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# IPEX Guidelines as approved by the meeting of the Secretaries General

Copenhagen, 9 – 10 February 2006

and amended

Lisbon 2008, Warsaw 2012

# Guidelines for IPEX

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## Preamble

IPEX, the InterParliamentary EU information eXchange, was created following recommendations and agreements by the Conference of Speakers of the European Union Parliaments in Rome in 2000<sup>1</sup> and in The Hague in 2004<sup>2</sup>.

## Objectives

The objective of IPEX is to support interparliamentary cooperation in the European Union by providing a platform for the electronic exchange of EU-related information between parliaments in the Union. In particular, the IPEX website contains a database for the exchange of information about parliamentary scrutiny in EU affairs including aspects of subsidiarity, as well as a calendar of Interparliamentary meetings, forums for the exchange of views, a News section and the website of the EU Speakers' Conference.

## Composition

IPEX is open to national Parliaments/Chambers in the member states and candidate countries of the European Union and to the European Parliament.

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<sup>1</sup> In a memorandum adopted by the Conference in Rome on 22-24 September 2000, the Speakers proposed measures to promote cooperation and the exchange of information between institutions and parliaments in the Union. The Speakers requested that the administrations of the respective parliaments should look into the matter in more detail.

<sup>2</sup> Guidelines for Interparliamentary Cooperation in the EU as agreed upon by the Conference of Speakers of the European Union Parliaments

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## 1. Organisation

### 1.1. The Conference of Speakers of the European Union Parliaments

The Conference of Speakers of the European Union Parliaments lays down the objectives of IPEX.

### 1.2. The Secretaries General of the European Union Parliaments

The Secretaries General<sup>3</sup> of the European Union Parliaments

- oversee IPEX
- agree on the guidelines and on major changes to the IPEX system
- appoint the IPEX Board
- appoint the chairman of the IPEX Board from among the ranks of the Secretaries General of Parliaments represented on the IPEX Board

### 1.3. The IPEX Board

The IPEX Board is appointed for a one-year period, running from one Speakers' Conference to the next.

#### 1.3.1. Composition

The Board consists of members representing

- The national Parliaments hosting the previous, current and upcoming Conference of Speakers of European Union Parliaments
- Other national Parliaments that wish to participate and commit to contributing to the Central Support or working groups set up by the Board
- The European Parliament

COSAC, the ECPRD, the European Commission and the Council participate in and contribute to Board meetings.

The Chair may invite other relevant organisations or individuals to Board meetings.

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<sup>3</sup> Whenever "Secretary General" is mentioned in this text, this shall include any "other equivalent senior official appointed by the Speaker to represent the parliament/chamber in meetings of the Secretaries General"

### **1.3.2. Tasks**

The Board

- ensures the ongoing and effective management and maintenance of the IPEX system
- monitors the IPEX web site
- monitors the Central Support
- meets once a year with the IPEX Correspondents
- is responsible for relations with the EU institutions and bodies outside of the European Union
- submits an annual report to the Secretaries General about the current status of IPEX
- appoints the Central Support and its Chair

## **1.4. The Central Support**

The Central Support manages all tasks that are relevant to the IPEX website, editorial as well as technical.

### **1.4.1. Composition**

The Central Support comprises members from national Parliaments represented on the Board and from the European Parliament.

Other national Parliaments may assist in the functioning of the Central Support.

### **1.4.2. Tasks**

- Daily maintenance of the IPEX web site
- Overall management of users
- Assistance to the IPEX Correspondents
- Technical and editorial changes and developments
- Assistance to the parliament holding the Presidency of the Conference of Speakers of the European Union Parliaments in the updating and maintenance of the calendar of interparliamentary cooperation
- Other tasks, assigned by the IPEX Board

## **1.5. The IPEX Correspondents**

The IPEX Correspondents are appointed by the Secretary General of each national Parliament/Chamber taking part in IPEX. Each Parliament/Chamber may appoint up to two Correspondents.

The IPEX Correspondents are responsible for the contributions from their Parliament/Chamber to the IPEX system. This includes responsibility for

- organising the input to the databases from their Parliament/Chamber
- updating their scrutiny information in real time, including summaries of important decisions in English or French and other languages
- ensuring that IPEX is a relevant tool for mutual exchange of information in accordance with Protocol 2 of the Treaty of Lisbon
- ensuring the correctness of the links and other items of information about their Parliament/Chamber on the national part of the IPEX website
- dealing with the management of users in their Parliament/Chamber
- communicating IPEX information and providing support in their administration
- exchanging best practices

## **1.6. The IPEX Information Officer<sup>4</sup>**

The IPEX information officer assists

- the IPEX correspondents by offering technical advice and support
- the Central Support in the management and the daily maintenance of the IPEX website
- other stakeholders as defined by the Central Support

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## **2. Revision of the Guidelines**

The revision of these guidelines is the responsibility of the Secretaries General of the European Union Parliaments.

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<sup>4</sup> The procedure of appointment and financing of the IPEX information officer should be adopted by the Secretaries General as a separate proposal. These provisions may be added to this section of the IPEX Guidelines.