

EUROPEAN PARLIAMENT
Secretariat

Practical Guide
for Members

May 1979



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Experience has shown that the information supplied to Members on their appointment could usefully be supplemented by practical details on procedural matters, established rules and practices, official channels, and the responsibilities of the European Parliament's services, organs and Secretariat.

This second edition of the guide, which is based on the situation prior to direct elections, constitutes a practical attempt to fill this gap. Additions and improvements will be made in the light of experience and on the basis of suggestions by users.

Suggestions for improvements or additions to this guide should be submitted to Mr Von Padberg, Director in charge of the Members, Parliamentary Questions, Official Documents and Petitions Division of Directorate-General I.

Luxembourg II,
office 121,
tel. 2486

Strasbourg
office 1140,
tel. 3668

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The relevant departments are indicated opposite the titles of entries in the guide:

Cab	Office of the President
SG	Secretary-General or Secretary-General's office
DG I	Directorate-General for Sessional and General Services
DG II	Directorate-General for Committees and Inter-Parliamentary Delegations
DG III	Directorate-General for Information and Public Relations
DG IV	Directorate-General for Administration, Personnel and Finance
DG V	Directorate-General for Research and Documentation
CF	Financial Control Division
	Luxembourg I — Tower Building
	Luxembourg II — Robert Schuman Building

ALPHABETICAL GUIDE

A

ACCIDENT INSURANCE

DG IV

The Secretariat has taken out an accident insurance policy covering Members of the European Parliament for accidents in their professional and private lives.

Luxembourg I, office 425, tel. 26 16
Strasbourg, office C 233, tel. 5 49

ACCOUNTS (closure)

DG I

The President forwards the draft accounts to the appropriate committee.

On the basis of a report by the appropriate committee, Parliament passes its accounts (Rule 50 A of the Rules of Procedure).

ACCOUNTS (discharge)

DG I

On the basis of a report by the appropriate committee, Parliament passes its accounts and decides on the giving of a discharge (Rule 50 A of the Rules of Procedure).

ACP-EEC CONSULTATIVE ASSEMBLY

DG I

The ACP-EEC Consultative Assembly is one of the institutions of the Convention concluded between 57 African, Caribbean and Pacific (ACP) States, the European Community and its Member States. It is composed of two representatives from each of the ACP States, appointed in accordance with the procedure laid down by each of them, and an equal number of representatives of the European Parliament appointed by the latter from among its Members.

The Assembly meets at least once a year. Its deliberations are public. Its business, which includes, in particular, considering the annual activity report of the ACP-EEC Council of Ministers, is prepared by the Joint Committee.

See also: JOINT COMMITTEE

ACP-EEC JOINT COMMITTEE

DG II

The Joint Committee is the body responsible for preparing the business of the ACP-EEC Consultative Assembly. It is composed of one representative from each ACP State and an equal number of representatives of the European Parliament. The members of the Joint Committee are appointed by the ACP-EEC Consultative Assembly from among its own number during its annual meeting. The European Parliament's representatives automatically include the members of the Committee on Development and Cooperation.

The Joint Committee meets just before meetings of the ACP-EEC Consultative Assembly and usually on one other occasion each year. Its meetings are not public.

The main task of the Joint Committee is to consider the the annual report of the ACP-EEC Council of Ministers and to present its conclusions to the ACP-EEC Consultative Assembly in the form of a motion for a resolution.

See also: ACP-EEC Consultative Assembly

ACTS (notification and action taken)

DG I

The Minutes of Proceedings, Action taken on Resolutions and Archives Division is responsible for notifying the Commission, Council and any other recipient indicated in a resolution of acts adopted by Parliament. The division keeps a record of the action taken by the Commission and the Council on Parliament's resolutions. By the publication of monthly summaries and quarterly and annual reports the division helps Members to monitor subsequent developments and provides them with the information necessary to follow up resolutions by questions to the institutions concerned.

All these publications are distributed to Members.

Further copies and additional information may be obtained on request.

Luxembourg II, office 151, tel. 27 54, 24 69

AGENDA FOR PLENARY SITTINGS

DG I

The draft agenda is drawn up by the enlarged Bureau, pursuant to Rule 12 (1) of the Rules of Procedure.

At the beginning of each part-session Parliament decides on the draft agenda without making any amendments to it except those proposed by the President or those proposed to him in writing at least one hour before the beginning of the part-session by a political group or at least ten Members (Rule 12 (2) of the Rules of Procedure).

Once adopted, the agenda may not be modified except in application of Rule 14 (requests for urgent debate) or Rule 32 (procedural motion tabled by a Member moving reference to committee or adjournment of a debate). The agenda may also be modified should it be decided to take an immediate vote on a motion for a resolution tabled at the end of a debate on an oral question with debate (Rule 47 (5) of the Rules of Procedure).

AMENDMENTS

DG I

Any Member may table amendments seeking to modify or to replace the whole or part of a motion for a resolution submitted to Parliament. Such amendments must be tabled in writing (typescript) and signed by at least one of the authors. They must bear the date and the names of the authors and specify what is to be amended and how.

For tabling amendments Members are advised to use the forms provided. These may be obtained from the political groups or from the Sitings Division (Luxembourg II, office 158; Strasbourg, office 1081).

In the normal course of events amendments must be submitted two hours before the general debate on the text to which they relate.

However, Parliament may, on a proposal from the President, set a different deadline. This will be indicated in the draft agenda and in the Minutes of Proceedings for the sitting concerned.

Amendments should be submitted to the Sitings Division (Luxembourg II, office 158; Strasbourg, office 1081).

The parliamentary procedure applicable to amendments is governed by Rule 29 of the Rules of Procedure.

See also: GENERAL BUDGET

ATTENDANCE REGISTERS

DG I

Compulsory attendance registers have been introduced for Members of Parliament for all plenary sittings or meetings held by organs of Parliament.

At part-sessions the attendance register is kept in the Chamber for the entire duration of each sitting. If a Member forgets to sign but his presence at the sitting is nevertheless evident from the Minutes of Proceedings, he should contact the Members' Pay Office with a view to rectifying the situation. In other cases, Members who forget to sign should notify the President of Parliament in writing.

AUDIO-VISUAL ARCHIVES

DG III

The Audio-Visual Sector of Directorate-General III takes official photographs of all Members of Parliament and has a photographic library in which it keeps all its prints and slides. Copies may be supplied to the press.

It also keeps copies of films, television programmes on the European Parliament and sound recordings of all parliamentary debates.

Luxembourg II, office 226, tel. 25 83
office 224, tel. 28 09
Strasbourg, office 108, tel. 30 31
office 106, tel. 30 30

B

BELL

DG I

The opening or resumption of a sitting is announced by a bell pealing continuously for about one minute.

The suspension or closure of a sitting is announced by three short peals.

The taking of a vote is announced by two short peals rung as soon as the last speaker begins his speech.

BULLETIN OF PARLIAMENT

DG I

The Bulletin is published every week. It contains general information falling within the terms of reference of the Bureau, the enlarged Bureau and the President and of special interest to Members (requests for opinions or advice, Written Questions, Notices to Members, list of documents with order form, timetable of meetings of Parliament and its organs, details of parliamentary publications in the Official Journal of the Communities). Draft agendas for part-sessions and Lists of Members are published in special editions of the Bulletin. This document is distributed automatically to all Members.

BUREAUX OF COMMITTEES

DG II

The bureau of each committee consists of a chairman and one, two or three vice-chairmen. (Rule 37 (1) of the Rules of Procedure).

CELEX

See OFFICIAL ARCHIVES and DOCUMENTATION

CHAIRMEN OF THE POLITICAL GROUPS

The chairmen of the political groups, together with the members of the Bureau, form the enlarged Bureau.

The Secretary-General of Parliament, normally acting through the secretaries-general of the political groups, consults the group chairmen before submitting the preliminary draft agendas for part-sessions to the President.

In general, the chairmen of the political groups take precedence over other speakers in plenary sitting.

CHAMBER

DG I

Plans of the Chamber showing the seating arrangements for Members of Parliament, the Council and the Commission are prepared for each part-session and automatically distributed to all Members. They may also be obtained from the Distribution Service. Save in exceptional circumstances and after due authorization by the President or the appropriate Quaestor, only Members of Parliament may occupy the seats in the area reserved for Members. When a vote is announced, all persons who are not Members of Parliament must leave the restricted area.

COMMITTEE MEETINGS

DG II

Committees meet when convened by their chairman or at the request of the President.

Committee meetings are not held in public unless the committee decides otherwise.

The following provisions govern participation in committee meetings:

- The chairman and rapporteur of the committee asked for its opinion may take part in so far as the meeting deals with the matter of common concern.
- In special cases, the committee asked for its opinion may nominate up to five other members to take part (Rule 44 (6) of the Rules of Procedure).
- Unless a committee decides otherwise, members may attend meetings of committee to which they do not belong but may not take part in their deliberations (Rule 40 (5) of the Rules of Procedure).
- The Commission and Council of the European Communities may participate at the invitation of the chairman of the committee.
- Any other person may participate by special decision of the committee concerned (Rule 40 (2) of the Rules of Procedure).

Luxembourg II, office 5/16 bis, tel. 25 17
Strasbourg, office P 219, tel. 4 19
Brussels, office 1/11, tel. 3 41

See also: OBSERVERS; SUBSTITUTES

COMMITTEES

DG II

Parliament sets up standing or temporary, general or special committees and defines their powers (Rule 37 (1) of the Rules of Procedure).

The names of the members of committees are published regularly in a special edition of the BULLETIN (List of Members).

See also:

OPINIONS; COMPETENCE; MEMBERS OF COMMITTEES; REFERENCE TO COMMITTEE

COMPETENCE OF COMMITTEES

DG II

Parliament decides on the powers of the committees (Rule 37 (1) of the Rules of Procedure).

In the light of the new structure of the committees, decided on by Parliament in the resolution adopted in plenary sitting on 13 January 1976, the enlarged Bureau, meeting on 29 January 1976, approved the text of a directive on the distribution of responsibilities among the committees of the European Parliament.

This list of responsibilities is only for guidance. In the final instance the Bureau and Parliament retain the power to decide on reference to committee wherever special considerations are involved. Parliament's resolution and the Bureau's directive have been published in a special edition of the Bulletin (12 February 1976). This document may be obtained from the Distribution Department.

If a committee declares itself incompetent to consider a question, or if a conflict arises over the competence of two or more committees, the question of competence is placed on Parliament's agenda on a proposal from the Bureau or at the request of one of the committees concerned (Rule 38 (2) of the Rules of Procedure).

CONFERENCE OF PRESIDENTS OF THE EUROPEAN PARLIAMENTARY ASSEMBLIES

DG V

For a number of years the Presidents of the European Parliamentary Assemblies of the 20 Member States of the Council of Europe have been meeting each year with a view to establishing closer cooperation at all levels and discussing problems of common interest. The conferences last for two days, the first of which is devoted to the affairs of the European Community. In view of the direct elections to the European Parliament, and the probable reduction in the number of members holding dual mandates, the conference is trying to strengthen links between the national parliaments and the European Parliament in keeping with the new situation.

In order to facilitate cooperation between the documentation and research departments and libraries of other parliaments, the conference has set up a European Centre for parliamentary research and documentation.

Luxembourg II, office 6/23, tel. 21 18
Strasbourg, office C/24, tel. 4 72

D

DISTRIBUTION

DG I

This department is responsible for the internal and external distribution of all the documents and publications of Parliament and its organs, in particular committee documents, working documents, Reports of Proceedings, Minutes of Proceedings, the BULLETIN and any other documentation and information publications. It is also responsible for the internal distribution of the OFFICIAL JOURNAL of the European Communities and documents and publications from other Community institutions.

The external distribution of documents covers:

- documents which all Members receive automatically, a list of which the Secretariat sends to each Member on appointment;
- documents sent automatically only to the members of individual parliamentary committees; and
- documents which are sent regularly to Members only on request and for which Members receive order forms on appointment.

A list of new working documents available from the Secretariat is regularly published in the BULLETIN. Members may obtain documents which interest them by completing the detachable order form and returning it to the Distribution Service. The same applies to documents made available to Parliament by other Community organs and institutions.

During part-sessions a distribution counter is open near the Chamber. All Members are allocated pigeonholes in which they will find all the documents relating to Parliament's work in plenary sitting.

If necessary, documents which do not become available until the last minute are distributed in the Chamber.

Documents and communications of an unofficial nature cannot be distributed.

Luxembourg II, office 1/13 bis, tel. 22 35

During part-sessions:

Luxembourg II, tel. 22 97

Strasbourg, tel. 29 02

DOCUMENTATION

DG V

Computerized legal documentation system

An interinstitutional computerized documentation system on Community law (CELEX) has been set up to provide information on the Treaties, secondary Community law, national provisions implementing Community law, preparatory documents on acts of Community law, rulings of the Court of Justice and consequent case law, and parliamentary questions and answers. The Directorate-General for Research and Documentation is responsible, in conjunction with the Directorate-General for Sessional and General Services, is responsible for feeding information into the computer from the European Parliament and for liaison with the other institutions.

The European Parliament in Luxembourg has three computer terminals, permitting access to other data files, in particular CRONOS (statistics).

Luxembourg II, office 6/83, tel. 23 69

Strasbourg, office C/7, tel. 4 55

See also: LIBRARY

Europe today

DG V is responsible for a 250-page looseleaf manual on the current state of European integration which is regularly updated. This deals with the

constitution of the European Communities, the common market, the common agricultural policy, economic and social policy and external relations. A final section, dealing with association and trade agreements, is in preparation.

DRAFT AMENDMENTS TO THE DRAFT GENERAL BUDGET

DG I

Draft amendments may be tabled in relation to the non-compulsory expenditure entered in the draft general budget of the European Communities.

Draft amendments are admissible only if they are submitted in writing, bear the signature of at least five Members or are tabled on behalf of a political group or committee, and ensure maintenance of the balance between revenue and expenditure.

Draft amendments to the estimates of Parliament which are similar to those already rejected by Parliament at the time the estimates were drawn up are discussed only if the committee responsible has delivered a favourable opinion.

As regards expenditure draft amendments must specify the Section, Title, Chapter and Article to which they relate in the draft budget. They must also indicate that revenue is to be increased accordingly (budgetary equilibrium), but need not go into detail.

Draft amendments must be tabled within the time-limit set by the President before the appropriate committee has submitted its report on the draft general budget. A second time-limit is set by the President after submission of this report.

If the Council modifies one or more of the amendments adopted by Parliament on the first reading or does not accept the proposed modifications, Parliament then proceeds to a second reading. Draft amendments to the text as modified by the Council may then be tabled in

writing by at least five Members, a political group or a committee. Such amendments are admissible only if they ensure maintenance of the balance between revenue and expenditure and relate only to the text as modified by the Council (i.e. they may not relate to proposed modifications and draft amendments which already stand adopted after the first reading).

Specimen draft amendments to the draft general budget and draft amendments to modifications by the Council will be found in the internal handbook on the consideration of the draft general budget.

Draft amendments to the draft general budget and amendments to Council modifications must be submitted to the Sittings Division (Luxembourg II, office 158; Strasbourg, office 1081).

See also:

**BUDGET; PROPOSED MODIFICATIONS TO THE DRAFT
GENERAL BUDGET**

ECSC: 'Minor revision'

DG I

Any Member may table a motion for a resolution proposing to the Commission and Council amendments to the Treaty establishing the European Coal and Steel Community pursuant to Article 95 of that Treaty. (Rule 24 (3) of the Rules of Procedure).

**ESTIMATES OF EXPENDITURE OF THE EUROPEAN
PARLIAMENT**

DG I — SG

In accordance with the financial provisions of the Treaties establishing the European Communities, which lay down that each institution shall, before 1 July, draw up estimates of its expenditure, the Bureau of the European Parliament prepares a first preliminary draft of its estimates on the basis of a report by the Secretary-General. After receipt of the opinion of the appropriate committee, which it is required to consult, the enlarged Bureau adopts the preliminary draft estimates.

The appropriate committee then draws up the draft estimates and reports to Parliament. The President fixes a time-limit for the tabling of amendments to these draft estimates. The appropriate committee delivers its opinion on these amendments before they are put to the vote in Parliament. Amendments to the estimates must be submitted to the Sitings Division (Luxembourg II, office 158; Strasbourg, office 1081). Parliament then adopts its estimates. The foregoing provisions apply also to supplementary estimates (Rule 50 of the Rules of Procedure).

EUROPEAN CENTRE FOR PARLIAMENTARY RESEARCH AND DOCUMENTATION

DG V

This centre was set up by the Conference of Presidents of the European Parliamentary Assemblies with a view to establishing close collaboration between the documentation services, research departments and libraries of the European Parliamentary Assemblies.

It is hoped that cooperation of this type will permit a rapid exchange of documents, studies, bibliographies and any other information of interest to the Parliamentary Assemblies. The centre is a focal point for this work. Its main headquarters are with the European Parliament in Luxembourg. The Parliamentary Assemblies of the 20 Member States of the Council of Europe participate in the work of the centre.

Luxembourg II, office 6/23, tel. 21 18
Strasbourg, office C/24, tel. 4 72

EXPLANATORY STATEMENTS (of reports)

DG II

An explanatory statement is the second part of a final committee report (Rule 42 (1) of the Rules of Procedure). It follows and explains the motion for a resolution. Explanatory statements may also be made orally in plenary sitting.

EXTERNAL INFORMATION OFFICES IN CAPITAL CITIES

DG III

- Federal Republic
of Germany: **BONN —** Friedrich-Wilhelm-Strasse 10
 5300 Bonn
 tel. 0 22 21/23 16 42
- NB. The Head of Division responsible for Germany is based in
Luxembourg in the European Parliament's Secretariat
- Luxembourg II, office 220, ext. 26 05
- Belgium: **BRUSSELS —** 3, bd de l'Empereur
 1000 Brussels
 tel. 02/513 40 70
 tel. 02/513 94 60
- Denmark: **COPENHAGEN —** Børsen
 1217 Copenhagen K
 tel. 1/14 33 77
- France: **PARIS —** 63, bd Malesherbes
 75008 Paris
 tel. 522 24 47
 tel. 522 24 48
 tel. 387 71 71
- United
Kingdom: **LONDON —** 20 Kensington Palace Gardens
 London W8 4QQ
 tel. 1 229 93 66
- Ireland: **DUBLIN —** 29 Merrion Square
 Dublin 2
 tel. 1/76 19 13
 tel. 1/76 19 14
- Italy: **ROME —** Via Poli 29
 00186 Rome
 tel. 6/679 05 07

Luxembourg: LUXEMBOURG — Secretariat of the European Parliament
— office 216, tel. ext. 25 96

Netherlands: THE HAGUE — 37 Buitenhof
The Hague
tel. 70/46 63 15

NB. The Head of Division responsible for the Netherlands is based in:

BRUSSELS 3, bd de l'Empereur
1000 Brussels
tel. 02/513 40 70
tel. 02/513 94 60

F

FINANCIAL CONTROL

CF

This division is responsible, under the direct authority of the Secretary-General, for the internal control of the regularity of accounts, expenditure incurred and budgetary authorizations. It is also responsible for liaison with external control bodies.

GENERAL BUDGET

DGI

The implementing procedures for consideration of the general budget of the European Communities and supplementary budgets, pursuant to the budgetary provisions of the Treaties establishing the European Communities and the Treaty of 22 July 1975, are adopted by parliamentary resolution and appended to the Rules of Procedure.

Proposals for decisions fixing a maximum rate of increase for non-compulsory expenditure different from that established by the Commission may be tabled and moved by five or more Members or on behalf of a political group or committee. These proposals must be signed by their authors and submitted to the Sittings Division (Luxembourg II, office 158; Strasbourg, office 1081). The President fixes the time-limit for tabling such proposals. On the first reading draft amendments and proposed modifications may be tabled subject to the conditions laid down by the internal rules of procedure for the consideration of the draft general budget.

In the event of a second reading, amendments may be tabled in cases where the Council has modified one or more of Parliament's amendments or has not accepted its proposed modifications. Any five Members, political group or committee may, for important reasons, put down a motion rejecting the draft budget as a whole (a specimen proposal for total rejection is included in the internal manual). Such a motion is admissible only if it is accompanied by a written justification and tabled within the time-limit set by the President. If it is adopted, the draft budget as a whole is referred back to the Council.

See also:

**PROPOSED MODIFICATIONS AND DRAFT
AMENDMENTS TO THE DRAFT GENERAL BUDGET**

I

INDEXES OF NAMES AND SUBJECTS

DG I

The indexes of the debates of the European Parliament are published once a year in the official languages of the Community.

They consist of:

an index of names of Members containing dates of appointment, the titles of working documents drawn up by the Members concerned, and very brief summaries of their speeches in debates;

an alphabetical index of the main subjects dealt with during the debates, giving the names of speakers and indicating where the texts can be found in the final edition of the Report of Proceedings;

a complete list of working documents drawn up during the year in consideration.

These indexes are published as an annex to the Official Journal of the European Communities and are automatically distributed to all Members.

Luxembourg II, office 141, tel. 29 49
Strasbourg, office 1059 A, tel. 36 71

INFORMATION

DG III

See headings: **AUDIO-VISUAL ARCHIVES**
INFORMATION BULLETINS
INFORMATION DOCUMENTS
JOURNALISTS
NEWS AGENCY REPORTS
PRESS CONFERENCES

**PRESS RELATIONS OFFICERS
RADIO AND TELEVISION
VISITORS**

INFORMATION BULLETINS

DG III

The institution will supply Members of Parliament, on request, with subscriptions to one of the following bulletins:

Agence Europe, published daily in Brussels in French, English and Italian;

European Report, published twice weekly in Brussels in English and French under the title *Europolitique*;

V W D, published daily in Frankfurt am Main in Germany.

Luxembourg II, office 239, tel. 25 99
Strasbourg, office 110, tel. 30 49

INFORMATION DOCUMENTS

DG III

The Director-General for Information and Public Relations prepares and distributes a number of unofficial information documents. For example, bulletins are drawn up before and during part-sessions by a team of officials working independently in each of the official languages. In Luxembourg, these officials may be contacted in the Schuman building:

Head of Division, office 254, tel. 21 56
German texts, office 258, tel. 25 70
English texts, office 252, tel. 25 71

Danish texts,	office 242, tel. 23 11
French texts,	office 488, tel. 24 58
Italian texts,	office 256, tel. 25 81
Dutch texts,	office 267, tel. 28 78

The above bulletins, which are tailored to meet the needs of the press and other media, summarize the major features of individual sittings but do not necessarily take account of all the points raised in every speech.

Brochures, booklets, folders, leaflets and information notes are published at irregular intervals for distribution to the general public or, in some cases, to specific interest groups. To obtain such documents Members are advised to contact the heads of the geographical sectors.

INSURANCE AGAINST THEFT AND LOSS

DG IV

Members of the European Parliament are covered against theft and loss incurred on mission in the performance of the European parliamentary duties, both at their place of work on mission and while travelling both ways between their country of origin and the place of work. Banknotes and coins are not covered.

Luxembourg I,	office 425, tel. 26 16
Strasbourg,	office C 233, tel. 5 49

INTERPRETING

DG IV

Simultaneous or consecutive interpreting in the various languages is provided at plenary sittings and other meetings.

Luxembourg II,	office 6/2, tel. 27 20/27 21
Strasbourg,	office 2055 A, tel. 31 67

J

JOURNALISTS

DG III

Passes to enter the Press Gallery and the Press Room are issued to journalists attending part-sessions. Members of Parliament wishing to contact journalists are recommended to get in touch with the Press Relations Officer responsible for information in their countries of origin.

Press Rooms: Luxembourg II, 2nd Floor, tel. 29 68
Luxembourg I, Ground Floor, tel. (0) 43 40 51
Strasbourg, Ground Floor, tel. 20 99

L

LANGUAGE COURSES

DG IV

Language courses are arranged for Members during part-sessions in Strasbourg and Luxembourg Courses abroad are also organized in the individual Member States.

Luxembourg I, office 407, tel. 32 70
Strasbourg, office 5171, tel. 32 41

LEGAL SERVICE

DG V

The Legal Service which forms part of the Directorate-General for Research and Documentation, delivers opinions for the President, the committees and the political groups, Members and the Secretariat on questions relating to the basic principles of Community legislation and, where necessary, makes comparative studies of the situations in the individual Member States.

Luxembourg II, office 6/23, tel. 21 18
Strasbourg, office C 24, tel. 4 72

LIBRARY

DG V

The library is on the ground floor of the Schuman building (Luxembourg II). It consists of:

- (i) a reference room containing about 4 000 works in all the Community languages;
- (ii) a reading room affording excellent working conditions for about 50 people and containing the catalogue, a selection of about 800 daily newspapers and journals and a growing collection of recent publications classified by subject;
- (iii) a central store room containing collections of journals and daily newspapers, more than 50 000 books on all aspects of European political affairs and parliamentary democracy, a large number of Community publications in all the languages, and official publications of the Member States and international organizations.

Books may be borrowed by Members and photocopies of articles and journals can be obtained on request. The library may borrow on behalf of Members any work which is not available on the spot. A list of new acquisitions is published regularly and is available on request.

The library's information and reference service provides Members of Parliament and staff with information, answers specific enquiries and prepares dossiers and bibliographies on given subjects. To assist librarians and research assistants in their work, a number of specialized catalogues, dealing for example with all the European Parliament's written questions, have been acquired or created for use within the Institution. A 'press cuttings' service dealing with European affairs is available to Members.

In addition, contacts have been established with the libraries of other Community institutions and the national parliaments.

In collaboration with the Commission's documentation department, the library prepares a Bulletin giving a list of articles dealing with Community affairs. This bulletin will be distributed to Members on request.

Se also: **READING ROOM**

LIFE ASSURANCE

DG IV

The Secretariat has taken out a life assurance policy covering Members of the European Parliament.

Luxembourg I, office 425, tel. 26 16
Strasbourg, office C 233, tel. 5 49

LIST OF MEMBERS

DG I

This special issue of the Bulletin appears several times a year and contains details in the membership of the Bureau, Parliament, the political groups, the committee and delegations to joint parliamentary committees of associations with third countries, and a list of Members of the European Parliament with seats in the ACP-EEC Consultative Assembly. The List of Members is sent automatically to all Members. It may also be obtained from the Distribution Service.

M

MAIL DEPARTMENT

DG I — SG

The Mail Department is responsible for recording and distributing the Secretariat's incoming mail and for the chronological classification and dispatching of outgoing mail.

Unless clearly marked 'personal' or 'private', all incoming mail addressed to a department is opened and recorded. Areas of competence for the handling of mail are determined by the Secretary-General. A shuttle service operates between Brussels and Luxembourg on working days:

Departure Luxembourg:	10 a. m.
Departure Brussels:	4 p. m.

By courtesy of the relevant authorities in the host-countries post offices are available in Parliament's buildings in Luxembourg and Strasbourg for all private correspondence.

The Mail Department is not authorized to distribute communications not addressed to individuals by name. Except where special authorization has been obtained in writing from the Secretary-General, the Mail Department distributes only sealed mail and official documents.

MEETINGS OF POLITICAL GROUPS

The political groups organize their meetings with the assistance of Parliament's administrative services. The enlarged Bureau arranges for specific costs of certain meetings to be covered.

Meetings of political groups are announced in Parliament's BULLETIN.

MEMBERS' LAISSEZ-PASSER

DG IV

In Luxembourg a Members' bar will be found on the first floor next to the Chamber. Lunches and, during part-sessions, evening meals are served in the canteen on the ground floor. In addition a restaurant is open on the 22nd floor of the Tower Building on Tuesdays, Wednesdays and Thursdays.

In the Palais de l'Europe in Strasbourg there is a Members' bar next to the Chamber. A restaurant and self-service canteen are located in the basement.

In Brussels, there is a cafeteria to the right of the main entrance hall. A bar for Members will be found on the first floor.

MEMBERS' LAISSEZ-PASSER

DG I — Cab.

Laissez-passers are issued to all Members in accordance with Article 7 (I) of the Protocol on the Privileges and Immunities of the European Communities. They are recognized as valid travel documents by the authorities of the Member States and, where appropriate, also on the territory of third countries. These laissez-passers are issued by the President. Members must return them to the Secretariat at the end of their terms of office. To obtain their laissez-passers, Members should return the forms sent to them for this purpose, together with five passport photographs, to the Secretariat.

Luxembourg II, office 122, tel. 24 87
Strasbourg, office 1138, tel. 36 66

MEMBERS OF COMMITTEES

DG II

Committee members are elected at the beginning of the session. Candidatures are submitted to the Bureau, which places before Parliament proposals designed to ensure fair representation of the Member States and of political views (Rule 37(2) of the Rules of Procedure).

Amendments to the Bureau's proposals are admissible provided they are tabled by at least ten Members. Parliament decides on these amendments by secret ballot (Rule 37(3) of the Rules of Procedure).

MEMBERS' PAY OFFICE

DG IV

This office is responsible for the payment of subsistence allowances, travel allowances and flat-rate secretarial allowances.

Luxembourg II, office 4/53
Strasbourg, office 071
Brussels, office 1/20

MEMBERS' TERM OF OFFICE*

DG I

Members are elected for a term of five years. This five-year period begins at the opening of the first session following each election. The term of office of Members expires at the end of that period or on death or resignation.

* Adaptation of the Rules of Procedure to the provisions of the Act of 20 September 1976 concerning the election of the representatives of the Assembly by direct universal suffrage.

A Member's resignation shall be notified by him in writing to the President of Parliament.

A Member who fails to gain re-election shall continue to sit until the opening of the first session of Parliament following the elections.

Incompatibilities resulting from national legislation and appointments by the Member States shall be notified by the latter to the President, who shall inform Parliament, which shall take note thereof. Incompatibilities resulting from appointments by the competent bodies of the European Communities shall be notified by the latter to the President, who shall inform Parliament, which shall establish that there is a vacancy. A vacancy shall exist with effect from the date of a Member's taking up an appointment to a function incompatible with the office of representative in the European Parliament. When Parliament has established that a vacancy exists, it shall inform accordingly the Member State concerned.

Any dispute concerning the validity of the appointment of a Member whose credentials have been verified shall be referred to the appropriate committee, which shall report to Parliament not later than at the beginning of the next part-session.

Luxembourg II, office 146, tel. 24 71
Strasbourg, office 1076, tel. 36 04

Se also: VERIFICATION OF CREDENTIALS

MINORITIES IN COMMITTEE

DG II

A report must indicate the results of votes taken on the report as a whole (procedural page). If the committee is not unanimous, the report must also state the views of the minority in the explanatory statement (Rule 42 (2) of the Rules of Procedure).

MINUTES OF PROCEEDINGS

DG I

The Minutes of Proceedings of each sitting contain lists of consultations and requests for opinions referred to Parliament, documents received, and the names of the committees to which proposals are referred initially or for a second time. They also list the names of speakers in each debate and of voters in votes by roll call, and contain all the decisions adopted by Parliament. Since the Minutes of Proceedings constitute the legal record of Parliament's decisions, they are adopted by the latter in plenary sitting.

Information on any matter relating to the Minutes of Proceedings or to resolutions adopted by Parliament may be obtained from the Minutes of Proceedings Division (Luxembourg II, office 152; Strasbourg, office 1099).

MOTIONS FOR RESOLUTIONS

DG I

Motions for resolutions must be submitted to the Members, Parliamentary Questions, Official Documents and Petitions Division (Luxembourg II, office 121; Strasbourg, office 1140).

If a motion for a resolution with request for urgent debate is tabled during a part-session, the President informs Parliament and the vote on the request for urgent debate is held at the beginning of the next sitting. Motions for resolutions of this type must be submitted to the Sittings Division (Luxembourg II, office 158; Strasbourg, office 1081).

Motions for resolutions with a request for a vote without reference to committee may be tabled by five or more Members, by a committee or by a political group to wind up a debate on a question to the Commission. Such motions must be submitted to the Sittings Division, Parliament decides on the request for an immediate vote at the beginning of the next sitting. If the request is approved, the motion for a resolution is put to the vote at voting time.

It should be noted that any Member may table a motion for a resolution proposing to the Commission and Council amendments to the ECSC Treaty under Article 95 of that Treaty.

Motions for resolutions seeking to amend Parliament's Rules of Procedure must, for adoption, secure the votes of a majority of the Members of Parliament.

The following provisions apply to motions for resolutions: Rules 14, 22, 24, 25, 42, 44, 47 and 54 of the Rules of Procedure.

N

NATIONAL DELEGATIONS (Secretariats)

The secretariats of the national delegations assist parliamentarians from their countries appointed as Members of the European Parliament.

These secretariats operate in the capital cities of the Member States and in Luxembourg or Strasbourg during part-sessions.

NEWS AGENCY REPORTS

DG III

The Information Service receives teleprinter reports from the following agencies:

- AFP
- REUTER
- DPA
- ANSA

These reports are displayed on notice boards in Parliament. Selections of the dispatches received are also sent twice a day to the secretariats of the political groups which can then distribute them among Members during part-sessions.

Special distribution arrangements apply to reports of events of major importance.

The group secretariats also receive daily selections of articles from the press.

The Press Assessment Sector, which takes only a limited number of newspapers and journals and does not keep a stock of back issues, cannot usually supply copies of articles other than those appearing in the daily selection or undertake documentary research work. Members requiring such services should contact the library (Directorate-General for Research and Documentation).

O

OBSERVERS (at committee meetings)

DG II

Unless a committee decides otherwise, Members may attend meetings of committees to which they do not belong, but may not take part in their deliberations. Such Members may, however, be allowed by a committee to take part in its proceedings in an advisory capacity (Rule 40 (5) of the Rules of Procedure).

The chairman and rapporteur of a committee asked for its opinion may also take part, in an advisory capacity, in meetings of the committee responsible, in so far as these relate to the matter of common concern. In special cases the committee asked for its opinion may nominate up to five other members who, with the agreement of the chairman of the committee responsible, may take part in an advisory capacity in meetings of that committee, in so far as these deal with the matter of common concern (Rule 44 (6) of the Rules of Procedure).

OCCASIONAL PUBLICATIONS

DG V

The Directorate-General for Research and Documentation has published a number of collections of texts on such major issues as 'The European University' (1967; available only in Dutch, French, German and Italian), 'The European Communities own resources and the budgetary powers of the European Parliament' with its companion volume 'The ratification debates' (1970 and 1971, available only in Dutch, French, German and Italian), 'The case for a European Audit Office' (1973), European integration and the future of parliaments in Europe' (1975), and 'Elections to the European Parliament by direct universal suffrage' (1977).

It has also published booklets entitled 'The effects on the United Kingdom of membership of the European Communities' (1975; available in English),

'The effects on Ireland of membership of the European Communities' (1975 available in English). 'Consequences for the main sectors of the Danish economy of membership of the European Communities' (1977; available in Danish and English), a 'Practical guide on the submission and consideration of applications for aid from the European Social Fund' (May 1977; available in all languages except Danish), a 'Practical guide to the operation of the European Regional Development Fund' (July 1977; available in all languages except Danish), the 'Electoral laws of the parliaments of the Member States of the European Communities' (August 1977; available in all languages) and 'The budgetary powers of the European Parliament' (October 1977; available in all languages).

In addition, a number of documents of special interest are distributed in the original versions with brief commentaries in all the official languages (agriculture series, economic series, etc.).

OFFICIAL ARCHIVES

DG I

The Archives Department keeps copies of all official, i.e. final, documents (working documents, Minutes of Proceedings, Report of Proceedings, General Budget of the European Communities Official Journal of the European Communities), petitions and parliamentary correspondence. Members of Parliament may borrow official documents on request and consult them in the offices of the secretariat (Luxembourg I 1st floor). The Archives Department is responsible for recording Parliament's official documents on microfilm. These microfilms may be consulted on readers in Luxembourg (Archives Department or library) and Strasbourg (Parliamentary microfilm library, office 1155). The Archives Department also helps to select information to be fed into the CELEX data file (interinstitutional computerized documentation system for Community law). It supplies information on files kept in the archives.

See also: DOCUMENTATION

OFFICIAL CARS

DG IV

Wherever possible official cars are placed at the disposal of Members for meetings and part-sessions of the European Parliament.

The use of these cars is subject to certain conditions.

In principle, official cars may not be used for missions not connected with the activities of Parliament or its organs.

Cars are placed at the disposal of Members in the order in which requests for such cars are received.

The primary function of official cars is to provide transport for Members between their place of arrival and the place of a meeting (limit 20 kilometres).

During part-sessions and meetings of political groups, additional cars are placed at the disposal of each group (one for every 25 Members). The use of these cars is subject to the conditions described above.

Luxembourg,	tel. 21 97 (entrance hall)
	tel. 26 83
Strasbourg,	tel. 31 00 (entrance hall)
	tel. 5 17
Brussels,	tel. 3 55

OFFICIAL JOURNAL

DG I

All the Communities' legal texts, official notices and information are published in the Official Journal of the European Communities. This consists of two series, one dealing with legislation (L) and the other with notices and information (C). A supplement containing notices of public works contracts is also published (S).

The (L) series contains regulations, directives and decisions of the Council and Commission and the general budget of the European Communities as finally adopted by Parliament.

The (C) series contains *inter alia* the Minutes of proceedings of Parliament, including resolutions adopted, written questions and answers, the Minutes of the ACP-EEC Consultative Assembly, proceedings of the Court of Justice, preparatory acts of the Commission, competitions for recruitment and opinions of the Economic and Social Committee. Parliament's Reports of Proceedings and the Indexes of Names and Subjects are published as an annex to the Official Journal.

The Official Journal is sent to Members on request.

OPINIONS OF COMMITTEES

DG II

A committee asked for its opinion communicates the opinion to the committee responsible either orally, through its chairman or rapporteur, or in writing. If it is unable to deliver the opinion before the report of the committee responsible is finally adopted, it may instruct its chairman or rapporteur to place the opinion before Parliament during the debate on the report (Rule 44 (2) and (4) of the Rules of Procedure).

The opinion may include amendments to the text referred to the committee and suggestions for the motion for a resolution submitted by the committee responsible. However, it may not itself include a motion for a resolution (Rule 44 (5) of the Rules of Procedure).

The committee asked for its opinion must deliver it within the time-limit fixed by the committee responsible. The committee responsible cannot make its final conclusions known before that time-limit has expired.

See also:

REFERENCE TO COMMITTEE; COMMITTEE MEETINGS

ORAL REPORT

DG II

Committees may opt to deliver reports orally. In such cases, only the procedural page and the motion for a resolution are submitted in writing to Parliament in plenary sitting. The rapporteur delivers the explanatory statement orally.

When Parliament decides to adopt urgent procedure, the debate may be held without a report or simply on the basis of an oral report by the appropriate committee (Rule 14 (4) of the Rules of Procedure).

PARLIAMENTARY QUESTIONS

DGI

Any Member may put to the Commission to the Council or to the Foreign Ministers meeting in political cooperation questions for written answer, questions for oral answer without debate or questions for Question Time (Rules 45, 46 and 47 A of the Rules of Procedure).

Questions for written answer must be brief and relate to specific points.

The Rules of Procedure lay down that Oral Questions without debate must be clearly worded and relate to specific points, not to problems of a general nature. Parliament must notify the Commission of such questions at least one week before the opening of the sitting on whose agenda they have been placed, and the Council of Foreign Ministers at least five weeks before the relevant sitting.

The enlarged Bureau may decide to convert an Oral Question without debate into a Written Question or a question for Question Time.

Questions for Question Time are admissible only if they are concise, are drafted so as to permit a brief answer to be given, and fall within the competence of the institution to which they are addressed. They should not require extensive prior study or research by the institution concerned. They must be clearly worded and relate to specific matters. They must not contain assertions or opinions, they must not relate to strictly personal matters, and they must not be aimed at procuring documents or statistical information. As a general rule, they must be submitted at least one week before the opening of Question Time. They cannot be accepted if the agenda already provides for the subject to be discussed with the participation of the institution concerned. In such cases the author may be given priority over other speakers in the debate.

Pursuant to Rule 47 of the Rules of Procedure, Oral Questions with debate may be put by a committee, a political group or five or more members, and may relate also to problems of a general nature. The Commission must be notified of such questions at least a week before the opening of the sitting on whose agenda they have been placed, and the Council and Foreign

Ministers at least five weeks before the relevant sitting. The enlarged Bureau may decide to convert an Oral Question with debate into a Written Question or a question for Question Time. In order to wind up the debate on an Oral Question, any committee or political group, or five or more Members may place before the President a motion for a resolution with a request that a vote be taken on it immediately.

All questions must be submitted in typewritten form to the President of Parliament and addressed to the Members, Written and Oral Questions Official Documents and Petitions Division (Luxembourg II, office 121; Strasbourg, office 1140). The Secretary-General forwards the questions to the institutions concerned in the six official languages. Time should therefore be allowed for translation and printing.

POLITICAL GROUPS

Members may form themselves into groups according to their political affinities.

Normally a minimum of fourteen Members is required to set up a political group. However, groups consisting of not less than ten Members may be set up if the latter come from at least three Member States.

A political group is considered to have been set up after the President has been handed a statement to that effect containing the name of the group, the signatures of its Members and the composition of its Bureau (Rule 36 of the Rules of Procedure).

It is normally the political groups which put forward candidates for membership of the organs of Parliament.

By convention, Members speaking in debates in plenary sitting on behalf of political groups take precedence, after the rapporteur, over other speakers, in accordance with the size of their groups.

The Rules of Procedure lay down that each political group is in principle automatically entitled to put one Oral Question with debate during each part-session.

It is customary for a request by a political group to adjourn a sitting for a brief meeting to be granted automatically.

The Bureau makes administrative facilities available to the political groups, subject to any conditions it might lay down.

See also:

CHAIRMEN OF POLITICAL GROUPS and MEETINGS OF POLITICAL GROUPS

PRESS

DG III

See the headings: **EXTERNAL INFORMATION OFFICES IN CAPITAL CITIES**
 INFORMATION DOCUMENTS
 JOURNALISTS
 NEWS AGENCY REPORTS
 PRESS CONFERENCES
 PRESS RELATIONS OFFICERS
 PRESS RELEASES
 RADIO AND TELEVISION

PRESS CONFERENCES

DG III

The Information Service organizes press conferences for:

- the President of Parliament and, where appropriate, the Vice-Presidents;
- in the case of major debates, the chairmen of committees and, where appropriate, rapporteurs;
- the chairmen of the political groups.

Certain press conferences are organized by the political groups themselves.

Press conferences may be held during part-sessions. However, they may not in principle be given during sittings without the prior authorization of the President of Parliament.

Outside part-sessions, they are arranged as and when necessary in the institution's usual places of work, in capital cities, or in other places where meetings of committees or political groups are being held.

For information on the organization of press conferences please contact the press relations officers.

PRESS RELATIONS OFFICERS

DG III

The term 'press relations officer' is frequently applied to the heads of division responsible for the various geographical sectors of the Information Service.

The addresses of the press relations officers are given under the heading 'External Information Offices in Capital Cities'.

As a general rule they are always present for part-sessions in Strasbourg or Luxembourg.

It should be noted that the officials responsible for the German and Luxembourg sectors and the official responsible for 'Development and Cooperation' normally work from the Secretariat in Luxembourg (Robert Schuman Building).

German Sector:	office 220, tel. 26 05
Luxembourg Sector:	office 216, tel. 25 96
Cooperation and Development:	office 223, tel. 26 06

PRESS RELEASES

DG II — DG III

The chairman of a committee may issue a press release after a committee meeting (Rule 41 (9) of the Rules of Procedure).

PROCEDURE WITHOUT REPORT

DG I

Under Rule 27 A of the Rules of Procedure, the chairmen of the committees must inform the President of Parliament of any requests for opinions or advice by the Commission or Council to which the committees have decided to apply the procedure for approval without report. The titles of such requests for opinions or advice are entered on the agenda for the first sitting of the part-session following the receipt of the statements of notification from the appropriate committees. If no Member asks leave to speak on these requests for opinions or advice during the part-session and if no amendments are tabled to them, the President of Parliament declares them approved at the last sitting of the part-session. In other cases, the proposals concerned are referred back to the appropriate committee.

PROPOSED MODIFICATIONS TO THE DRAFT GENERAL BUDGET

DG I

Proposed modifications to the draft general budget may relate only to expenditure necessarily resulting from the Treaties or from acts adopted in accordance therewith. To be admissible, proposed modifications must be submitted in writing, bear the signatures of at least five Members or be tabled on behalf of a political group or committee, and ensure maintenance of a balance between revenue and expenditure.

As regards expenditure proposed modifications must specify the Section, Title, Chapter and Article to which they relate in the draft budget. They must also indicate that revenue is increased accordingly (budgetary equilibrium), but need not go into detail.

Proposed modifications must be tabled within the time-limit set by the President before the appropriate committee has presented its report on the draft general budget. The President sets a second time-limit after this report has been submitted.

Proposed modifications (a specimen is included in the internal handbook on the consideration of the draft general budget) must be submitted to the Sittings Division (Luxembourg II, office 158; Strasbourg, office 1081).

See also

BUDGET: DRAFT AMENDMENTS TO THE DRAFT GENERAL BUDGET

PROTOCOL

DG IV

This service is responsible for all formal preparations and arrangements for official receptions, luncheons and dinners given by Parliament and its organs.

Luxembourg II, office 4/1, tel. 26 43
Strasbourg, office C 113, tel. 4 93

PROXY

DG I — DG II

In plenary sitting the right to vote is a personal right. Voting by proxy is prohibited. (Rule 34 of the Rules of Procedure.)

In accordance with long-standing tradition the principle of voting by proxy is admissible in committee. The rules are as follows:

- If a quorum is reached the votes of absentees shall not be taken into account unless the members concerned were present at the debate on the matter in question and specified how they wished to vote before leaving the meeting.
- If on the other hand, a quorum is not reached the other votes by proxy shall also be taken into account, but shall be considered as abstentions. (Interim decision of the Bureau of 14 May 1976.)

By convention proxies are authorized in writing and notified to the chairman, who informs the committee before voting begins.

Q

QUORUM IN COMMITTEE

DG II

A committee may validly deliberate and vote when one quarter of its current members are actually present. However, if so requested by one sixth of its members before voting begins, the vote is valid only if the number of voters represents an absolute majority of the committee members (Rule 41 (2) of the Rules of Procedure).

See also: PROXY

QUORUM IN PLENARY SITTING

DG I

A quorum exists when one-third of the current Members of Parliament are present.

All votes are valid whatever the number of voters unless, before voting begins, the President is requested by at least ten Members to ascertain the number of those present. If a quorum is not present, the vote is placed on the agenda of the next sitting.

If so requested before the voting has begun by at least 30 Members present, the vote is valid only if a majority of the current Members of Parliament have taken part in it. Should this not be the case, the vote is placed on the agenda of the next sitting (Rule 33 of the Rules of Procedure).

Luxembourg II, office 146, tel. 24 71
Strasbourg, office 1076, tel. 36 04

RADIO AND TELEVISION

DG III

The Audio-Visual Sector is responsible, in conjunction with the geographical sectors, for developing contacts with the various radio and television networks.

It provides technical assistance for teams sent by these networks to attend part-sessions or prepare programmes.

It supervises the equipment placed at their disposal by Parliament's Secretariat.

The Strasbourg and Luxembourg studios provide facilities for recordings and radio broadcasts during part-sessions.

Similar facilities for television programmes are currently being studied.

Luxembourg II, office 226, tel. 25 82

office 225, tel. 28 10

Strasbourg, office 108, tel. 30 31

See also: AUDIO-VISUAL ARCHIVES

READING-ROOM

DG V

Members attending committee meetings in Brussels have at their disposal a reading-room on the third floor of the building in the Boulevard de l'Empereur (tel. 2 47). During part-sessions in Strasbourg Members may use the Council of Europe library, where an official of the European Parliament's library will always be on duty (tel. 20 05). In Luxembourg the reading-room is in the library (tel. 22 38).

RECEPTION

DG IV

Information may be obtained from the reception desks in the entrance halls of Parliament's buildings in Luxembourg, Strasbourg and Brussels.

REFERENCE BACK TO COMMITTEE

DG I — DG II

Reference back to committee may be requested at any time. Such requests are always granted if they are made in person by the chairman or rapporteur of the committee responsible or if, pursuant to Rule 33 (3), two votes have been taken with a request that the quorum be ascertained, without the latter being reached. Parliament may fix a time-limit within which the committee must report its conclusions (Rule 26 (2) and Rule 29 (5) of the Rules of Procedure).

A vote rejecting amendments proposed by a committee to a regulation does not lead to the adoption of the text proposed by the Commission of the European Communities but entails reference back to committee.

Where after several votes have been taken, inconsistencies are found in the text adopted, this text is referred back to committee.

If, after a report has been referred back to it, a committee submits a supplementary report whose conclusions differ from those of the first report, the supplementary report replaces the first report on the agenda.

REFERENCE TO COMMITTEE

DG I — DG II

Committees examine matters referred to them by Parliament (Rule 38 (1) of the Rules of Procedure) or, during an adjournment of the session, by the President on behalf of the Bureau. This they do either on their own initiative, or following requests for an opinion or for advice from the Commission or the Council of the European Communities (Rule 22 (1) of the Rules of Procedure), or after a Member has tabled a motion for a resolution (Rule 25 of the Rules of Procedure).

Reference for opinion: Should the committee to which a matter was first referred wish to hear the views of another committee, or should another committee wish to make known its views on the report of the committee to which the matter was first referred they may ask the President, in accordance with Rule 38 (3) of the Rules of Procedure to name one committee as the committee responsible and the other as the committee asked for its opinion (Rule 44 (1) of the Rules of Procedure).

Luxembourg II:	DG I,	office 121, tel. 24 86
	DG II,	office 5/19, tel. 25 15
Strasbourg:	DG I,	office 1140, tel. 36 68
	DG II,	office P 218, tel. 4 18

REPORT OF PROCEEDINGS

DG I

Verbatim report of all speeches made during plenary sittings (Rule 19 of the Rules of Procedure).

The provisional ('Rainbow') edition, which appears on the day following each sitting, contains speeches in the original language. In view of the short deadlines for the publication of the final edition, speakers wishing to correct their speeches are asked to forward the revised versions to the Reports of Proceedings Division not later than one day after receiving the provisional edition (Luxembourg II, office 142; Strasbourg, office 1035). Corrected texts not submitted to the relevant office by the end of the part-session must

be sent without delay to: The European Parliament, Reports of Proceedings Division, P. O. Box 1601, Luxembourg.

A final edition is regularly published in each of the official languages as an annex to the Official Journal of the European Communities.

The provisional edition and the final are distributed to all Members.

See also: INDEXES OF NAMES AND SUBJECTS

RESEARCH

DG V

Facilities available

For research work on Community subjects Members should apply, either orally or in writing, to the Director-General of Research and Documentation or to the officials specializing in different fields in this Directorate-General. Requests for detailed research work must always be submitted in writing to the Director-General in good time.

Luxembourg II — Office 6/20, tel. 27 57-27 58
Director General

— Office 6/23, tel. 21 18
Director of Institutional and Political
Affairs, Legal service

— Office 6/83, tel. 23 69
Director of Economic Affairs and
External Relations

Parliamentary questions

A semi-automatic retrieval service for written questions and oral questions put during Question Time, which is at present being transferred to the

CELEX system, is available in the central documentation department of the Directorate-General for Research and Documentation.

On request DG V will also supply information notes on subjects dealt with in topical questions.

RESTAURANT

DG IV

See MEMBERS' BAR

ROLL CALL

DG I

Rule 35 of the Rules of Procedure lays down that if at a plenary sitting, the President establishes that the result of a vote by sitting and standing is doubtful, or if ten or more Members so desire, a vote will be taken by roll call. In such cases, each Member expresses his vote by word of mouth when his name is called. The votes are recorded in the Minutes of Proceedings.

RULES OF PROCEDURE

DG I

Parliament's Rules of Procedure are published in a booklet which is automatically sent to Members.

The Rules of Procedure may be amended only on the basis of a resolution referred to the appropriate committee and adopted by a majority of the Members of Parliament (Rule 54 of the Rules of Procedure).

S

SCHOLARSHIPS

DG V

About forty 'Robert Schuman Scholarships' are currently awarded each year to enable university graduates or students having successfully completed at least three years of higher study to carry out research work for periods of three months. Such students are supervised by senior officials of the Directorate-General for Research and Documentation, which will provide all the necessary information on the scholarships.

Luxembourg II, office 6/19, tel. 25 62
Strasbourg, office C15, tel. 4 65

SECRETARIAL ALLOWANCES

DG IV

Secretarial allowances include:

- a monthly flat rate portion paid automatically to Members;
and
- a non-flat rate portion which must be accounted for and which is intended to cover expenditure incurred in employing an assistant on the basis of a private contract.

Members may assign their secretarial allowances to a political group.

Luxembourg II, office 4/60, tel. 24 95
Strasbourg, office 069, tel. 30 19

See also: MEMBERS' PAY OFFICE

SECURITY

DG IV

This department is responsible for security matters relating to persons and property.

Luxembourg,	tel. 26 51 (Robert Schuman Building)
	tel. 32 80 (Tower Building)
Strasbourg,	tel. 31 24
Brussels,	tel. 3 51

SESSION OF PARLIAMENT

DG I

Parliament holds an annual session.

It meets, without requiring to be convened, on the second Tuesday in March each year and itself determines the duration of adjournments of the session.

Parliament also meets without requiring to be convened, on the first Tuesday after expiry of an interval of one month from the end of the period referred to in Article 9 (1) of the Act of 20 September 1976 concerning the election of the representatives of the Assembly by direct universal suffrage.

SICK BAY

DG IV

Emergency medical treatment is available during part-sessions in Strasbourg and Luxembourg. Doctors are in attendance in both places.

Luxembourg II, Ground floor:	Sick Bay, tel. 25 92
	Doctor, tel. 25 90
Strasbourg, Ground floor:	Sick Bay, tel. 21 43
	Doctor, tel. 25 64

SICKNESS INSURANCE

DG IV

Members are entitled to reimbursement of medical expenses incurred for treatment necessary during their stay at or while travelling to venues of meetings or part-sessions. Such reimbursement is subject to a maximum of BFR 100 000 per sickness.

Luxembourg I, office 425, tel. 26 16
Strasbourg, office C 233, tel. 5 49

SPEAKERS IN PLENARY SITTING

DG I

Requests to be entered on the list of speakers should be submitted in writing to the Sittings Division (Luxembourg II, office 158; Strasbourg, office 1081) or during sittings, to the official seated on the left of the President of the sitting.

The names of Members who ask leave to speak in plenary sitting are entered on the list of speakers in the order in which the applications are received.

However, priority may be given on request to the rapporteur of the appropriate committee and to the official spokesmen of the political groups. Such requests must be submitted by the chairmen of the groups concerned to the President of Parliament or to the President of the sitting (Rule 31 of the Rules of Procedure). The chairman of a committee has no priority unless he is deputizing for the rapporteur.

In the case of organized debates, the chairmen of the political groups must give notice of the names of their speakers so that these can be entered on the list of speakers and speaking time can be allocated in accordance with the criteria laid down in Rule 28 of the Rules of Procedure.

The President calls upon Members to speak, ensuring, as far as possible, that speakers of different political views and using different languages are heard in turn. No Member may speak more than twice on the same subject, except by leave of the President. Any Member who asks to make a personal statement is given 3 minutes to do so at the end of the discussion of the item on the agenda then under consideration.

See also: SPEAKING TIME

SPEAKING TIME

DG I

1. Speaking time is limited as follows:
 - (a) Statements on agenda for sittings: 3 minutes;
 - (b) Urgent procedure: 3 minutes;
 - (c) Previous question: 3 minutes;
 - (d) Explanations of vote: 3 minutes;
 - (e) Personal statements: 3 minutes;
 - (f) Minutes of Proceedings: 3 minutes;
 - (g) Oral Question with debate, introduction by author: 10 minutes;
Other speakers: 5 minutes; author's position: 5 minutes;
 - (h) Oral Questions without debate, author: 10 minutes;
 - (i) Question Time: brief supplementary question.

2. On a proposal from the President, Parliament may limit the time allocated to speakers on any other questions or in any other debates. By convention, speaking time is normally limited as follows:
 - (a) for reports, 15 minutes for the rapporteur and for one speaker on behalf of each political group; 10 minutes for other speakers and 3 minutes for speakers on amendments;
 - (b) for the vote on the general budget of the European Communities the authors of amendments may speak if they wish to withdraw their amendments. Otherwise only the rapporteur may take the floor and his statements must be brief.

3. To ensure that a debate runs smoothly, the President may, after consulting the chairmen of the political groups, propose to Parliament that speaking time should be allocated for a particular debate. Parliament decides on this proposal without debate.

The President allocates speaking time in accordance with the following criteria:

- (a) A first fraction of speaking time shall be divided equally among all the political groups.
- (b) A further fraction shall be divided among the political groups in proportion to the total number of their members.
- (c) Members not attached to a political group shall be allocated a total speaking time equal to the fraction allocated to each political group under subparagraph (a).

(Rule 28 of the Rules of Procedure.)

See also: **SPEAKERS IN PLENARY SITTING**

STUDY AND FACT-FINDING MISSIONS

DG II — DG I — Cab.

A committee may instruct one or more of its Members to carry out a study or fact-finding mission only with the agreement of the Bureau of the European Parliament (Rule 39 (4) of the Rules of Procedure).

SUBSISTENCE ALLOWANCES

DG IV

In accordance with the Rules governing the Payment of Expenses and Allowances, Members of the European Parliament receive a daily allowance, calculated and paid by the Members' Pay Office, for all duty travel.

See also: **MEMBERS' PAY OFFICE; ATTENDANCE REGISTERS**

SUBSTITUTES

DGI — DG II

(a) In committee

Any member of a committee may arrange for his place to be taken at meetings by another Member of Parliament of his choice. The name of the substitute must be notified in advance to the chairman of the committee (Rule 40 (3) of the Rules of Procedure).

(b) During Question Time

The author of a question may notify the President in writing of the name of his substitute before the beginning of Question Time.

T

TELEPHONE BOOTHS

DG IV

Telephone booths reserved for Members are available in Luxembourg and Strasbourg next to the Chamber.

See also: TELEPHONE CALLS (reimbursement)

TELEPHONE CALLS (reimbursement)

DG IV

Under Article 10 of the Rules governing the Payment of Expenses and Allowances to Members of the European Parliament, the Secretary-General is authorized to refund the cost of telephone calls made by Members in the interests of the European Parliament.

Requests for reimbursement should be addressed to the Secretary-General.

Further information may be obtained from the political groups.

TELEVISION

DG III

See: RADIO AND TELEVISION

TRAVEL ALLOWANCES

DG IV

Under the Rules governing the Payment of Expenses and Allowances, Members receive a travel allowance calculated as follows:

for travel within the Community, on the basis of a flat-rate kilometre rate;

for travel outside the Community, on the basis of the air ticket.

See also: MEMBERS' PAY OFFICE

TRAVEL OFFICE

DG IV

The Travel Office is responsible for reserving and purchasing rail and air tickets, etc., and for booking hotel rooms. It will provide all the necessary information on official journeys.

Luxembourg II, office 4/102, tel. 27 61
Strasbourg, office 73/75, tel. 30 23

During part-sessions:

Luxembourg II, entrance hall, tel. 29 41
Strasbourg, entrance hall, tel. 21 39/21 40

U

USHERS

DG IV

Ushers are responsible for the supervision of conference rooms and the Chamber. Their duties include the distribution of official documents and communications and official mail.

V

VERIFICATION OF CREDENTIALS

DG I

Parliament verifies the credentials of its Members. This is done:

- at the opening sitting provided for under Rule I (3), on the basis of a report by a temporary special committee composed of the oldest Member and eight Members appointed by lot;
- at all other times, on the basis of a report by the Bureau.

Any dispute is referred to the appropriate committee, which must report to Parliament as soon as possible.

Any Member whose credentials have not yet been verified may provisionally take his seat in Parliament or on its committees, and has the same rights as other Members of Parliament.

Luxembourg II, office 121, tel. 24 86
Strasbourg, office 1140, tel. 36 68

See also: MEMBERS' TERM OF OFFICE

VISITORS

DG III

Arrangements are made for group visits to the European Parliament in Luxembourg and Strasbourg.

During part-sessions the visitors attend part of a sitting in the public gallery and briefing sessions specially organized for each group.

If the groups so request, financial assistance may be granted within the limits of the appropriations available for this purpose.

Applications for visits are numerous and reception facilities are limited by the seating capacity of the public galleries (in particular in Luxembourg) and by various material considerations. Applications should therefore be submitted to the Director-General for Information and Public Relations as soon as possible after a visit is proposed.

Special visits, eligible for more generous allowances, may be organized individually on request for persons playing an important part in the political or administrative life of the Member States and wishing to acquaint themselves with the workings of the European Parliament.

Study visits are also arranged on special terms for post-graduate researchers and students wishing to complete work on Community institutions by means of direct contacts with the European Parliament.

Luxembourg II, office 262, tel. 26 17
Strasbourg, office 153, tel. 30 42

VOTING (in plenary sitting)

In plenary sitting, the right to vote is a personal right. Voting by proxy is prohibited (Rule 34 of the Rules of Procedure).

Votes in plenary sitting are announced by the President. They are normally held at a prearranged time indicated in the draft agenda and the Minutes of Proceedings.

Normally Parliament votes by show of hands. However, if the President considers that the result of this vote is doubtful, Parliament then votes by sitting or standing. If the President decides that the result is still doubtful, the vote is taken by roll call. If so requested before voting begins by at least ten Members, the vote is taken by roll call. In case of appointments voting is by secret ballot (Rule 35 of the Rules of Procedure).

W

WORKING DOCUMENTS

DG I

The documents in this series (numbered consecutively for each parliamentary year) are those dealt with in plenary sittings, in particular consultations, committee reports, motions for resolutions, oral questions, documents printed and distributed in accordance with the internal rules of procedure for the consideration of the draft general budget of the European Communities etc.

Luxembourg II, office 121, tel. 24 86
Strasbourg, office 1140, tel. 36 68

BRIEF DESCRIPTION

**OF THE STRUCTURE OF THE EUROPEAN
PARLIAMENT, ITS PERMANENT ORGANS
AND ITS SECRETARIAT**

(situation in May 1979)

PARLIAMENT

PRESIDENT

BUREAU
ENLARGED BUREAU

COLLEGE OF QUAESTORS

POLITICAL GROUPS

- Socialist Group
- Christian-Democratic Group
(Group of the European People's Party)
- Liberal and Democratic Group
- European Conservative Group
- Communist and Allies Group
(SF, Ind. Sin.)
- Group of European Progressive Democrats

PARLIAMENTARY COMMITTEES

1. Political Affairs Committee
2. Legal Affairs Committee
3. Committee on Economic and Monetary Affairs
4. Committee on Budgets
5. Committee on Social Affairs, Employment and Education
6. Committee on Agriculture
7. Committee on Regional Policy, Regional Planning and Transport
8. Committee on the Environment, Public Health and Consumer Protection
9. Committee on Energy and Research
10. Committee on External Economic Relations
11. Committee on Development and Cooperation
12. Committee on the Rules of Procedure and Petitions
- D1. Delegation to the Joint Parliamentary Committee of the EEC-Greece Association
- D2. Delegation to the Joint Parliamentary Committee of the EEC-Turkey Association

SECRETARY-GENERAL

DIRECTORATES-GENERAL AND SERVICES

PRESIDENT

The President is elected by secret ballot on a proposal from a political group or at least ten Members. He may be elected by acclamation.

The President directs all the activities of Parliament and of its organs subject to the conditions laid down in the Rules of Procedure. He enjoys all the powers necessary to preside over the proceedings of Parliament and to ensure that they are properly conducted.

Pursuant to the budgetary provisions of the Treaties, the President declares that the general budget of the Communities has been finally adopted.

Should voting on a decision of the Bureau or enlarged Bureau result in a tie, the President has a casting vote.

In international relations, on ceremonial occasions, and in administrative, legal or financial matters Parliament is represented by the President, who may delegate his powers.

Office of the President:

Luxembourg II, office 102, tel. 25 05
Strasbourg, office 1046, tel. 23 76

BUREAU AND ENLARGED BUREAU

The Bureau consists of the President and the twelve Vice-Presidents of Parliament.

The President and/or the Bureau may take one or more members of the Bureau responsible for general or specific matters falling within the President's or the Bureau's terms of reference. At the same time, the conditions for discharging these responsibilities are defined (see COLLEGE OF QUAESTORS).

The enlarged Bureau consists of the Bureau and the chairmen of the political groups.

The chairman of a political group may arrange to be represented by a member of his group.

COLLEGE OF QUAESTORS

In accordance with a decision by the enlarged Bureau, three Vice-Presidents of Parliament act as Quaestors, to whom the President has delegated certain administrative and financial powers. The College of Quaestors is chaired by the President of Parliament.

Quaestors are responsible for all matters relating to the working conditions of Members of Parliament. Their terms of reference therefore include: material working conditions, the use of official cars, access to the Chamber, insurance against illness, insurance against losses and thefts on mission, the payment of allowances to Members, and offices in the various places of work. They have no responsibility for staff matters.

Secretariat: Luxembourg II, office 4/65, tel. 20 47
 Strasbourg, office P 101, tel. 3 51

SECRETARY-GENERAL

The Secretary-General assists the President, the Bureau and the other organs of Parliament in the procedural tasks devolving upon them and in official contacts with the other European institutions, the Parliaments of the Member States of the European Communities and the Associated States and, in general, with all external bodies.

He acts as the Clerk of Parliament and of the Bureau and is responsible for the implementation of their decisions. He is also joint Secretary-General of the ACP-EEC Consultative Assembly.

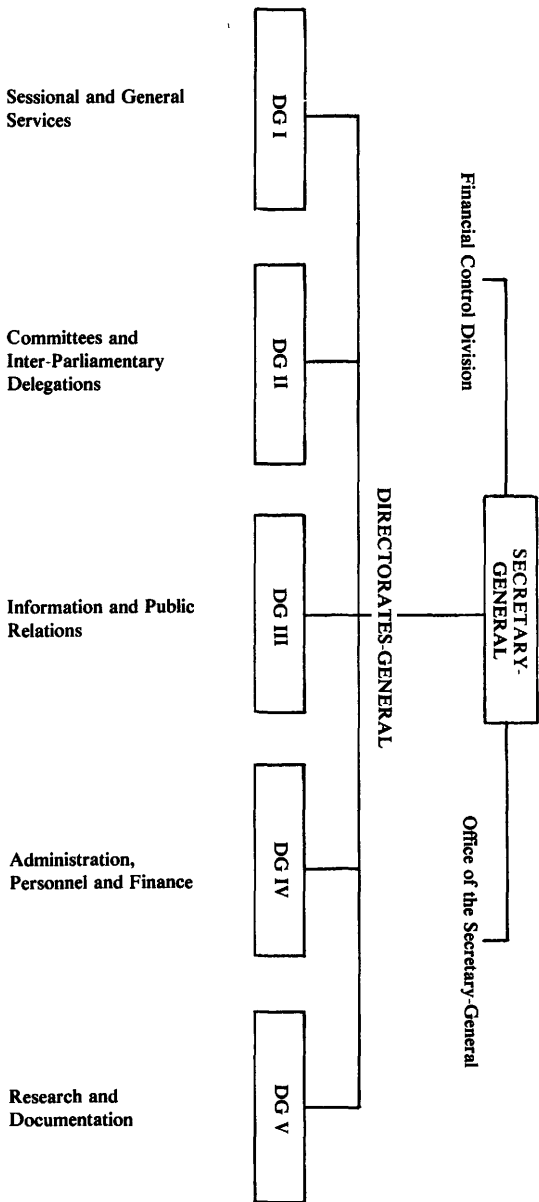
He directs Parliament's Secretariat and, under the authority of the President, administers funds within the framework of the budget and in accordance with the Financial Regulation.

In the exercise of his duties he is supported by five Directorates-General and one Financial Control Division, which assist him within limits of their respective responsibilities.

He is also assisted by a Private Office at his personal disposal.

Office of the Secretary-General:

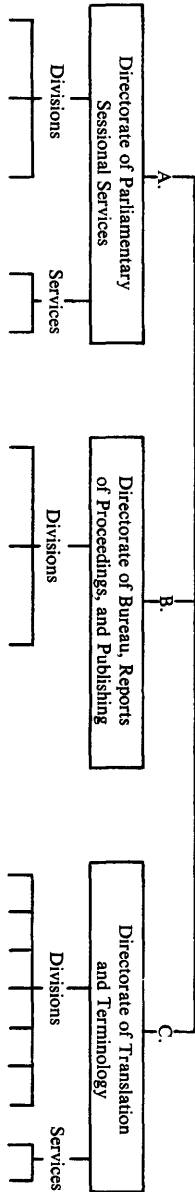
Luxembourg II, office 213, tel. 28 88/28 90
Strasbourg, office 1043, tel. 24 33



DG I

SESSIONAL AND GENERAL SERVICES

Director-General
Directors



- 1. Members, Parliamentary Questions
Official Documents and Petitions
- 2. Organization of Sittings
- 3. Minutes of Proceedings, Action taken
on Resolutions, and Archives
— Archives Service

Organigramme

Mail

- 1. Bureau Secretariat
- 2. Reports of Proceedings and indexes
- 3. Publishing and Distribution
 - Printing
 - Distribution
 - Typing pool and type-setting

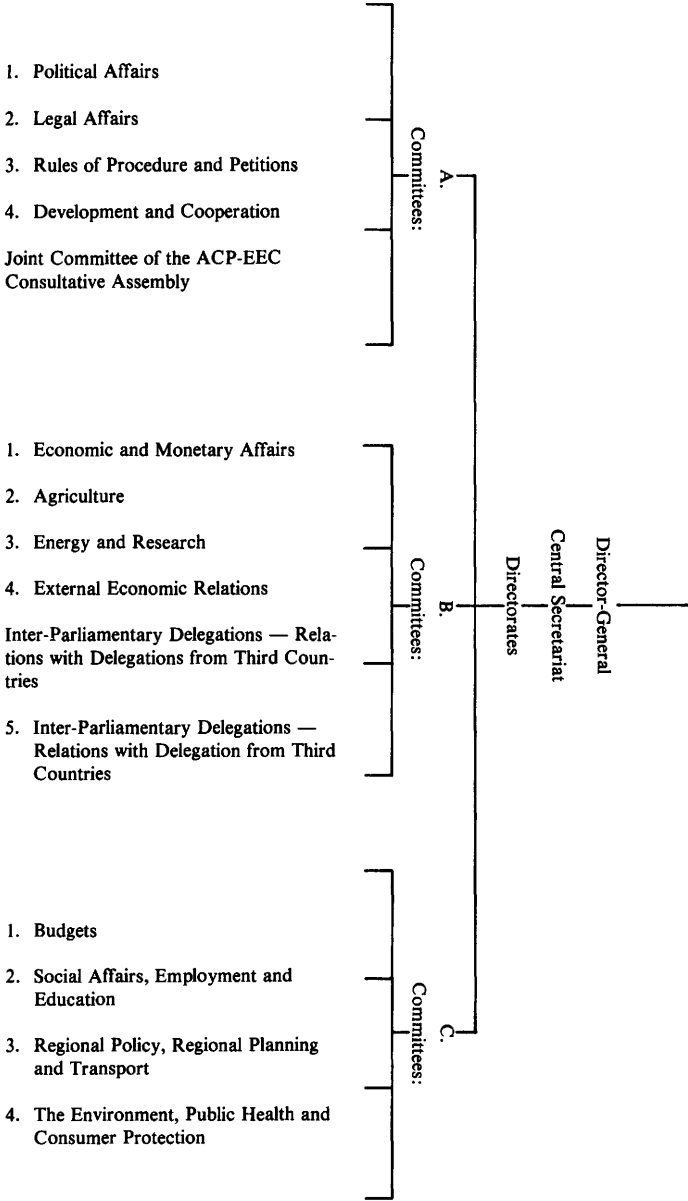
Planning

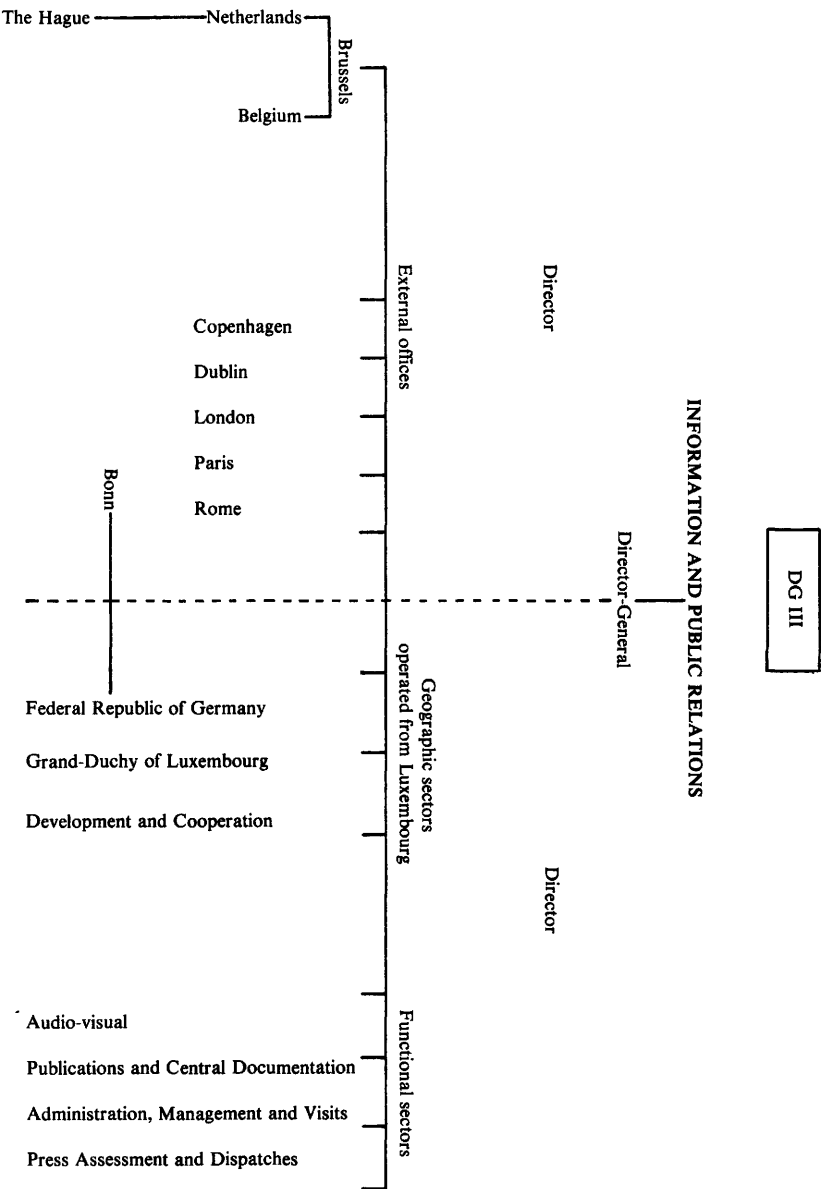
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- 2. German
- 3. English
- 4. French
- 5. Italian
- 6. Dutch
- 7. Terminology Office

Dispatching

Archives

COMMITTEES AND INTERPARLIAMENTARY DELEGATIONS





DG IV

ADMINISTRATION, PERSONNEL AND FINANCE

Director-General

Directorates

A.

General Administration

Divisions

1. Supplies and Maintenance
2. Conference and Protocol

B.

Personnel and Social Affairs

Divisions

- Questions of Principle and Appeals Service
1. Personnel
Services:
 - Recruitment-Establishment
 - Personnel Management
 2. Social Affairs and Professional Training
Services:
 - Pensions and Social Insurance
 - Welfare
 - Professional Training
 - Medico-social service
- Pay and Allowances Service

C.

Finance and Data Processing

Divisions

1. Budget
2. Treasury and Accounts
3. Data processing

D.

Interpretation

Divisions

1. Danish
2. German
3. English
4. French
5. Italian
6. Dutch

DG V

RESEARCH AND DOCUMENTATION

Director-General

Directorates

A.

Institutional Affairs and Legal Service

Divisions

- 1. Political Affairs
- 2. Legal and Budgetary Affairs
- 3. Relations with National Parliaments

Library

Cataloguing
Information
Reference
Official documentation

B.

Economic and Social Affairs and External Relations

Divisions

- 1. Agriculture
- 2. Economic Organisation (regional policy, regional planning and transport, industry, energy and research, environment, public health and consumer protection)
- 3. Economic and Monetary Affairs
- 4. External Economic Relations (external trade, development and cooperation)
- 5. Social Affairs

CELEX

DIRECTORATE-GENERAL I

SESSIONAL AND GENERAL SERVICES

Under the authority of the Secretary-General, this Directorate-General is responsible for the official archives, for sessional services and all work connected with such services (membership of Parliament, reference to committee, the conduct of sittings, official documents, notification of acts).

At the same time it provides secretarial services for meetings of the Bureau and the enlarged Bureau. Since it includes translation, printing and distribution, it covers all the services directly connected with the preparation, organization and running of plenary sittings.

It assists the Secretary-General in matters relating to the Management Committee of the Office for Official Publications of the European Communities and maintains contacts with that office.

In addition it is responsible, subject to the same conditions, for all the sessional services for the ACP-EEC Consultative Assembly.

It consists of three directorates, whose spheres of responsibility are summarized below.

DIRECTORATE A — Parliamentary Sessional Services

- Matters relating to Members, referrals, official documents, parliamentary questions, petitions, and preparation of Parliament's BULLETIN;
- Preparation of the draft agenda and sessional dossiers, implementation in plenary sitting of Parliament's Rules of Procedure and other procedural regulations, registration of speakers, motions for resolutions with request for an immediate vote or for urgent debate, tabling of amendments, plan of the Chamber, lists for roll calls, etc.;
- Minutes of Proceedings, register of precedents, Rules of Procedure, formal presentation of the opinions, resolutions and decisions of the European Parliament, register of these acts at successive stages of legislative process;

- Official Archives Department;
- Mail Department;
- Management section and central secretariat of the Directorate-General as a whole.

This directorate is also responsible for the coordination of the implementation of the budgetary procedures laid down in the Treaties and the Rules of Procedure.

DIRECTORATE B — Bureau, Reports of Proceedings and publishing

- Secretariat of the Bureau and enlarged Bureau of Parliament;
- Parliament's Reports of Proceedings and indexes;
- Publication and distribution of official documents;
- Relations with the Office for Official Publications of the European Communities;
- Secretariat of the ACP-EEC Consultative Assembly;
- Coordination and planning of the production of documents.

DIRECTORATE C — Translation and Terminology

Translation of all texts originating from the European Parliament, its organs and secretariat in the six official languages; terminology and linguistic documentation work.

During part-sessions the Directorate for Translation and Terminology seconds translators to the Minutes and Reports of Proceedings Divisions.

DIRECTORATE-GENERAL II

COMMITTEES AND INTER-PARLIAMENTARY DELEGATIONS

The main function of the Directorate-General for Committees and Inter-Parliamentary Delegations is to assist Members of Parliament in the preparation and drafting of resolutions and reports to be considered with a view to adoption at the initiative of a Member of Parliament or following consultation by the Commission or the Council of the European Communities.

The Directorate-General for Committees and Inter-Parliamentary Delegations also assists the Members of permanent (Greece and Turkey) or *ad hoc* inter-parliamentary delegations and the members of the Joint Committee of the ACP-EEC Consultative Assembly.

Finally, it also provides secretarial services for committees (drafting of reports, minutes and records).

In fulfilling these duties, the Directorate-General coordinates the activities of its three directorates.

DIRECTORATE-GENERAL III

INFORMATION AND PUBLIC RELATIONS

The main function of the Directorate-General for Information and Public Relations is to provide the general public, directly and through the press and other media, with information on the role, workings and activities of the European Parliament.

More generally, it aims to facilitate contacts with the Assembly in cases where such contacts do not have to be maintained officially or for strictly functional reasons.

In addition, it is responsible for certain internal information functions.

The staff and activities of the Directorate-General for Information and Public Relations are broadly divided between the geographical and functional sectors.

Geographical sectors

Each Member State has an information office under the responsibility of a Head of Division. These offices are generally located in the capitals of the Member States concerned, although the Heads of Division for the German and Dutch sectors work from Luxembourg and Brussels respectively. However, the latter is also responsible for running branch offices in Bonn and the Hague.

The 'Development and Cooperation' Sector is responsible for channelling to the States associated under the Lomé Convention information on matters relating to the Association.

Functional sectors

The functional sectors are responsible for various services which must be operated on a central basis. These sectors naturally have to collaborate with the geographical sectors working upstream or downstream of their own activities.

Their work may be broken down as follows:

- Audio-visual Sector: all matters relating to radio and television, films, photographs, recordings, and audio-visual archives;
- Publications and Central Documentation: preparation of information documents, notes for the press, and publications intended for the general public;
- Administration, Management and Visits Sector: organization of visits to Strasbourg and Luxembourg;
 - statistics and internal departmental accounts;
- Press Assessment and Dispatches Sector: selection and distribution of teletypewriter dispatches, scanning of newspapers and periodicals, collection of articles and extracts concerning the European Parliament.

These functional sectors all fall within the responsibility of the Directorate for Information Media with the exception of the Press Assessment and Dispatches Sector, which is grouped with the geographical sectors under the Directorate for the Coordination of Geographical and Operational Sectors.

DIRECTORATE-GENERAL IV

ADMINISTRATION, PERSONNEL AND FINANCE

This Directorate-General consists of four directorates with the following functions:

DIRECTORATE A — General Administration

Supplies and Maintenance; purchases by Parliament, management of buildings, telephone service, canteen and restaurants, transport (drivers);

Conference and Protocol

Duties relating to Members:

Material and technical organization of meetings of Parliament and its organs, management of travel and accommodation, protocol and usher service, security matters relating to property and persons.

DIRECTORATE B — Personnel and Social Affairs

Personnel recruitment and management, social affairs and professional training.

Duties relating to Members:

Language courses, management of accident insurance and life assurance of Members, medical assistance.

DIRECTORATE C — Finance and Data Processing

Preparation and implementation of the European Parliament's budget, payment of expenditure, availability and maintenance of funds, accounts, financial management.

Duties relating to Members:

Members' Pay Office, administration of expenses, allowances and refunds for Members.

Data processing applications

DIRECTORATE D — Interpretation

Responsible for simultaneous or consecutive interpretation in the various languages.

DIRECTORATE-GENERAL V

RESEARCH AND DOCUMENTATION

This Directorate-General consists of two Directorates:

DIRECTORATE A —

Institutional affairs, Legal service

DIRECTORATE B —

Economic affairs and external relations.

Most of the Directorate-General's research and documentation work is undertaken at the request of Members or political groups and consists of the preparation of documents on Community problems and parliamentary matters and comparisons between the situations in the various Member States as regards specific aspects of political, economic or social life.

A certain amount of research work is carried out at the request of the President or the Bureau (in particular on institutional or legal problems), or of DG II (in connection with relations with the ACP countries or meetings

of delegations). DG V provides active assistance in the 'seminars' organized by DG III.

DG V also carries out work on its own initiative either on a continuous basis or when it considers it desirable to draw up a dossier or a brochure on any important topic of immediate interest.

See also: OCCASIONAL PUBLICATIONS

DG V is responsible for Parliament's library, which includes cataloguing and information and reference services.

See also: LIBRARY; READING ROOM

LIST OF DOCUMENTS

(a) DOCUMENTS AUTOMATICALLY DISTRIBUTED TO ALL MEMBERS

- Treaties establishing the European Communities
- Rules of Procedure of the European Parliament
- Working documents
- General Report of the Commission and annexed documents
- Preliminary draft budget
- Draft budget
- Supplementary draft budgets
- Amendments to the draft budgets
- Draft budget as modified by the European Parliament
- Minutes of the sittings
- Debates of the European Parliament — provisional edition
- Debates of the European Parliament — final edition (annex to the Official Journal)
- Documents published by parliamentary committees to which the Member belongs
- BULLETIN of the European Parliament
- Practical Guide for Members
- Information and documentation publications (e. g. the EP ‘Information series’)

(b) DOCUMENTS DISTRIBUTED ON REQUEST

- Official Journal
 - L series (Legislation)
 - C series (Information and Notices)
 - S series (Supplement — notices of public works and supply contracts)

- European Parliament
 - Documents published by parliamentary committees to which the Member does not belong
 - Fact sheets on the EP and the activities of the EC
 - National laws on the election of the EP
 - Editions of resolutions adopted

- Council of the EC
 - Press releases

- Commission of the EC
 - Monthly Bulletin and supplement
 - Economic Situation in the Community
 - Report of the Results of the Business Surveys carried out among Heads of Enterprises in the Community
 - Graphs and Notes on the Economic Situation in the Community
 - Statistics

- Economic and Social Committee
 - Opinions, reports, record of proceedings and Bulletin

- ECSC Consultative Committee
 - Minutes of meetings and reports

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