

EUROPEAN PARLIAMENT



DIRECTORATE-GENERAL FOR RESEARCH

WORKING DOCUMENTS

**ACCESSING EUROPEAN PARLIAMENT
DOCUMENTS**

Documentary Databases and Indexes of Debates Series

W1

EN - 2 - 1992

EUROPEAN PARLIAMENT



DIRECTORATE-GENERAL FOR RESEARCH

Documentary Databases, Data-Processing Applications
and Indexes of Debates Division

WORKING DOCUMENTS

ACCESSING EUROPEAN PARLIAMENT DOCUMENTS

Handbook for Members, political groups
and the Secretariat of the
European Parliament

Documentary Databases and Indexes of Debates Series

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INTRODUCTION

This handbook is designed to help Members and staff of the European Parliament:

- to search for European Parliament documents which they require;
- and to obtain those documents.

Since, in many instances, document searching calls for knowledge of the various document families, a glossary of the designations for documentation is included at the start of the handbook. The references assigned to documents are then explained.

Part 2 sets out the tools for searching for and selecting European Parliament documents: physical documents and databases. Those tools may belong to the European Parliament or to other Institutions.

After the documents required have been selected, how and where can they be obtained?

That question is answered in Part 3, which sets out the respective roles of the Distribution Service, the Library and the Archives Services.

Except under certain circumstances, those three services are not open to the public, which is why this handbook is intended to be used within the European Parliament. The arrangements for using the Distribution and Archives Services and the Library are set out in documents drawn up by those services. This handbook provides an overview of the documents produced by the European Parliament, however, expanding on certain information already available in the 'Practical Guide for Members'.

Colleagues in the other Institutions will doubtless be able to benefit from information contained in this handbook, provided, of course, that they contact their document distribution services.

Any suggestions for improving the handbook's format and content will be welcome.

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Part 1 OVERVIEW OF EUROPEAN PARLIAMENT DOCUMENTS

1. GLOSSARY OF MAIN TERMS USED

This glossary contains definitions of the various types of European Parliament documents, together with certain terms used therein.

In many definitions, reference is made to Rules in the Rules of Procedure of the European Parliament (6th edition, February 1991). The numbers of the Rules concerned are given in parentheses in the definition.

Amendment

An amendment seeks to change, within a parliamentary committee or in plenary, any part of a text (deletion, addition or substitution) (Rules 69, 70 and 71).

Assent

See 'Legislative Procedure'.

Bulletin of the European Parliament

The European Parliament publishes a Bulletin in a number of series:

- **Activities** (A Bulletin): This Bulletin contains general information on Parliament's activities, statements by European Political Cooperation and the Commission, references to certain official documents, a summary of Parliament's part-session business and the research work undertaken by the Directorate-General for Research (DG IV).
- **Activities - Special Edition** (S Bulletin): A special edition may be given over to a more wide-ranging topic such as the conclusions of a Presidency or a European Council meeting.
- **Calendar of Meetings** (B Bulletin): This contains the schedules of meetings of Parliament's bodies.
- **Written Questions** (C Bulletin): This contains a series of recently tabled written questions preceded by the name of the author and the Institution to which the question is put.

COM document

This is a document from the Commission of the European Communities. Parliament receives such documents:

- either for the purpose of consultation as part of a legislative procedure: SEC/COM proposal/consultation. The document concerned is referred to a particular parliamentary committee as the committee responsible, which usually draws up a report.
- or for information: COM/SEC document for information. In this instance no action is taken unless the parliamentary committee has obtained authorization from the Enlarged Bureau to draw up an own-initiative report on the matter or decides to incorporate it into another report.

Committee asked for an opinion

The President of Parliament may name a committee to deliver an opinion on a matter for the committee responsible (Rule 120).

The opinion of the former committee is published either in the report of the committee responsible, after the explanatory statement, or in a separate document bearing the reference number of the report of the committee responsible and marked 'Annex'.

Committee responsible

This is the committee responsible for examining matters referred to it by the President of Parliament. It appoints a rapporteur. Other committees may be asked for their opinions (Rule 112).

Common orientation

During a conciliation procedure (Rule 43), which takes place in connection with certain important Community decisions, the Council puts forward to Parliament a common orientation.

Common position

This document, which forms part of a cooperation procedure, is forwarded by the Council to Parliament after Parliament's first reading. It concludes the Council's first reading (Rule 45).

Debates

A provisional edition of the Verbatim Report of Proceedings of sittings is published for each part-session day; it is known by its French acronym CRE or as the 'rainbow' edition, speeches being included in the language in which they have been made. The revised final edition covering a part-session week is published in each official language a little later as an Annex to the Official Journal of the European Communities.

Debates on topical and urgent subjects of major importance

A political group or at least 23 Members may table a motion for a resolution with a view to a debate on topical and urgent subjects of major importance entered on the agenda. The total number of subjects included on the agenda for each part-session may not exceed five (Rule 64).

Decision

A decision is an action taken by Parliament in plenary. It may relate to a variety of areas:

- Decision to waive the parliamentary immunity of a Member
Following a request by a Member State to waive the parliamentary immunity of a Member, Parliament votes to waive or not to waive the parliamentary immunity of that Member and communicates the decision to the competent authority of the Member State concerned (Rule 5).

The decision is published in the C series of the Official Journal of the European Communities (Minutes of Proceedings).

- Decision as part of a cooperation procedure
At second reading, Parliament adopts the recommendation made by the committee responsible on the common position adopted by the Council (Rule 47).

Such Parliament decisions are published in the C series of the Official Journal of the European Communities.

- Decision to set up a new committee or delegation
Parliament may at any time decide to set up a temporary committee, to modify the powers of a committee (Rule 109) or to set up an interparliamentary delegation (Rule 126).
- Discharge decision
Parliament considers a report by the Committee on Budgetary Control proposing that discharge be granted, postponed or refused; the report is adopted in plenary sitting.

All discharge decisions by Parliament are forwarded to the Commission and published in the L Series of the Official Journal of the European Communities.
- Decision to amend the Rules of Procedure
Any Member may table a motion to amend the Rules of Procedure. The decision to do so is taken if an amendment secures the votes of a majority of the current Members of Parliament (Rule 132).
- Assent
Parliament adopts a decision giving its assent to the conclusion, renewal or amendment of certain agreements (Rule 33(4) and (5)).

Draft opinion

The draftsman appointed by a committee asked for its opinion draws up a draft opinion and submits it to his committee to be put to the vote.

Draft report

The rapporteur appointed by the committee responsible draws up a draft report which is debated and adopted by the committee before being tabled to be debated and put to the vote in plenary.

Eurovoc

Eurovoc is a thesaurus produced by the European Parliament and the Office for Official Publications (OOPEC) as a document indexing tool.

It is used to index documents for which reference data is held in the European Parliament's EPOQUE database, and in other databases such as CATEL and CELEX, and to produce the Index of the Official Journal. The thesaurus has been published as an Annex to the Index of the Official Journal of the European Communities in the nine Community languages. It comprises some 5000 descriptors covering the European Community's areas of activity.

Explanatory statement

A Parliament report contains an explanatory statement to explain the motion for a resolution; in addition, COM documents from the Commission contain explanatory memorandums. The explanatory statement in a report is drawn up under the responsibility of the rapporteur and is not put to the vote.

Fact Sheets

The Fact Sheets are published regularly by the Directorate-General for Research, one for each subject area. The main areas covered are the Community's Institutions and bodies, external relations and policies.

Minutes of proceedings

The minutes of proceedings of each sitting are placed before Parliament for its approval at the next sitting (Rule 107).

The minutes of proceedings of each part-session are published in the C series of the Official Journal of the European Communities.

Motion for a resolution

A motion for a resolution may be tabled by a political group, by an individual Member or by a number of Members. It may be given an early vote (Rules 56 and 58), give rise to a plenary debate on a topical and urgent subject of major importance (Rule 64) or be referred to a committee (Rule 63). In the last instance, the committee to which a motion has been referred for consideration may decide to draw up a report, to include it in another report or not to take any action on it.

A report also contains a motion for a resolution.

Opinions of parliamentary committees

See 'Committee asked for an opinion'.

Orientation

Council's stance during a legislative procedure, e.g. proposal for a new legal basis.

Parliamentary study

These are studies carried out by the European Parliament's Directorate-General for Research or by national parliaments. Certain studies by DG IV are published as Research and Documentation Papers.

Petition

This is a written request or complaint submitted to Parliament by any Community citizen, either individually or jointly with other citizens, and examined by the Committee on Petitions (Rules 128-130). Petitions are assigned a number in the order in which they are received. Notice is given in plenary sitting of petitions; they are included in the minutes of proceedings of Parliament's sittings.

Procedure

A procedure consists of a series of events beginning with the consultation of, or an internal decision by, Parliament and ending with a final decision on the proposal concerned. There are various types of procedure, including:

- the legislative procedure;
- the parliamentary procedure;
- the budgetary procedure;
- the conciliation procedure.

Budgetary procedure

The budgetary procedure takes place in stages on the basis of a preliminary draft budget from the Commission and a draft budget from the Council, which are forwarded to Parliament. The procedure comprises two readings. The President of Parliament declares the budget finally adopted. It is published in the L series of the Official Journal of the European Communities (Annex IV of the Rules of Procedure).

Conciliation procedure

In connection with certain Community decisions, Parliament may ask for a procedure for conciliation with the Council to be opened if the latter intends to depart from Parliament's opinion. A delegation led by the President or one of the Vice-Presidents of Parliament confers with the Council. It draws up a report on the results of conciliation, which is debated and voted on by Parliament (Rule 43).

See also 'Common orientation'.

Parliamentary procedure

This is an internal Parliament procedure. There are various types, including:

- procedure concerning a motion for a resolution pursuant to Rule 63 (see 'Motion for a resolution');
- own-initiative procedure (Rule 121): see 'Own-initiative report'.

Legislative procedure

Under a legislative procedure, Community acts are adopted by the various European Institutions on the basis of a Commission proposal. There are three types of legislative procedure:

- Cooperation procedure: This procedure, which applies to the internal market, to economic and social cohesion and to research and technological development, requires two readings by both Parliament and the Council.
- Consultation procedure: This procedure requires one reading only (Rule 36).
- Assent: Parliament gives its assent to the conclusion, renewal or amendment of an association agreement or a financial protocol concluded by the Community (Rule 33).

Question

Questions may be put by one or more Members to another European Institution (the Commission, Council or European Political Cooperation) for answer. Questions may be written questions, oral questions with or without debate, or questions for Question Time.

Written question

A written answer is given to each question tabled by one or more Members (Rule 62). After being tabled, questions are published in the Bulletin; questions together with their answers are published in the C series of the Official Journal of the European Communities.

Oral question with debate

Such questions, which relate to problems of a general nature, are tabled either by a committee or by a political group or by at least seven Members (Rule 58). An oral answer is given in plenary; accordingly, it is included in the Debates of the European Parliament.

Oral question without debate

Any Member may table such a question on a specific point (Rule 59). Questions and the answers given during part-sessions are published in the Debates of the European Parliament.

Question for Question Time

Question Time is held at each part-session. Any Member may table a question for Question Time. Questions and the answers thereto, regardless of whether they are oral answers in plenary or written answers to the Members concerned, are published in the Annex to the Official Journal of the European Communities (Rule 60).

Questions to the Presidency

Any Member may ask questions relating to the work of the Bureau, the Enlarged Bureau and the Quaestors. Such questions, together with the answers given, are published in the Bulletin of Parliament (Rule 25).

Recommendation

This is a report at second reading during a cooperation procedure.

Report

A report is a document produced by a parliamentary committee either on its own initiative, with the Bureau's authorization (own-initiative report), or after the matter concerned has been referred to it as the committee responsible. Each report contains a motion for a resolution (or, where appropriate, a draft legislative resolution), an explanatory statement, possibly opinions from the committees asked to deliver opinions, and draft amendments to the Commission proposal (where appropriate) (Rules 117 and 118).

Report of Proceedings

See 'Debates'.

Resolution

A resolution is a text adopted by Parliament on the basis of a motion for a resolution tabled in plenary. It is included in the minutes of proceedings of the sitting during which it was adopted. Resolutions are either legislative resolutions, own-initiative resolutions or budgetary resolutions, depending on the text on which they are based.

Rules of Procedure of the European Parliament

The Rules of Procedure lay down how the European Parliament's business is organized and the approach to be taken for all types of action by Parliament. Any Member may propose amendments to the Rules of Procedure; they are examined by the Committee on the Rules of Procedure (Rule 132).

The Rules of Procedure are produced and published by the European Parliament.

Session documents

Session documents form the basis for Parliament's debates and decisions. They are published in the nine Community languages and are divided into three series (see Annex for details):

- A series: reports
- B series: motions for resolutions, oral questions
- C series: documents from other Institutions.

Transfer of appropriations

This is a request by the Commission to the two arms of the budgetary authority - Parliament and the Council - to transfer appropriations from one chapter to another within the Community budget.

Written declaration

This covers a matter falling within the sphere of activities of the European Communities and is entered in a register (Rule 65). When a declaration entered in the register has been signed by at least one half of the current Members of Parliament and has been declared adopted, the President of Parliament forwards it to the recipients named in the declaration. The text of the declaration and the names of the signatories are published in the minutes of the next sitting (Official Journal of the European Communities, C Series).

2. DOCUMENT REFERENCES

So much for definitions. We now come to the numbering schemes. Each document produced by the European Parliament is assigned a reference which enables it to be identified. The reference scheme used depends on the type of document, however.

Reports

Typical reference: **A3-0130/91**

The letter identifies the document family. The letter A means that the document is a report. The number immediately following specifies the parliamentary term:

- 1, for the first parliamentary term : 1979-1984;
- 2, for the second parliamentary term : 1984-1989;
- 3, for the third parliamentary term : since 1989.

The next number is a serial number. Lastly, 91 means that the report was produced in the calendar year 1991 (until 1 January 1990, that number referred to the parliamentary year).

Note: The letter to distinguish document series was introduced in 1985.

Motions for resolutions and oral questions

Typical reference: **B3-0302/91**

Motions for resolutions and oral questions which have become session documents are identified by the letter B.

The other elements in the reference are the serial number and the year.

Documents from other Institutions

Typical references: **C3-0065/90**

Documents from other Institutions - e.g. Commission proposals, Council opinions on transfers of appropriations, or Council common positions or common orientations - are identified by the letter C.

The other elements in the reference mean the same as those for the A and B series.

Petitions

Typical reference: **57/91**

A petition is assigned a serial number only, which is followed by the year in which it was submitted.

Written declarations

Typical reference: **13/90**

The numbering scheme for written declarations is identical to that for petitions.

Transfers of appropriations

Typical reference: **15/91**

Transfers of appropriations, too, are identified by a serial number and by year.

Other references may also be given for such documents (e.g. C3-0651/90) because the proposals originate in the Commission and moreover, in certain instances, the Council gives its opinion.

Questions

Typical references: **O-0024/91**
 E-0054/91
 H-0042/91

This type of reference is assigned to a question when it is tabled. The letter identifies the type of question: O for an oral question, E for a written question and H for Question Time.

The numbers that follow are the serial number and the year in which the question was tabled.

An oral question entered on the agenda appears in a B series session document. Oral questions for Question Time at a given Parliament part-session are set out in a single B series session document, with a unique B and PE reference number for that part-session.

Documents relating to a cooperation procedure

Typical reference: **SYN0312**

The Commission assigns a SYN reference to all proposals forming part of a cooperation procedure.

The same SYN number is assigned to all the documents relating to a particular procedure.

Commission documents

Typical reference: **COM(90) 0352**
 SEC(90) 0251

Commission documents are identified by the reference codes COM or SEC plus the year and a serial number.

PE number

Each document produced by Parliament, whether it is a session document or an in-house notice, bears a PE number which enables it to be identified as it is being drawn up.

Part 2: TOOLS FOR RETRIEVING EUROPEAN PARLIAMENT DOCUMENTS

To enable EP documents to be searched for and accessed, the Community's Institutions and bodies produce various bibliographical resources listing the references for official documents and acts.

Part 2 deals with search tools, which are categorized by medium and by source, i.e. the issuing Institution or body.

1. PHYSICAL DOCUMENTS

A. Documents produced by the European Parliament

- Bulletin

The Bulletin is an EP publication produced in a number of series: Activities, Calendar of Meetings, Activities (Special Edition) and Written Questions (see glossary).

The main contents of the 'Activities' Bulletin are:

- official acts of the EP submitted or adopted during the part-session concerned (reports, questions, resolutions);
- a selection of studies carried out by the Directorate-General for Research;
- Commission documents received by the European Parliament for information;
- answers to questions to the Presidency;
- work in parliamentary committees (appointments of rapporteurs, decisions not to draw up reports);
- European Political Cooperation declarations/statements.

The 'Written Questions' Bulletin contains all written questions before they have been answered.

The Bulletin, in its various series, is published in the 9 Community languages.

- List of session documents in numerical order

This list, which is generated from the EPOQUE database, contains EP session documents in ascending numerical order.

From 1983 to 1985, the list contained all session documents, i.e. motions for resolutions, reports, certain parliamentary questions and written declarations, and some documents from other Institutions. That list was issued in French only. The most recent list to have been published covers the period from 1985 to 1989. It contains reports only. It is published in English and French by the EP's Directorate-General for Research.

Information provided: depending on document type, title, name of rapporteur or tableur, date of vote, and references to OJ, COM document or procedure concerned.

The list is published intermittently, depending on demand.

- **Indexes of Debates of the European Parliament - Official Journal of the European Communities, Annex**

The most recent annual index published covers the Parliamentary year 1984-1985. These indexes are being superseded by the EPOQUE database; however, this does not rule out publication of new indexes.

Indexes of Debates are made up of Indexes of Names and Indexes of Subjects of debates of the European Parliament, plus the official session documents and petitions.

An Index comprises four sections:

1. **Index of Names**

All Members and all other persons who have taken part in a debate are listed in alphabetical order, followed by details on membership of committees, documents produced, and debates and Question Times in which he or she has been involved.

2. **Index of Subjects**

Documents are classified by subject. For each subject, the following are given:

- the documents on that subject (together with their reference number, title, type and cross-reference to previous documents):
- the debates classified by sitting (together with the names of speakers and page numbers in the OJ containing the debates for the part-session in question).

3. **List of session documents**

They are classified by type and by serial number.

4. **Petitions**

Petitions are numbered and listed in the order in which they are received. For each petition, the name of the petitioner and the subject are given.

B. Documents produced by the Institutions as a whole

- **'Documents'**

This catalogue is produced and published by the Office for Official Publications of the European Communities on behalf of the Community Institutions collectively.

It comprises the bibliographical notices for:

- . Commission documents
- . EP reports
- . ESC opinions

which have been prepared during the reference period for the catalogue. The catalogue is produced in the nine official languages.

There are three versions of 'Documents':

- . monthly catalogues classifying documents by subject (the subject index comprises 19 headings):
- . quarterly catalogues which contain alphabetical and numerical indexes in addition to classified indexes;
- . an annual cumulative catalogue setting out the information contained in the quarterly catalogues.

C. Documents produced by the Office for Official Publications of the EC

- Index to the OJ of the EC

The monthly indexes to the Official Journal are reproduced at the end of the year in cumulative annual indexes. They are set out in two volumes:

. Volume 1: Alphabetical Index

Each document published in the Official Journal - in whatever Community Institution it originates - is indexed by means of descriptors from the Eurovoc thesaurus. Documents are identified, beneath each descriptor, by a series of keywords, a document number, the Official Journal reference, the legal form and the abbreviation for the originating Institution.

. Volume 2: Methodological Index

The Methodological Index clearly lists acts which have been published in the L series (legislation) and C series (information and notices) of the Official Journal. For each document, the references are given for the OJ in which the document was published.

- Catalogue of Publications of the European Communities

Each catalogue contains the bibliographical notices for monographs, series and periodicals published by the Institutions of the European Communities since 1987. It is a quarterly publication; there is a cumulative annual edition.

It is divided into three parts:

- . Part 1: classified index (classification of titles by subject under 22 headings);
- . Part 2: list of periodicals;
- . Part 3: index of titles and series.

D. Documents produced by the Commission

- **SCAD Bulletin**

(SCAD = French acronym for 'Community System for Documentation Access')

This weekly bulletin is produced by the Commission and published by the Office for Official Publications of the European Communities.

It lists and provides an analytical overview of the main Community acts, the publications of the European Institutions, the positions adopted by the two sides of industry and articles from journals selected for their relevance to the Community.

- **SCAD Bibliographies**

This intermittent publication contains references on topical subjects.

- **Bulletin of the European Communities**

This monthly bulletin produced by the Commission in the nine Community languages reports on the activities of the Commission and the other Community Institutions.

The main headings relate to key events, common policies, external relations, interinstitutional relations, activities of the Institutions, etc.

For each subject, references are given to documents produced by the Institutions, together with a summary of the content of those documents.

- **Supplement to the Bulletin**

The Supplement reproduces certain important Commission texts.

2. DATABASES

A. The European Parliament database EPOQUE

EPOQUE is the documentary database produced by the European Parliament, in particular by DG IV together with DG I and DG II.

It comprises all references for:

- . legislative procedures (since the entry into force of the Single Act);
- . session documents: reports, motions for resolutions, transfers of appropriations, documents from other Institutions (from 1979 onwards);
- . parliamentary questions: written and oral questions, with or without debate, questions for Question Time (from 1983 onwards);
- . debates (from 1985 onwards);
- . resolutions adopted in plenary sitting (from 1986 onwards) and resolutions adopted between 1952 and 1964;
- . studies carried out by the European Parliament or by national parliaments;
- . the Library catalogue (from 1983 onwards).

As at November 1991, references were given for a total of close to 110 000 documents, which have been indexed using the Eurovoc thesaurus.

Two procedures can be used, in the nine official languages, to interrogate the database (one is a simplified, menu-guided procedure available in eight languages).

It is updated daily.

EPOQUE runs on Parliament's host computer in Luxembourg.

It is accessible via Parliament's in-house network (EPINET), via national data networks or via the OVIDE server.

A full-text version of the Fact Sheets and the references for petitions will become available in EPOQUE during the first half of 1992.

B. The interinstitutional database CELEX

CELEX - Communitatis Europae LEX - is the interinstitutional computerized documentation system for Community law.

The database comprises:

- . the Treaties;
- . the Community's external agreements;
- . Community legislation;
- . Court of Justice case-law and documents from the Court of First Instance;
- . the preparatory acts of the Commission, the European Parliament and the Economic and Social Committee;
- . parliamentary questions;
- . national implementing provisions in respect of Directives.

In a number of areas, CELEX contains reference data and full text.

More specifically, the following Parliament documents are incorporated within CELEX:

- . parliamentary questions: written questions (from 1963 onwards), oral questions (from 1973 onwards) and questions for Question Time (from 1975 onwards);
- . resolutions of the European Parliament (from 1974 onwards).

Updating is carried out monthly for parliamentary questions - the regularity of updating for resolutions varies - on the basis of information taken from the EPOQUE database.

Information provided: bibliographical data, classification data (subject descriptors), dates, full titles, summaries or descriptors, relationships between documents.

Languages: available in French, English, German, Dutch, Italian, Danish and Greek.

Access is via national data networks to the Commission's EUROBASES server or national servers. CELEX can also be accessed via the OVIDE server.

C. The databases of the Office for Official Publications of the European Communities (OOPEC)

- CATEL

CATEL, which is the French acronym for 'electronic catalogue', is a database storing bibliographical data on all works and documents published by the Office for Official Publications of the European Communities.

CATEL comprises two sections:

- the publications section, which incorporates such works in addition to documents published;
- the Official Journal Section, which incorporates a number (type) of documents published in the Official Journal.

CATEL is directly linked to the Offices' trading network. Consequently, after it has been consulted, publications may be ordered (if a document is ordered, the entire publication containing it is sent out).

The following European Parliament documents are incorporated into this database:

- . reports from 1987 onwards;
- . publications from 1985 onwards.

Information provided: author, title, Eurovoc descriptors, subject, document number, OJ reference, microfiche number, date, document type, legal form of document, name of issuing Institution, etc.

Languages: the 9 official languages of the European Communities.

- ABEL

ABEL is a database containing the titles of documents published in the L series of the Official Journal over the last three months (from the date of publication).

ABEL enables searching to be carried out on the basis of words in the title, document reference and Official Journal reference, legal form, date of publication, etc.

In addition to consultation, ABEL permits certain users to order a copy of the document selected; they are supplied via the ARCDON system (Archive Optique Numérique) and are dispatched either directly by facsimile or by post.

Languages: the 9 official Community languages.

D. The Commission's databases

The Commission runs a number of databases: reference is made here only to those containing information directly relating to the European Parliament's activities.

- APC (APC = French abbreviation for 'Commission Preparatory Acts')

APC is a management database for Commission proposals and communications forwarded to the Council, enabling the main stages in the decision-taking process involving the Commission and the other Community Institutions to be tracked.

Information provided: document type, title, date, area, issuing Institution, legal basis, references, procedural information, etc.

Languages: French. The titles are translated into 8 Community languages (all except Greek).

The database contains references for documents from 1975 onwards. It is updated weekly. This management database is not accessible to the public.

- SCAD

SCAD is a database comprising the references for:

- . the main Community acts, together with background details on the procedures concerned;
- . official publications of and documents published by the Community Institutions;
- . articles, taken from periodicals, on the activities of the Community Institutions;
- . positions and opinions adopted by the two sides of industry.

The European Parliament documentation contained within SCAD is made up of the reports, resolutions, opinions, official publications and other documents issued by Parliament since 1983.

Information provided: author, title, summary, background, sources, descriptions, year of publication, languages, area, etc.

Languages: . for reports, resolutions and opinions: French and English;

. for official publications: French, English and German.

Updating is carried out weekly.

Access is via the Commission's EUROBASES server or other servers (including CERVED and ICEX).

- INFO 92

INFO 92 is a factual and bibliographical data base containing:

- . up-date information on the introduction of the single market;
- . the content of proposals or decisions and references to the Official Journal of the European Communities;
- . the deadlines laid down for the transposition of Community directives into national law, and references for national implementing measures.

Its document references begin in 1986.

Updating is carried out daily.

Languages: the nine Community languages.

Access is via the Commission's EUROBASES server.

The annex contains a form which Members and officials may use to obtain access to the databases referred to.

The Documentary Databases, Data-processing Applications and the Indexes of Debates Division organises regular training courses, which are also open to Members' assistants on using the EPOQUE and CELEX databases.

3. CD-ROM RETRIEVAL

There are a number of CD-ROMs containing part of the CELEX database. The advantage of this for the public in particular is that there are no charges for connecting to CELEX. Furthermore, the suppliers of such products usually propose a user-friendly interface for accessing the information. However, the frequency with these optical-disk-stored files are updated - twice a year for the most part - may be a draw-back for use within Parliament.

4. THE OVIDE SERVICE

The OVIDE service facilitates access to certain information generated by various directorates-general and can be used to access the EPOQUE and CELEX databases.

The information held within OVIDE concerning European Parliament documentation includes agendas for parliamentary committee meetings and part-sessions.

Part 3: WHERE TO OBTAIN PRIMARY DOCUMENTS

There are a number of European Parliament services responsible for holding and managing parliamentary documentation.

On occasion, those services may hold identical documents; in general, however, the basis on which they distribute them is not the same.

The purpose of Part 3 is:

- firstly, to set out the responsibilities of each service which holds primary documents;
- secondly, to identify where each type of document, on whatever medium it is presented, is held.

1. THE SECRETARIAT'S SERVICES

A. Distribution (DG VII)

The Distribution Service is the first place for obtaining Community documents published in the nine official languages, provided that they date back no more than two years.

This service is responsible for:

- despatching documents, as soon as they have been received, to the individuals and services requiring documentation produced by Parliament and the other Community Institutions;
- handling individual requests for recent documentation.

Documents held for two years and made available to Members include session documents (A, B and C series), issues of the Official Journal of the European Communities, Bulletins, the Rules of Procedure and other Parliament publications, and certain Commission documents.

Documents dating back more than two years may be consulted in the Library or Archives.

The Distribution Service operates in Parliament's three places of work.

The period during which certain documents are available may be cut from two years to 18 months. Details of this are given in the 'Guide pratique de la Distribution' (Distribution Handbook) issued by the Distribution Division.

B. The Library (DG IV)

The Library aims to provide Members, Secretariat officials and political group staff with a stock of documentation on Community activities in general and on matters considered by the European Parliament in particular.

It assembles, manages and keeps:

- a stock of documents published by the Community Institutions;
- a special stock of works and articles from journals on the European Communities;
- a general stock made up of reference works and major publications on the economic, political and social integration of Europe, on problems of organization and of international cooperation and on politics, economics and law.

It holds the following parliamentary documents:

- Series A, B and C session documents on paper for three years, and series A documents on microfiche from 1986 onwards;
- All issues of the Official Journal on microfiche from 1952 onwards. The L and C series of the Official Journal on paper are kept for two years, the Annex series (Debates) for four years, and the S series (Supplement) for one year;
- Bulletins of Parliament on paper for two years, the others on microfiche;
- Parliament's Rules of Procedure;
- the provisional minutes of each sitting, on paper, for one year.

Certain Commission documents on paper - COM/SEC documents - are kept for three years. There has also been a microfiche version since 1980.

It is furthermore possible to obtain documentation from national parliaments on paper or microfiche, and SCAD articles on microfiche.

The lion's share of the Library's documentation stock is located in Luxembourg. The Library has a unit in Brussels. With regard to Strasbourg, under an agreement with the Council of Europe its library's documentation stock may be consulted.

Parliament's Library has published a users' guide to its services entitled 'Can we help you?'. The guide is available in the Library.

C. The Archives (DG IV)

The Archives Service exists as a last resort for obtaining parliamentary documents.

The service holds all parliamentary documents in one or more forms (paper and microforms), together with some Community documentation.

Any document no longer available from other services may be obtained by Members and officials.

The historical archives dating back more than 30 years, which are therefore open to the public, may be consulted at the Florence Institute.

More specifically, the following parliamentary documents are placed in the archives:

- official documents of the European Parliament (session documents, parliamentary questions, petitions);
- correspondence (received and sent);
- the decisions of the Bureau and of the Enlarged Bureau (with due regard for confidentiality rules).

2. HOW TO OBTAIN EACH TYPE OF DOCUMENT

Documents may be obtained via one or more services, depending on the type, the date of publication and the medium on which it is required.

In the following, primary documents have been listed on the basis of category. In respect of each type, details are given as to the arrangements for holding them in the three main services concerned (Distribution, Library, Archives). It should be pointed out that those services are not the only sources of parliamentary documentation, since that documentation is distributed to many services in the European Parliament's three places of work, to the external offices and to the political group secretariats.

Bulletin of the European Parliament

<u>Distribution</u>	: last two years
<u>Library</u>	: on paper for two years, and on microfiche
<u>Archives</u>	: on microfiche from 1970 onwards

COM and SEC documents

<u>Distribution</u>	: prior to submission in plenary
<u>Library</u>	: on paper for two years, and on microfiche from 1980 onwards
<u>Archives</u>	: consultation-related COM/SEC documents on paper and on microfiche; the other COM/SEC documents on microfiche only

Correspondence

<u>Archives</u>	: all correspondence (received and sent) on paper and on microfilm, except for some correspondence belonging to the President's Office, the Office of the Secretary-General and Members' private correspondence
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Decisions of the Bureau

Archives : held with due regard for confidentiality rules

Minutes of proceedings of sittings (provisional edition)

Distribution : the minutes for part-sessions which have not yet been published in the OJ (approx. three months)

Library : one year on paper

Official Journal of the European Communities

Distribution : for two years

Library : has always been available on microfiche;
on paper: L and C series (two years), Annex (four years), Supplement (one year)

Archives : all OJs on microfilm from 1952 onwards except for Supplements to the OJ which have not been placed in the archives.

Questions

Held in the Statute for Members Division (DG I) prior to translation. Subsequently:

- written questions : in the Bulletin of Parliament;
- written questions and answers thereto : in the C series of the OJ;
- questions for Question Time : in B series session documents (one document contains all the questions for a part-session);
- H questions and answers thereto : in the Annex to the OJ;
- oral questions : unless they are session documents, in the Questions Service of the Statute for Members Division; otherwise, in B series session documents;
- O questions and answers thereto : in the Annex to the OJ.

Rules of Procedure

Distribution : the latest edition in force

Library : all editions on paper

Archives : all editions on paper

Session documents

- A series

Distribution : for two years

Library : on microfiche from 1986 onwards, and on paper for three years

Archives : all documents on paper, microfiche version from 1984 onwards

- **B and C series**

<u>Distribution</u>	: for two years
<u>Library</u>	: only on paper for three years
<u>Archives</u>	: all documents

CONCLUSION

This handbook will have helped you to appreciate the variety of documents produced or examined by the European Parliament, and the variety of sources and distribution arrangements.

However information technologies develop, most of those sources will remain useful.

The development of documentary databases is already providing invaluable assistance, however.

The EPOQUE database, which is being increasingly utilized, is a powerful tool for searching for documents and parliamentary procedures. When, in addition to references, certain documents are available in full-text form within EPOQUE, that database will provide a new point of access to documents: your office where your computer equipment will enable you to display and print out the texts you require.

Naturally, that will only apply to documents which can be retrieved from the office systems operated in the originating services and the Directorate for Translation.

Session Documents Service

MAIN SESSION DOCUMENTS

- **A series**

- . reports (including assent and recommendations for the second reading)

- **B series**

- . ordinary motions for resolutions (Rule 63)
- . motions for resolutions on the ECSC (Rule 31(3))
- . urgent motions for resolutions (Rule 64)
- . motions for resolutions (follow-up) (Rule 41(4))
- . motions for resolutions on oral questions (Rule 58(7))
- . motions for resolutions on statements (Rule 56(3))
- . proposals for decisions on delegations (Rule 126)
- . proposals for decisions on committees (Rule 109)
- . motions of censure (Rule 30)
- . proposals to reject common positions (Rule 50)
- . proposals to reject the budget (Annex IV, Article 6)
- . proposals for decisions on provisional twelfths (Annex IV, Article 7)
- . amendments to the Rules of Procedure (Rule 132)
- . oral questions (Rules 58 and 59)
- . Question Time (Rule 60)

- **C series**

- . common positions (Rule 45)
- . consultations (Rule 36)
- . budget documents (Annex IV, Article 1)
- . discharge documents (Annex V, Article 1)
- . documents from other Institutions (Annual Report of the Court of Auditors, appointment of Members of the Court of Auditors, Commission report on implementation of the budget, etc.)
- . reports on European Political Cooperation (Rule 57(3))
- . Annual General Report of the Commission (Rule 29b)
- . treaties and agreements (Rules 32-35)
- . annual legislative programme (Rule 29a)
- . transfers of appropriations

PARLEMENT EUROPEEN



Direction Générale des Etudes / Directorate General for Research

DEMANDE D'ACCES A DES BASES COMMUNAUTAIRES REQUEST FOR ACCESS TO EC DATABASES

à adresser à :
please send to :

PARLEMENT EUROPEEN
Division Bases documentaires, Applications
informatiques et Tables analytiques des Débats
M. HELSTROFFER, SCH 6/39
L-2929 LUXEMBOURG Fax : (352) 43.40.71 / 43.93.17

DEMANDEUR / FROM

Ms/Mr/Mme/M _____ Prénom/first name _____

Qualité : Membre PE / Member of EP (assistant autorisé / authorized : _____)
Status : Fonctionnaire / official DG/service/group(e) : _____
La signature du Député / Secrétaire général du groupe / chef de service est requise pour les assistants et agents temporaires
MEP / group Secretary general / Head of service's signature is required for assistants and temporary agents

Adresse : LUXEMBOURG bâtiment/bureau _____ tél. _____
Address : BRUSSELS building/office _____ tel. _____
 Autre / other :

Demande : Création Modification Interruption
Request : pour cessation de fonction
for end of duty

d'un accès à / an access to :

- EPOQUE (PE documents et bibliothèque - EP documents and library catalogue)
- CELEX (droit CE / EC law - 7 lang.)
Si par OVIDE / If through OVIDE : N° IDENTIF. : _____
- SCAD (reference articles EC - multiling.)
- APC (actes préparatoires de la Commission - French only)
- SESAME (energy technology projects - English only)

- INFO92 (marché intérieur et charte sociale - internal market and social charter)
- RAPID (communiqués de presse de la CE - EC Press release material)
- ECLAS (catalogue de la bibliothèque CE - EC library catalogue)
- EUROCRON (statistiques CE - EC statistics)

- Autre - other: _____

Langues souhaitées pour la documentation, par ordre de préférence (en partie disponible seulement en Fr, En) : , , , , ,

Preferred languages for documentation, by order of priority (some of it available only in Fr, En) : , , , , ,

L'utilisation gratuite de ces bases est réservée aux Députés et fonctionnaires du PE. Les mots de passe sont strictement confidentiels.

Access to these databases is free of charge only for Members and permanent staff of EP. Therefore the passwords are strictly confidential.

Date _____ Signature _____