	Restaurant/Bar
I	Authorization and passes are provided on presentation of proof of identity		No admission
NL		Only if the visitor is an MP's guest	
UK	No access	No access	There is a bar and a restaurant for Members' guests (up to 5 guests per Member)

QUESTION XI 2

Distribution of information bulletin to general public

	Form and content	Frequency of distribution, circulation
B	There is no publication of this sort	—
D	Brochures, news-sheets, press releases and press reviews Organized talks with films for groups of visitors	Irregular intervals
F	Rapid information bulletin produced by the Information Division and distributed widely	Distributed weekly by letter post
	Annual bulletin outlining the Senate's activities over the previous year, produced by the same division and distributed very widely	Distributed annually by post
IRL	No such publication	Not applicable
I	A summary report printed by the Report of Proceedings and Committee Secretariats Service is supplied on request the day after the end of each sitting of the Chamber or of the parliamentary committees and boards	—

	Form and content	Frequency of distribution, circulation
NL	No information bulletin; but copies of the agenda and the Members' meeting plan are distributed	—
UK	There is no bulletin. Information is available on PRESTEL (Videotext system)	—

QUESTION XI 3

Group visits

	Organized for	Talks on parliamentary activities
B	Socio-professional groups, students, schoolchildren, individuals	If required
D	Groups of all types particularly schoolchildren and those interested in politics in addition to foreign guests: total approximately 50 000 visitors per year	Yes
F	When the Senate is not sitting the Palais du Luxembourg may be visited by individuals or by groups (limited to 40 in number); requests for visits must be addressed to the Quaestors' General Secretariat. Socio-professional groups, groups of students and schoolchildren	Senate officials give guided tours. In certain cases these may also include a lecture on the parliamentary institutions given by a Senator or an official Lectures, with supporting documentation on the workings of the Senate and its role in the institutions. These are organized by the Information Division
IRL	The Office does not organize visits for social or professional groups, students and schoolchildren or individual visitors, but their visits may be facilitated by application to visit the House, when sponsored by a Member	No officially organized talks on parliamentary activities for visiting groups or individuals
I	Socio-professional groups, delegations (including those from abroad), students etc.	Guided tours

Organized for	Talks on parliamentary activities	
NL	No group visits are organized but guided tours (no tourists) including talks on the First Chamber and the possibility of asking questions may be arranged on request	—
UK	The Palace is open to visitors at certain times. Group visits for schoolchildren are arranged in the summer recess	—

QUESTION XII 1

Political groups — Official recognition and status

	Official recognition? If so, legal basis	Conditions for recognition, nature of status
B	Yes, Art. 16 (b) of Rules of Procedure	—
D	In the Bundesrat the <i>Länder</i> participate in the legislation and administration of the Federation (Art. 50 of the Basic Law). There are no political groups, according to membership of specific parties, in the Bundesrat	—
F	Yes. Rules of Procedure (Art. 5)	Forwarding to the President of the Senate of the list of members and a political declaration Minimum number of members: 15
IRL	Yes. A group is defined as a group when so recognized by the Chairman (Stand. Order 85)	Minimum of 5 members
I	Yes. By the Italian Constitution. Activity governed by the Senate Rules of Procedure	Minimum number of members: 10, or less in special cases laid down in the Rules of Procedure
NL	Yes. See Rule 11 of the Rules of Procedure	—

Official recognition? If so, legal basis	Conditions for recognition, nature of status
UK Official opposition is recognized on the grounds that it is 'the party in opposition to Her Majesty's Government having the greatest numerical strength in the House of Commons' (Ministerial and other Salaries Act 1975)	No

QUESTION XII 2 (1)

Political groups — Allocation of offices and equipment by Parliament or through its budget

	Offices	Equipment
B	1 or 2, depending on the size of the group	Expenses for office equipment (furniture and materials) are borne by the Senate
D	Each <i>Land</i> has a fully equipped office in the <i>Bundesrat</i> building	
F	37 offices are allocated to various political groups. In particular each of the 6 groups has a conference room and an office for its chairman	Furniture and equipment provided by the Senate
IRL	Private office accommodation for chairmen and deputy chairmen and their staff; office accommodation for groups of senators allocated on an informal basis	—
I	Offices and equipment according to group's size	
NL	The political groups have their own conference room	
UK	Office space is allocated to the major political groups	Yes

QUESTION XII 2 (2)

Political groups — Allocation of staff by Parliament or through its budget

	Seconded from the Assembly's services	Independently employed by the group itself
B	No	Yes
D	See Question XII 1	—
F	No	Yes
IRL	No	Employed on a fee basis paid out of public funds but are not civil servants. 1 secretary for each 5 Members (excluding government office holders)
I	No	Yes
NL	No	—
UK	No, with the exception of the Private Secretary to the Leader of the House and Government Chief Whip, who is seconded from the Assembly's services	They supply their own staff, who may be subsidized by funds voted for the use primarily of political opposition parties in the House of Commons

QUESTION XII 2 (3)

Political groups — Allocation of funds by Parliament or through its budget

	Amount of funds	Rules governing payment
B	Budget for Senate: Bfrs 250 000 per group member; modified according to the consumer price index	Amount paid monthly (one twelfth of the sum entered in the budget for the financial year)
D	Not applicable	—
F	Grant of FF 1 010 for each member of the group	This sum is paid monthly
IRL	—	—
I	Own budget not made public	Monthly payments to parliamentary groups in proportion to their size: a minimum of Lit 8 million to a maximum of Lit 34 million These amounts also include the contribution to expenditure for consultation In addition, the political groups receive part of the amounts paid by the state on the basis of the law on the financing of political parties
NL	No	—
UK	None with exception stated in answer to Question XII 2 (2)	—

QUESTION XII 3

Political groups — Access of their staff

	The Chamber (apart from the public gallery)	Committee meetings (apart from public meetings)	Library
B	No	No	Yes
D	—	—	—
F	The secretaries of political groups are allowed access to one of the corridors leading to the Chamber	No	Yes
IRL	No, except to the extent that members of the public have access (see XI 1)	No, except to the extent that members of the public have access (see XI 1)	No
I	No	No	Yes
NL	Not applicable	—	—
UK	No	No	No. Research assistants may use the library in the mornings

QUESTION XII 4

Political groups — Privileges of chairmen and/or spokesmen

	Chairmen	Spokesmen
B	Chairmen of political groups are members of the Committee on Parliamentary Business	In practice, chairmen of political groups are the spokesmen of their group in debates on procedure and the agenda
D	—	—
F	Chairmen play a specific role in various bodies (e.g. chairmen's conference to draw up the agenda) and procedures (e.g. requests for open votes) They have an office and a car	None
IRL	None	None
I	Chairmen have decision-making powers as regards the organization of parliamentary business. They have no other privileges	None
NL	Yes. He has a seat in the senior college	—

Chairmen

Spokesmen

UK

By convention the leaders and whips of the political groups have seats on certain committees concerned with the procedure and administration of the House, and are exempt from rules covering the rotation of membership. The leaders and whips of the political groups are consulted over the arrangement of plenary business

Party spokesmen are accorded special positions in the lists of speakers in debates

QUESTION XII 5

Special status of opposition (as distinct from other political groups)

B No

D —

F No. All the political groups in the Senate are represented in the Senate's Bureau. The bureaus of committees also include members of all political groups

IRL No

I No

NL No

UK The Leader of the Opposition and the Opposition Chief Whip receive salaries

QUESTION XIII A 1

Members — Own secretary (facilities for recruitment and payment of remuneration by Parliament)

	In constituency	At Parliament	Legal and working relationship with Parliament's administration
B	Part-time secretary	None	No
D	—	—	—
F	Senators receive a monthly allowance for the running of their private offices		Each senator may recruit 2 assistants through a body set up for this purpose which receives the necessary funds from the Senate budget
IRL	None	12 secretarial assistants for Senators, based on ratio of 1 assistant to 5 Senators	These staff are not Civil Servants and are paid out of Public Funds
I	None	None	None
NL	None	—	—

	In constituency	At Parliament	Legal and working relationship with Parliament's administration
UK	None	None, although an allowance may be claimed, subject to a predetermined daily maximum	None

QUESTION XIII A 2

Members — Own assistant (facilities for recruitment and payment of remuneration by Parliament)

	Granting of such facilities	Legal and working relationship with Parliament's administration
B	No	No relationship exists between personal assistants and Parliament's administration
D	—	—
F	Yes. 2 per senator	<p>Legal relationship: None. The assistant's work for the senator is governed by a private-law contract. An association (AGAS) set up for this purpose monitors the drafting of these contracts and is responsible for administrative matters relating to these assistants</p> <p>Working relationship: Access to the library and, in so far as they are acting for the Senator, to the various Senate departments</p>
IRL	No	For arrangement for secretarial assistance for Members, see section on Question XII 2 (2)
I	None	None

	Granting of such facilities	Legal and working relationship with Parliament's administration
NL	None	None
UK	None	None

QUESTION XIII B

External consultants/advisers

	Nature of assistance	Status
B	Committees may consult persons and organizations outside Parliament, request information from them and use their services	None
D	All members of the <i>Bundesrat</i> are also Members of a regional Assembly (<i>Land</i>); they may call on the employees of their regional ministry to assist them in their work. Committee meetings in the <i>Bundesrat</i> are frequently attended by the relevant experts from the regional ministries at the request of the Members of the <i>Bundesrat</i> (Art. 43 (2) of the Basic Law)	
F	Apart from those officials already mentioned who are seconded to 2 committee chairmen, the committee members and in particular the rapporteurs may always hear specialists on particular subjects, whether or not they are examining a draft law. It is very rare for studies to be commissioned from paid experts	Not relevant
IRL	None	Not applicable
I	Certain people may provide assistance as experts, consultants or interpreters in some services (e.g. there is a fund for outside assistance in the Study Service) or in some standing committees and committees of inquiry	None

	Nature of assistance	Status
NL	None	Not applicable
UK	Specialists advisers may be appointed to serve select committees	—

QUESTION XIII C

Granting of special concessions to Members in respect of:

	Accommodation	Transport	Postal and telephone expenses
B	No. A furnished residence is made available to the President without charge	Free travel on all public transport operated by or under contract to the state	Post: administrative mail carried free of charge: senators receive 1 000 stamped envelopes per year Telephone: Members' telephone expenses are not paid by the Senate, but Members may phone free of charge from telephone booths located within the premises of Parliament
D	No	Free travel on all public transport services (rail and postal services)	Calls from the parliament building made free of charge
F	Senators may acquire loans for obtaining accommodation. In addition Parliament has a quota of flats at standard rents in buildings in Paris and the Paris region	Rail: Senators travel free on the SNCF network. The Senate pays for the rail cards sent to them each year Air: Senators are entitled to 60 free air and wagon-lit journeys each year between their constituencies and Paris and 12 journeys to any destination in metropolitan France	Parliamentary mail is franked and charged to the Senate budget, subject to the regulations adopted by the Quaestors All telephone calls made by Senators from the Palais du Luxembourg are free For telephone calls from their homes the

IRL	<p>Overnight allowance of £ Irl 17.50 to a Member whose place of residence is not in the Dublin area, to attend a meeting of the House or a Committee meeting of the House on the next day or when such meeting has ended too late to enable his return home on same day</p>	<p>Car: A car service (organized by the Transport Office) is available to Senators for journeys within Paris. Motorway tolls between the constituency and Paris are reimbursed on production of supporting documents. Loans can be granted for the purchase of a vehicle</p>	<p>Postal Authorities grant Senators an allowance which varies according to the distance between their constituencies and Paris</p>
		<p>Facilities granted in connection with duties as public representatives according to regulations made by the Minister for the Public Service. Travel facilities granted to Members between Dublin and their place of residence; these are restricted when place of residence is within 10 miles of Leinster House. Facilities also granted when Member is invited by a Member of the Government to attend State functions or to inspect important public works or visit institutions, places or districts</p>	<p>Mail: 300 official envelopes a week posted by the Clerk of the Senate. 20 Official Paid envelopes a week may be posted by the Member anywhere in the State</p> <p>Telephone: Local calls free of charge from Leinster House. Trunk calls within the State limited to 6 minutes, except when particular number selected by a Member is notified by him to the Clerk of the Senate</p>
I	<p>The President is provided with official accommodation. The vice-presidents (4) and the Quaestors (3) are provided with small flats where they can sleep or study, or which they can use for meetings and other official activities</p>	<p>Free rail travel Free air travel to and from Rome. Members receive an annual lump sum payment for their taxi or car expenses</p>	<p>Free use of post and telephones within certain limits</p>

Accommodation

Transport

Postal and telephone expenses

NL

Yes. Members receive an allowance to cover the cost of travelling and accommodation

UK

Members are entitled to recover certain expenses incurred for the purpose of attendance at sittings of the House with a maximum for each day of £ 24.40 for overnight subsistence, £ 11.65 for day subsistence and incidental travel and £ 10.60 for secretarial costs, postage and certain additional expenses

Reimbursement of travelling expenses between their homes and London on parliamentary business

Postage expenses included in secretarial costs. Inland telephone calls from the House of Lords are free

Note:

Members of the House of Lords are unpaid

QUESTIONNAIRE OF THE EUROPEAN PARLIAMENT

Comparative note on the organization of services in the Parliaments of the Member States of the European Community

I. General and statistical aspects

The activity of a parliament is difficult to define and even more difficult to measure; however, some purely statistical information can be of help.

A) *Measurement of the assembly's activity* (last 5 years)

1. number of *days* of sittings per year,
2. number of *hours* of sitting per year,
3. number of meetings of *parliamentary committees* per year.

Approximate figures will be sufficient.

Please state whether the information given refers to a calendar year (1 January to 31 December) or a parliamentary year, giving the dates for the opening and closing of each annual session.

B) *Secretariat*

1. Please attach to your reply an *organization chart* for the secretariat of your assembly, giving as much detail as possible.
2. What basic texts govern the organization of your secretariat? (Please give dates, references and, if possible, copies)
3. *Total* establishment of the secretariat.

4. *Breakdown* by category of officials or other staff.

In replying to this question, please use where possible the distinction made in the Secretariat of the European Parliament between the following categories:

- A) Administrative or advisory duties
- B) Executive duties
- C) Clerical duties
- D) Manual or service duties.

5. If the parliament is bicameral, are there any *joint services* shared by both chambers?

II. Sessional services

A) *Organization of sittings*

1. How are the Speaker's papers drawn up, and by how many officials?
2. *Idem* for list of speakers.
3. *Idem* for tabling of amendments.
4. *Idem* for questions:
 - a) written questions (deadline for reply);
 - b) oral questions, with or without debate (deadlines applied according to whether the question is an ordinary one or on a topical matter).
5. Organization of the minutes of proceedings service.
6. Organization of the reports of proceedings service:
 - verbatim reports;
 - analytical reports;deadlines: for examination and correction by Members;
for publication of report in its final form.

B) *Official documents*

1. The different categories of documents published by your assembly (and approximate number of pages for each of the last 5 years).
2. Printing of official documents:
 - a) by your assembly's own services;
 - b) by outside sub-contractors.
3. Compilation of indexes:
 - a) by name (of Member);
 - b) analytical (by subject);
 - frequency of publication of such indexes.
4. Is a list kept of each Member's votes during a parliamentary term?

III. Language problems

1. If more than one official language is used in your assembly, how are
 - a) translation
 - b) interpretingservices organized?
2. How many staff are involved?
3. Are all documents published in all the official languages?
If not, what are the deciding factors?
4. What percentage of the total budget of your assembly is attributable to the costs arising from the existence of more than one official language?

IV. General services

A) *Post*

Is post systematically centralized?

B) *Archives*

Are microforms used, and if so in what proportion?

C) *Typing pool*

1. Number of secretaries;
2. Organization of requests.

V. Administrative services

A) *Operational budget*

1. Does your assembly have complete financial autonomy?
2. If so, what body
 - a) draws up
 - b) adoptsits budget.
3. If not, what institution has this responsibility?
4. What is the total budget (give figures for the last 5 years)?
5. Which bodies are responsible for
 - authorization of expenditure
 - financial control of expenditure?

B) *Data-processing service*

Is there such a service, and what are its exact functions?

How is it structured and how does it fit into the hierarchy?

Does it have functions other than personnel administration?

C) *Other services*

1. Existence of protocol service, and number of staff;
2. Idem for travel service (tickets, reservations);
3. Size of car pool;
4. Number of parliamentary ushers;
5. Number of other staff;
6. Relations between buildings service and official authorities (historic monuments)

VI. Parliamentary committees

1. Number of standing committees.
Is this number determined by your State's government structure or by other factors?
2. Number of Members on each committee.
3. Do chairmen, rapporteurs, etc., have a special status?
4. Size of secretariat for each committee (by grade).
5. Duties of the secretariat:
 - a) organization and conduct of meetings;
 - b) drawing up reports;
 - c) other assistance to Members.

6. Possibilities for setting up temporary or *ad hoc* committees.
7. Number of:
 - a) investigations;
 - b) hearings;
 - c) own-initiative reports.
8. Must any travel be authorized?
9. Do the committees meet in public:
 - always;
 - sometimes;
 - never?
10. Is there:
 - a press release,
 - a record of proceedings, whether published or not,
 - any other form of publicity regarding their work?

VII. Contacts with other parliaments

Approximate number of visits to other countries by:

- a) interparliamentary delegations;
- b) unofficial groups.

VIII. Library

1. Does your assembly have its own library or share one with another parliamentary or other institution?
2. What is its annual budget?
3. How many volumes does it have?

4. Number of subscriptions to:
 - newspaper;
 - periodicals;
 - reviews.
5. What staff does it have, by category of employment?
6. What hours is it open:
 - a) during public sittings;
 - b) at other times?
7. What services does the library provide?
 - loan system;
 - compiling bibliographies;
 - information, by press files (cuttings, analyses).

IX. Research and documentation service

1. Is there a separate service or is it combined with the library service?
2. How is it organized and what staff does it have?
3. Does its structure reflect the structure of the committees?
4. Are its staff called on to collaborate with the Members:
 - a) only to provide them with documentation and studies;
 - b) also to assist in drawing up reports?
5. Is the service responsible for:
 - a) long-term work only;
 - b) on-the-spot research as well?

6. What technical resources does it have at its disposal?

7. Is data-processing used in this service?

X. Relations with journalists

A) Press

What facilities are made available to journalists in the exercise of their work?

1. Access to a special gallery;
2. Access to a particular area (room, lobby) where they can meet Members;
3. Availability of official documents;
4. Any rapid information bulletin produced for journalists;
5. Contacts with parliamentary officials specializing in information.

B) Radio and television

1. Are there technical installations:
 - a) in the chamber;
 - b) in a special studio?
2. Are special programmes concerning your assembly broadcast regularly?
If so, are these produced by a unit within your assembly or by an outside organization?
3. Are visual and sound recordings kept in your archives?
If so, for what length of time?

XI. Relations with the public

1. What are the rules governing access by the public within your assembly's meeting place:
 - to plenary sittings (maintenance of order in the galleries);
 - to corridors and offices;
 - to the library;
 - to the bar or restaurant, etc.? (Members' guests)
2. Is an information bulletin distributed to a wide public?
 - how often?
 - in what form?
3. Are group visits organized for:
 - social or professional groups;
 - students and schoolchildren;
 - individual visitors?Are talks organized on parliamentary activities?

XII. Political groups

1. Is the existence of political groups officially recognized?
If so, what is their status?
2. Does such recognition take the form of allocating:
 - offices and equipment (give number and nature)?
 - staff?
 - a) seconded from the assembly's services
 - b) independent
 - their own budgets? If so:
 - a) how much?
 - b) what are the rules governing payment?

3. Do the staff of the political groups have access to:
 - the chamber;
 - committee meetings;
 - the library, etc.?
4. Do the chairmen and spokesmen of the political groups have any special privileges?
If so, what?
5. Does the opposition (the parliamentary minority) have officially recognized status?
If so, what, and what form does it take?

XIII. Other assistance

A) *Do the Members of your assembly have special facilities for recruiting:*

1. a secretary?
 - a) in their constituency,
 - b) at the parliament
2. a parliamentary assistant?
What is the relationship between such personal staff and the parliament's administration?

B) *Are other persons not on the staff of your assembly engaged, on a permanent or ad hoc basis, to assist:*

- certain bodies (committees, etc.);
 - certain Members (rapporteurs, chairmen, etc.)?
- If so, what is their status (experts, advisers, etc.)?

C) *Are special allowances granted to the Members of your assembly for:*

1. accommodation;
2. transport;
3. postal and telephone expenses?

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When the survey of the organization of services in the Parliaments of the EC Member States and the European Parliament, which dealt only with the directly elected Houses, was published in 1980, it was proposed that the comparative survey be extended to cover the organization of services in the "Upper Houses".

This second part has now been published as a companion volume to the first with the same presentation. It was drawn up on the basis of the same questionnaire.

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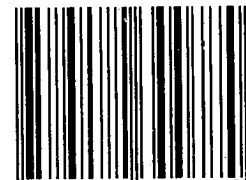


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