

No. 6

OR/F

RULES OF THE EUROPEAN AFFAIRS COMMITTEES  
OF THE EUROPEAN COMMUNITY'S PARLIAMENTS

Translated from the French, November 1992

The present rules are designed to facilitate and improve the work of the Conferences of European Affairs Committees. These Conferences enable a regular exchange of views, without prejudicing the competences of the parliamentary bodies of the European Community.

## 1. FREQUENCY AND DATES OF MEETINGS

### 1.1 Ordinary meetings of specialised committees

One meeting during the second half of the six monthly Presidency of the Council of Ministers

taking account of different parliamentary practices of Member States, of election periods and of the dates of public holidays in Member States

### 1.2 Extraordinary meetings

if deemed necessary by an absolute majority of the Chairmen of the European Affairs Committees of the national Parliaments and the Chairman of the Institutional Committee of the European Parliament

### 1.3 Preparatory meetings of the Chairmen of the specialised committees

at the beginning or at the end of a week if proposed by the Parliament of the Member State holding the Presidency of the Council of Ministers, after consulting the Presidential Troika

## 2. PLACE OF MEETINGS

Meetings take place in the Member State holding the Presidency of the Council of Ministers, although extraordinary meetings can be held elsewhere.

## 3. DURATION OF MEETINGS

### 3.1 Ordinary meetings of specialised committees

1½ days

### 3.2 Extraordinary meetings

1½ days

### 3.3 Preparatory meetings of the Chairmen of specialised committees

1 working day

## 4. COMPOSITION

### 4.1 Ordinary meetings of specialised committees

a maximum of six representatives of the specialised committee(s) per Member State, each Parliament determining the composition of its delegation as it wishes

six members of the European Parliament

Preparatory meetings can make a specific decision to invite observers from Member States' embassies, the EC Commission, and specialists.

### 4.2 Extraordinary meetings

a maximum of six representatives of the specialised committee(s) per Member State, each Parliament determining the composition of its delegation as it wishes

six members of the European Parliament

Preparatory meetings can make a specific decision to invite observers from Member States' embassies, the EC Commission, and specialists.

## 5. CONVOCATION

Ordinary meetings to be convened by the parliamentary secretariat of the Member State holding the Presidency of the Council of Ministers

Extraordinary meetings to be convened by the parliamentary secretariat of the Member State where the meeting takes place

## 6. DESIGNATION OF MEETINGS

### 6.1 Ordinary meetings

Conference of European Affairs Committees (of the European Community's national Parliaments and the European Parliament)—CEAC—with the name preceded by the number of the Conference in sequence and followed by date and place of the meeting

## 6.2 Extraordinary meetings

Extraordinary Conference of European Affairs Committees (ECEAC) (of the European Community's national Parliaments and the European Parliament), with the name preceded by the number of the Conference in sequence, date and place of meeting

## 7. AGENDA

7.1 The Presidential Troika and a representative of the European Parliament propose at the beginning of each Presidency one or several subjects drawn from the working programme of the Council of Ministers and the EC Commission or from proposals made during the preceding meeting

7.2 A draft agenda is drawn up by the Chairman of the European Affairs Committee of the host Member State, after consulting the Presidential Troika and a representative of the European Parliament

The Conference itself decides on the final agenda of the meeting

## 8. PREPARATION OF MEETINGS

8.1 The National delegations should send their written contributions to the Secretariat of the host Parliament

8.2 The national delegation of the Member State holding the next Presidency will draw up the report(s)

8.3 The rapporteur(s) may request contributions from other delegations to help in writing the report

8.4 The participating Parliaments will receive the reports in the language of the author and in French or in English at the end of February and September. Each Parliament is responsible for translation into its national language.

### Common Languages

Each delegation draws up its contribution in its national language and, as far as possible, is responsible for its translation into English or French

## 9. SIMULTANEOUS TRANSLATION OF DEBATES

Simultaneous translation is provided into the nine languages of the Community

## 10. ROLE OF THE PRESIDENCY OF THE MEETING

(a) The Secretariat of the host Parliament prepares the documents for the meeting

(b) The Chairman of the European Affairs Committee of the host Parliament opens the debate

(c) The Chairman of the European Affairs Committee of the host Parliament proposes a timetable for the meeting and the length of speeches

(d) The Secretariat of the host Parliament write brief minutes of the meeting

(e) The Chairman of the European Affairs Committee of the host Parliament presents the debate's conclusions, as drawn up by the Presidential Troika

## 11. DEBATE CONCLUSION

If the Conference decides to issue a communiqué, a draft is drawn up by the Presidential Troika and a representative of the European Parliament

## 12. RECIPIENTS OF COMMUNIQUÉS

(a) The 12 national Parliaments and the European Parliament

(b) The 12 Governments

(c) The EC Commission

Communiqués are sent out by the Secretariat of the European Affairs Committee of the host Member State

### 13. RULES REVISION

- (a) Proposals for a revision of the rules must be sent in writing from one or several delegations of one or several Parliaments to all national Parliaments of the Member States and to the European Parliament at least one month before the meeting of the European Affairs Committees
- (b) Any proposals for a revision of the rules should be put on the agenda of the first meeting of the European Affairs Committees following the presentation of the proposal
- (c) Such proposals must be adopted by consensus