

IPEX Guidelines

as approved by the meeting of the Secretaries General

Copenhagen, 9-10 February 2006

and amended by the Secretaries General in Lisbon in 2008

Preamble

IPEX, the InterParliamentary EU information eXchange, was created following recommendations and agreements by the Conference of European Union Speakers in Rome in 2000¹ and in The Hague in 2004².

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 web site contains a database for the exchange of information about parliamentary scrutiny in EU affairs including aspects of subsidiarity, a calendar of Interparliamentary meetings and forums for the exchange of views.

¹ 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.

² Guidelines for Interparliamentary Cooperation in the EU as agreed upon by the Conference in The Hague, 2004.

Composition

IPEX is open to National Parliaments (Chambers) in the member states and candidate countries of the European Union and to the European Parliament. COSAC and the ECPRD are invited to join IPEX on an associate basis.

1 Organisation

1.1 The Conference of the Speakers of European Union Parliaments

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

1.2 Secretaries General of European Union Parliaments

The Secretaries General³ of European Union Parliaments

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

The Board

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

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

- appoints the members and chair of the Central Support Function

1.3.2 Composition of the Board

The Board consists of members representing

- The National Parliaments hosting the previous, current and upcoming Conference of the Speakers of European Union Parliaments (three)⁴
- Other National Parliaments that wish to participate and are willing to contribute to the effective functioning of IPEX
- The European Parliament (one)

COSAC and the ECPRD participate as associate members.

1.4 The Central Support Function

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

1.4.1 Tasks

- Daily maintenance of the IPEX web site
- Overall management of users
- Assistance to the IPEX Correspondents
- Technical and editorial changes and developments
- May upon the request of the parliament hosting the Speakers' Conference assist in the updating and maintenance of the calendar of Interparliamentary cooperation
- Other tasks, assigned by the IPEX Board

1.4.2 Composition of the Central Support Function

The Central Support Function comprises four members coming from national parliaments represented on the Board and one from the European Parliament. Other national parliaments may assist in the functioning of the Central Support.

1.5 The IPEX Correspondents

The IPEX Correspondents are appointed by the Secretary General of each parliament/chamber taking part in IPEX.

1.5.1 Tasks - responsibilities

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 etc from their parliament/chamber

⁴ In the case of bicameral systems, it is up to each parliament to decide on the representation

- the correctness of the links and other items of information about their parliament/chamber on the national part of the IPEX web site
- the management of users in their parliament/chamber
- IPEX information and support in their administration
- the exchange of best practices

2 Revision of the guidelines

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

Annex

Organisation

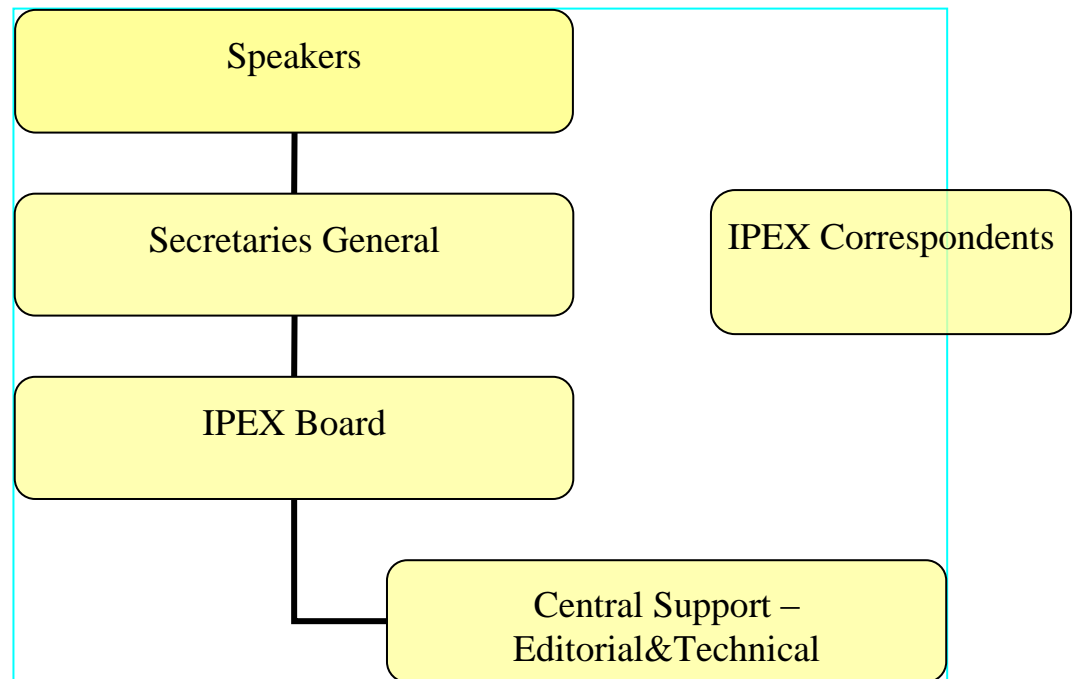


Chart 1 IPEX organisation model